

<b>Policy Title:</b> First Aid Policy	<b>Effective Date:</b>	September 2023
<b>Staff Member Responsible:</b> Rachel Hope-Johnstone, Rachael Baker, Lisa Bradbury and Michelle Andrews	<b>Review Date:</b>	September 2024

This policy should be read in conjunction with ‘Policy for Supporting Students with Medical Conditions’ for arrangements and plans for those with particular medical conditions.

## Rationale

The Schools have a duty to provide appropriate medical services and first aid facilities, equipment and training. The Schools have a duty of care to ensure the safety of pupils at all times, especially boarding pupils (acting in loco parentis). There is also a responsibility towards staff and visitors. Social care, safe guarding issues and special educational needs are identified and referred to the appropriate professionals. Health promotion is provided informally and, as part of a structured planned timetable. This policy covers the both Senior school, Prep school, including the EYFS (Nursery).

### 1. First Aid Trained / Qualified Staff

- 1.1 In addition to the services provided by the Health and Wellbeing Centre/ qualified Nursing cover, the Schools maintain a minimum of four staff members, qualified to “First Aid in the Workplace” level. This is in accordance with the Health & Safety Executive (HSE) guidelines. In addition, there are many other staff (teaching and non-teaching) who are trained to the “First Aid in Schools” level. A list of staff (Westonbirt School and Westonbirt Prep) with first aid certificates is managed by the human resource (HR) department. At least one first aid trained staff must be on site when children are present.
- 1.2 It is important that all teachers possess some knowledge of First Aid and know how to contact and access the Health and Well Being centre (HWC) as necessary. This is achieved by holding regular updates and during INSET days. Information is shared as appropriate via various methods for example on staff room boards and updated termly, or when required if sooner.
- 1.3 EYFS  
In accordance with the EYFS statutory requirements, at least one person who has a current paediatric first aid (PFA) certificate will be on the premises and available at all times when children are present, and will accompany children on outings. All EYFS staff will have either full or emergency paediatric training. Certificates will be displayed in the EYFS setting and training adheres to the requirements set out by the EYFS Statutory Framework (2017).

### 2. First Aid Training

- 2.1 The Schools operate a programme of first aid training and updates. All courses are valid for three years. All First Aid courses at Westonbirt include Paediatric and Anaphylaxis (including Auto Adrenaline Pen) training.
- 2.2 First Aid at Work Course (3 Days)  
This qualification is suitable for all staff and lasts for three years. Staff may attend external courses at approved training establishments or be trained as a group at Westonbirt. See Appendix A.
- 2.3 First Aid in Schools Course (6 hours)

This course is suitable for teaching staff, especially those involved in adventurous training, field trips, the sciences and sport. It is also suitable for maintenance, ground, and sports centre staff and science technicians. House staff should be first aid trained to this level or higher. See Appendix A.

## 2.4 Specialist courses for young children

Staff at Westonbirt Prep attend external courses in First Aid for Child Carers.

## 2.5 Administration of training

The HR department will organise the courses as necessary and will maintain a register of all staff who are First Aid trained with the expiry dates of those certificates. Staff taking First Aid courses outside the school, should provide details to the HR department.

## 3. First Aid Facilities and Equipment

### 3.1 Health and Wellbeing Centre

During term time, the Health and Wellbeing Centre is staffed between 08:00 and 17:30 by Registered Nurses. It is fully equipped to deal with minor injuries and first aid.

### 3.2 First Aid Boxes/ kits

The Health and Wellbeing Centre supplies these to the boarding houses and departments, as listed on “locations of First Aid Kits” poster behind the main senior reception, an up-to-date list is also kept in the HWC and on share point, please see Appendix B for full list of locations. The Health and Wellbeing Centre staff check and replenish these boxes at the beginning of each term. The head of the boarding house/ department is responsible for notifying the Health and Wellbeing Centre when items are used and is also responsible for notifying the Health and Wellbeing Centre of any special medical requirements for their particular area.

