



SHERBORNE



FIRST AID POLICY

1. General statement

It is Sherborne School Group policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to Sherborne School and Sherborne International premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The legal position

We are required to report any serious injuries, accidents, dangerous occurrences or diseases to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Reporting will be conducted by the Bursar's PA, in consultation with the relevant Health and Safety and medical staff. Under these regulations we must report the following:

- Deaths
- Major injuries
- Over 7-day injuries
- An accident causing injury to pupils, members of the public or other people not at work
- A specified dangerous occurrence, where something happened which did not result in an injury but could have.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 (amended 2013). The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces. The regulations require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- type of department
- type of activities run by or within any given department
- buildings layout
- proximity of School buildings to emergency medical services
- needs of travelling and/or lone workers
- provision during term time and holiday time
- type of skills likely to be required by both teaching and non-teaching staff

Sherborne School Group, has assessed that each department or activity requires the following:

Department	Specific Risk/Risk Level	Level of training required (by at least one staff member) Any additional measures required?
Boarding Houses	Pupils, staff, visitors. Medium risk	Emergency First Aid at Work – all Housemasters / Housemistress / Matrons / Assistant Matrons. Basic First Aid (academic staff / Tutors). First Aid Kit as listed in this policy, additional items available on request from the Health Centre
General Academic and Support Departments (low risk)	Lower risk activities (teaching, training in classroom environments)	Basic First Aid (academic staff). Access to First Aid kit
D&T	Higher risk activities	Emergency First Aid at Work - Head of Department (or nominated person) Basic First Aid (academic staff). First Aid Kit as listed in this policy, additional items available on request from the Health Centre
Estates Department and Grounds	Higher risk activities, lone work	First Aid at Work. Emergency First Aid at Work. Estates and Grounds vehicles must carry First Aid Kits First Aid Kits must contain all necessary items for work being carried out.
Health Centre	All possibly injury types	Defibrillator present and staff updated annually. All Health Centre Staff to undertake and pass Basic Life Support and Anaphylaxis training annually.
Sciences	Higher risk activities	Emergency First Aid at Work - Head of Department (or nominated person) Basic First Aid (academic staff). First Aid Kit as listed in this policy, additional items available on request from the Health Centre
Art	Higher risk activities	Emergency First Aid at Work - Head of Department (or nominated person)

		<p>Basic First Aid (academic staff).</p> <p>First Aid Kit as listed in this policy, additional items available on request from the Health Centre</p>
Sport (on and off site)	Higher risk activities	<p>Basic First Aid (academic staff).</p> <p>Any additional First Aid training advised or required by the relevant sporting body.</p> <p>Additional items within first aid boxes should include ice packs and sprays plus any other items considered necessary by the Head of Department and Health Centre.</p> <p>Pitch side Paramedics as required by risk assessment for higher risk sports. A separate risk assessment has been completed for Rugby and suitable levels of First Aid provision is determined and provided as required. Defibrillator present in the Upper pavilion</p>
Sports Centre	The General Public, higher risk activities	<p>First Aid at Work.</p> <p>Emergency First Aid at Work</p> <p>Defibrillator present and staff trained annually.</p> <p>Ice packs plus any other items considered as necessary by the Manager in consultation with the Health Centre Nurse Manager</p>
Catering	Higher risk activities, lone work	<p>First Aid at Work</p> <p>Emergency First Aid at Work.</p> <p>Catering vans must carry first aid boxes.</p> <p>First aid kit should contain burns dressings, eye washes and additional dressings and Blue catering plasters. The kit may also contain any other items (excluding medications) considered necessary by the Head of Department and the Health Centre Nurse Manager</p>
Housekeeping and Portering	Lone work, work with chemicals	<p>Emergency First Aid at Work for the on-site manager.</p> <p>Emergency First Aid at Work offered to staff</p> <p>Staff members must know where first aid kits are held in their relevant departments.</p> <p>Where work may not be carried out in easy reach of a first aid box, one must be carried with the staff member.</p> <p>Porterage vehicles must carry a first aid box.</p>
Custodians	The General Public – all types of injury, lone work.	<p>Emergency First Aid at Work.</p> <p>A standard First aid kit is provided</p>
Specific on or off-site activities/trips – medium to high risk activities	Falls, heat exhaustion, contact with water,	<p>Basic First Aid (academic staff).</p> <p>Any additional First Aid Training advised or required by the relevant governing body or the EVC.</p> <p>First Aid Kit as listed in this policy, additional items available on request from the Health Centre (excluding medications which</p>

	hypothermia, road accidents	should be kept where required separate to the first Aid kit). Other items considered necessary by the Activity Leader / Head of Department in consultation with the Health Centre Nurse Manager.
Lone workers (general)	Falling ill or being injured whilst alone at work.	Emergency First Aid at Work. Where work may not be carried out in easy reach of a first aid box, one must be carried with the lone worker.

3. Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-Aiders (trained in Emergency First Aid, First Aid at Work or Basic First Aid) are responsible for:

- responding promptly to all requests for assistance if able
- summoning further help if necessary
- looking after the casualty until recovery has taken place or further medical assistance has arrived from the Health Centre or Paramedic/Ambulance staff
- Reporting details of any treatment provided.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary. The Health Centre will re-stock First Aid Kits when notified

When a pupil has been injured or been involved in an accident, Housemasters / Housemistresses will be responsible for informing parents/guardians by telephone or e-mail.

4. Procedures

The following are general first aid related procedures to be followed by **all staff**:

- If you are aware that an employee or pupil has been taken ill, or has had an accident, call the Health Centre (which is manned 24 hours a day when the pupils are in School) for assistance. If the Health Centre is not available, contact a House Matron or one of the Whole School First Aiders as listed in this policy. You should not attempt to give first aid treatment yourself unless you have been trained to do so.
- All employees are insured to carry pupils and other employees to hospital in their cars under the Schools insurance. Car journeys to hospital should only be undertaken however if the patient is medically fit enough to be transported in this manner, with or without another employee to assist. If in doubt, please seek advice from the Health Centre.
- If you need to access a first aid kit for personal use, you must