First Aid and medication kits are supplied by the Health and Wellbeing Centre for all school trips. These contain standard first aid supplies as recommend by St. Johns Ambulance. See Appendix C for a full list of what First aid and Medication Kits contain. First aid and medication kits are sealed with a tag and signed out by staff taking the trip and must be returned in a timely manner. If the seal is broken on return the kits are checked and replenished. If medication is used it must have been signed out by the member of staff giving it.

At Westonbirt Prep (WP) first aid kits are supplied to teachers who organise trips by the school office. These are checked termly or as required by HWC staff. It is the responsible of WP staff for notifying the Health and Wellbeing Centre when items are used and they are also responsible for notifying the Health and Wellbeing Centre of any special medical requirements for their particular area.

### 3.4 Bodily Fluid Spillage Kits

Biohazard disposal kits are located around the buildings, in HWC and in all boarding houses. See ‘Infection Control Policy’.

### 3.3 Eye Wash Stations

The following areas / departments are provided with eye wash stations and appropriate instruction notices on usage:

Science department, kitchens, grounds and maintenance workshops and the sports centre.  
All first aid kits contain eye wash equipment.

## 4. First Aider Precautions

- 4.1 In order to minimise the risk of transmission of infection and infectious diseases whilst performing first aid, all boxes contain 3 pairs of disposable gloves, apron and one personal mouthpiece shield to prevent the spread of bodily fluids. Also see 'Infection Control Policy'.

## 5. First Aid Procedures

- 5.1 In the event of an accident or injury, appropriate members of staff should conduct emergency first aid:
- depending on the injury
  - the condition of the person
  - their own training, qualifications and experience

Should assistance be required, the staff member should call for help and stay with the casualty until help arrives. In the event of a serious illness or a life-threatening injury, dial **999** immediately and ask for an ambulance.

**NB: A 999 ambulance will take between 25 – 30 minutes to arrive at Westonbirt. If an Air Ambulance is required, inform Ambulance control of our location adjacent to Highgrove, for security purposes.**

- 5.2 Any accident involving a pupil, staff or visitor that results in injury must be reported by completion of an Incident form, these must be reported to Operations team. Accident forms are available from the Director of Operations.
- At Westonbirt Prep, Accident Forms are available from the school office.
- 5.2.1 The parents/carers of pupils at Westonbirt Prep (including EYFS) who have received First Aid treatment will be sent a copy of the Westonbirt Prep Medical Accident Report Log in their school bags at the end of the day and will be informed by a member of staff of the incident and presence of the form. In the event of any head injuries or other injuries of a serious nature, the school nurse or form teacher will telephone the parents as soon as possible and email if they are unable to contact them by phone. Both Schools provide a Head Injury information sheet to be sent home as necessary in the case of a head injury.
- 5.3 Serious accidents, as defined by R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), must be reported to HSE on 0845 300 9923 by the Chief Operating Officer, or, in his absence, his assistant
- 5.4 Any near miss, incident or accident which resulted in injury, or might do so, if repeated in the future and potential hazard should also be reported and recorded using accident forms.

## 6. Recording and Reporting of Accidents (day pupils and boarders)

At the senior school, when a pupil has an accident on school premises, an accident form is completed by the member of staff who witnessed accident or was first on the scene. This form will be filed in the "Accident Folder" with Director of Operations.

### Minor injuries – Day Pupils

e.g. cut finger/scraped knee. The pupil's parent/guardian will be informed when an accident has occurred, usually by telephone, at the discretion of HWC. If the pupil is older, HWC would advise the pupil to inform the parent/guardian as appropriate.

### **Minor Injuries – Boarders**

Minor injuries are not routinely reported to the parent/guardian, unless further treatment is required. The parent/guardian has completed a medical form, authorising HWC to carry out first aid, give medicines and treatment to the pupil without necessarily informing them.

### **Moderate – Severe Injuries - Day Pupils and Boarders**

ONLY the member of staff in charge of dealing with the incident (usually HWC staff) will contact parent and/or guardian. If necessary, a member of Senior Management will communicate as appropriate with family, in close communication with member of staff dealing with the incident.

All pupils can be reviewed by local MIU or A & E as necessary, and parents informed immediately in order to attend the Hospital if able.

## **7. Medical Services – Pupils**

- 7.1 Westonbirt Schools have a nominated Medical Officer who is also a local General Practitioner (GP). All boarders who board more than 3 days a week are registered with the practice in Tetbury, unless parents request otherwise. If parents decline to register pupils with our local GP practise, they must take responsibility and ownership if their child needs to see a GP within the school term. The school doctor visits the Senior school once a week. Outside of these visits, the pupils are seen at the practice if required. Day pupils are expected to see own GP.
- 7.2 The Asthma Specialist Nurse, based at Phoenix Tetbury Surgery, or the School Doctor, assesses any pupils with Asthma yearly, as per NHS guidelines. Outside of these assessments, the School Dr will see those pupils as necessary. Pupils with other conditions such as diabetes and epilepsy have their conditions managed either by self-medication, the Boarding/HWC staff or by Consultants at the local hospitals. Parents are encouraged to take out “Denplan for Schools” insurance for dental emergencies. Routine dental care and optician visits are encouraged during the holidays. Please see point 8.2 for information about self-medication.
- 7.3 A private physiotherapist can be arranged for boarding pupils, as and when required.
- 7.4 Medical and nursing services are provided in the Health and Wellbeing Centre which has provision for inpatient care. All nurses working in the Health and Wellbeing Centre are registered with the Nursing & Midwifery Council (NMC) and have the appropriate skills and experience to work with children.
- 7.5 The School Doctor will meet all new patients under his/her care who may require on-going treatment. Relevant staff will be made aware of a pupil's special medical conditions with the consent of the pupil, parent and/or guardian.
- 7.6 Confidential Medical Records
  - 7.6.1 A medical questionnaire outlining significant past and current medical problems, known allergies and present treatment will be completed by the parent or guardian for each pupil at Westonbirt Schools (Including EYFS) on admission and updated as required. It should be returned either in paper or electronic form to the Health and Wellbeing Centre. The NMC Code of Conduct prevents the nurses from disclosing this information without the prior consent of the patient, unless the pupil is harming themselves or others. Information is shared, however, on a “need to know” basis to maintain safety, as signed for by parents within the Medical forms “Information sharing” box

- 7.6.2 Appropriate, contemporaneous and written medical and nursing notes are maintained within the NMC Code of Conduct.

See 'Confidentiality and Sharing Medical Information Policy'

## 8. Policy for Administration of Medicines

See the 'Managing Medicines in School' Policies for Prep and Senior.

### 8.1 Scope

The purpose of this policy is to ensure that medication for all pupils at the school is controlled correctly, delivered safely, and monitored robustly. All staff with regular contact and/or control of pupils' welfare are to ensure that they are aware of the contents of this policy document, as compliance with it will ensure that risks of incorrect control and administration of medicines are minimised.

### 8.2 Roles and Responsibilities

#### Parents

The parent(s) retain the prime responsibility for the health of their child and must ensure that they provide the school with all health information that is relevant so that school staff can, as directed by the Clinical Lead, ensure that the child is fully supported and cared for in terms of the management of both acute and chronic illnesses. If a pupil has long term medical needs (for example is diabetic or has anaphylaxis) parents must provide up to date care plan before the pupil starts school.

A termly Pupil Update form is emailed for purposes of maintaining safe and up to date records.

#### School Nurse (Clinical Lead)

The School has appointed medically qualified staff to run the HWC department, and to ensure that the health and welfare of all pupils is not compromised. These staff have the following responsibilities:

1. Ensure that the process for recording the control and administration of medication is followed.
2. To act as a medical advisor to all unqualified staff in site with regard to the control and administration of medication.
3. To act as the professional advisor to the School in the delivery and review of this Policy.

#### House Staff (Welfare Lead)

As part of this commitment to the wellbeing and support of the pupils, the school designates a number of staff with primary responsibility for the care and welfare of pupils in the absence of their parents. They may not necessarily have the level of medical knowledge of the school nurse, but work closely and communicate fully with them to ensure that the needs and welfare of the pupils are considered in as holistic and coherent a manner as is possible.

Their responsibilities are:

1. Ensure that the process for recording the control and administration of medication is followed.
2. To support the school nurse in the oversight and support of all pupils who are taking any form of medication.
3. To provide support and guidance to the pupils such that the process for self-medication is followed. See Policy for Managing medicines in Schools for further detail.

### 8.3 Immunisations

Pupils are offered all immunisations, free of charge as appropriate, in line with the Department of Health, childhood Immunisation Programme. These are run by NHS Gloucester Immunisation team who update

student medical records when immunisations are given. Other immunisations are given as required. All immunisation given at school require written consent.

## 8.4 Consent

A pupil's ability to consent to or refuse medical and nursing treatment is recognised. This is based on Gillick/Fraser "competency". The nurse, doctor or health care professional proposing treatment must use clinical judgement to decide if that the child understands the nature of the treatment, the risks involved and the consequences of refusal and of acceptance. Parental consent is also sought.

## 8.5 Confidentiality

According to NMC guidelines, information about staff and students will remain confidential at all times. The only exception to this is if the person concerned is/is likely to harm themselves or someone else. In this case, information may be shared with appropriate others. Consent for this sharing is always sought, but sharing is not dependant on this consent being given.

Some information is shared on a "need to know" basis, in order for safety to be maintained.  
See Policy for Confidentiality

## 8.6 Medical Services - Staff

8.6.1 The school provides an initial first aid service, resuscitation or medical care for those employees who develop medical emergencies or acute illnesses or injuries within the grounds of Westonbirt School. This service provides treatment for the purpose of preserving life and minimising the consequences of injury, illness until further medical assistance is available. It also provides treatment of minor injuries and minor illnesses which would otherwise not receive any immediate attention.

8.6.2 Employees who suffer from any potential life-threatening conditions, for which they are prescribed medication, are asked to make this known to the staff in the Health and Wellbeing Centre. Usual practice is that Staffing hold Staff medical forms confidentially and these are NOT routinely shared with HWC staff.

8.6.3 All employees should complete an Accident Form for any accident or injury, sustained during working hours. This form should be returned to the Director of Operations. Any serious injury to an employee, governed by the R.I.D.D.O.R. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), will be reported to the Director of Operations immediately.

8.6.4 Staff returning to work after illness or injury which could affect their fitness to undertake some of their tasks, should contact their Head of Department. Occupational Health screening may be required.

# FIRST AID POLICY



## APPENDIX A – Senior School

Surname, First Name	Department	Emergency First Aid at Work		Outdoor First Aid		Full Paediatric First Aid & EFAW (Emergency First Aid at Work)		Mental Health First Aid
		Date of Training	Expiry Date	Date of Training	Expiry Date	Date of Training	Expiry Date	
Allen, Lisa	Housestaff/ Teaching					training booked for 04/09/2023		
Ash, Hannah	Senior Teaching					29/09/2022	29/09/2025	
Barker, Rachel	HWC					29/09/2022	29/09/2025	
Blaylock, Andy	Senior Teaching					booked for 21/09/2023		
Bradbury, Lisa	Housestaff					04/09/2023	04/09/2026	
Cooke, Amy	Senior Teaching			20/05/2021	20/05/2024			
Cuddy, Giles	Senior Teaching					29/09/2022	29/09/2025	
Downer, Amy	Senior Teaching					booked for 21/09/2023		
Fabre - Mill, Valerie	Senior Teaching	03/04/2023	03/04/2026					
Gill, Nicola	Senior Teaching					booked for 21/09/2023		16/02/2022
Gould, Sally	Housestaff					04/09/2023	04/09/2026	
Grainger, Hunni	Housestaff					04/09/2023	04/09/2026	
Hill, Trevor , Charlotte	Housestaff					04/09/2023	04/09/2026	
Hope-Johnson, Rachel	HWC					04/09/2023	04/09/2026	
Hyams, Paddy	Senior Teaching/ House					training booked for 04/09/2023		
Hudson, Madie	Teaching					booked for 21/09/2023		
Jones, Scarlett	Housestaff/ Teaching	27/02/2023	27/02/2026					

# FIRST AID POLICY



Marka, Rosa	Teaching					booked for 21/09/2023		
Marsh, Lucy	Senior Teaching					29/09/2022	29/09/2025	
Morris, Imogen	Senior Teaching					29/09/2022	29/09/2025	
Mortimore, Beth	Senior Teaching					booked for 21/09/2023		
Mitford, Amy	Heads Office/ Support					04/09/2023	04/09/2026	
Monteith, James	Housestaff, CCF, DoE					04/09/2023	04/09/2026	
Rhead, Sarah Jane	Senior Teaching/ House					29/09/2022	29/09/2025	
Rogerson, Helen	Teaching					booked for 21/09/2023		
Slovick, Lucas	Housestaff/ Teaching					training booked for 04/09/2023		
Smith, Sophie	Teaching					booked for 21/09/2023		
Stevens, Anna	Teaching					booked for 21/09/2023		
Stockwell, Josie	Teaching					booked for 21/09/2023		
Webster, Bethan	Senior Teacher					29/09/2022	29/09/2025	
Westmoreland, Andrea	Housestaff/ Teaching					04/09/2023	04/09/2026	
Wills, Maisie	Housestaff/ Teaching					04/09/2023	04/09/2026	
Wilson, Pete	Teaching					booked for 21/09/2023		

## Prep School/ Nursery



# FIRST AID POLICY



Surname, First Name	Department	Emergency First Aid at Work		Paediatric First Aid		Paediatric First Aid Awareness (online)		Full Paediatric First Aid & EFAW	
		Date of Training	Expiry Date	Date of Training	Expiry Date	Date of Training	Expiry Date	Date of Training	Expiry Date
Armitage, Kate	Prep							20/04/2021	20/04/2024
Bell, Alice	Prep							20/04/2021	20/04/2024
Cole, Pippa	Prep							20/04/2021	20/04/2024
Davies, Emily	Prep							20/04/2021	20/04/2024
Dicks, Ann	Prep							20/04/2021	20/04/2024
Dunin Brezinska, Kalina	Prep							20/04/2021	20/04/2024
Glew, Tracy	Nursery - EYFS							20/04/2021	20/04/2024
Hayward, Abigail	Nursery - EYFS			28/03/2021	28/03/2024				
Higgins, Lesley	Prep							20/04/2021	20/04/2024
Jones, Carol	Prep							20/04/2021	20/04/2024
King, Emily	Prep							20/04/2021	20/04/2024
Nichols, Zoe	Nursery - EYFS							20/04/2021	20/04/2024
Parsonage, Tina	Prep							20/04/2021	20/04/2024
Sharpe, Sharon	Prep							20/04/2021	20/04/2024
Smith, Claire	Prep					11/11/2021	11/11/2024		
Stone, Fran	Nursery - EYFS								
Thomas, Katherine								20/04/2021	20/04/2024
Winter, Fiona		13/04/2021	13/04/2024						

Cedars

Cedars

Cedars

Cedars

## Support Staff

## FIRST AID POLICY



Surname, First Name	Department	Full Paediatric First Aid & EFAW	
		Date of Training	Expiry Date
Baker, Jo	HOWT	20/04/2021	20/04/2024
Chalk, Alix	HOWT	20/04/2021	20/04/2024
Dancy, Mark	Estates	29/09/2022	29/09/2025
Harrison, Marie	Housekeeping	20/04/2021	20/04/2024
McNally, Mark	Operations	29/09/2022	29/04/2025

### APPENDIX B:

# FIRST AID POLICY



List of First Aid Cupboards/ Kits

## Westonbirt School First Aid Kit Locations.

### Main House

Location	Detail	Medication	EpiPen
<b>Health and Wellbeing Centre</b>	Emergency rucksack (With EpiPen)	Locked medication cupboard with Controlled drugs cabinet All trip first aid bags All trip medication bags	stock is kept here
<b>Yeomans Entrance (Cupboard Under the window)</b>	-AED (Defib) -First Aid Kit -Asthma Kit	Salbutamol inhaler	
<b>Yeomans office Red Fire Rucksack</b>	2xs first aid kits in bag		
<b>Marble Hall (reception cupboard)</b>	-First Aid Kit -Asthma Kit -Diabetic Emergency Kit -Bees First Aid Kit	Salbutamol Inhaler 3xs Gluco Gel, Gluco chews Liquid Piriton, 10mg Cetirizine tabs	EpiPen (In Bee kit)
<b>Upper Dinning Hall</b>	-First Aid kit - Allergy Kit		EpiPen
<b>Catering Office</b>	-First Aid Kit -Allergy		Epipen
<b>Main Kitchen</b>	-First Aid Kit -Burns kit		

# FIRST AID POLICY



<b>Orangery side of Stage</b>	-First aid cabinet (Arriving Oct 23)		
<b>Housekeeping Office</b>	-First Aid Kit		
<b>Operations Office</b>	-First Aid Kit		
<b>Maintenance</b>	First Aid Kits x3 -Office -Workshop -Truck		
<b>PE Office</b>	2xs First Aid Kit in Office 3xs First Aid trip Bags		

## Courtyard/ Classrooms

<b>Location</b>	<b>Detail</b>	<b>Medication</b>	<b>EpiPen</b>
<b>Courtyard Staff Room</b>	-First Aid Kit -Anaphylaxis Kit -Diabetic Emergency Kit	Salbutamol Inhaler 3xs Gluco Gel, Gluco chews	In Anaphylaxis Kit
<b>Food Technology classroom</b>	2xs First Aid kit 2xs Burns Kit		
<b>Science Labs</b>	4xs first aid kits in Labs 2xs Prep room		
<b>Art</b>	X4 First Aid Kits		

# FIRST AID POLICY



	-Studios 1,2 -Prep Room -Dark Room		
<b>Design Technology Room</b>	First Aid Cabinet by door		

## Houses

<b>Location</b>	<b>Detail</b>	<b>Medication</b>	<b>EpiPen</b>
<b>Badminton House</b>	First aid kit in kitchen Sick Kit	Locked medication cupboard with Controlled drugs cabinet	
<b>Dorchester House</b>	First aid kit Sick kit	Locked medication cupboard with Controlled drugs cabinet	
<b>Gloucester House</b>	First aid kit Sick kit	Locked medication cupboard	
<b>Beaufort House</b>	First aid kit Sick kit	Locked medication cupboard	

# FIRST AID POLICY



<b>Holford</b>	First aid kit Sick kit	Locked medication cupboard	

## Out Of School

<b>Location</b>	<b>Detail</b>	<b>Medication</b>	<b>EpiPen</b>
<b>Grounds Dept</b>	First aid kit in -Gardeners Office -chainsaw Kit		
<b>Cellar</b>	Outside Entrance door		
<b>Holford Trust Gardens</b>	First aid kit -Behind Italian Gardens		
<b>Duke of Edenborough</b>	3xs Special DofE First Aid Kits		

# FIRST AID POLICY



## APPENDIX C:

List of contents of First aid Kit and Medical Kits

First Aid Kit Checklis

- First aid manual
- Plasters x16 assorted
- Adhesive dressings (x2 small, x2 medium/large)
- Non-adhesive dressings (x1 small, x1 medium)
- Bandages (x1 small, x1 medium, x1 large)
- Triangular bandages x1
- Dressings (x2 medium, x2 large)
- Eye care: Saline pods x3, eye bath x1, eye pad x1
- Adhesive tape x1
- Gauze x2 packs
- Antiseptic wipes x6
- Apron x1
- Disposable gloves x2 pairs
- Hand wipes x2
- Orange waste bag x1
- Barrier device (pocket mask or face shield) x1
- Emergency blanket x1
- Vomit bags x2
- Tissues x1 pack
- Sanitary products
- Bite and sting cream (Hydrocortisone) x1
- Instant disposable ice-packs x3
- Sun cream x1

Kitchens-

- Blue plasters
- Epi Pens x 2
- Burns cream
- Burns dressing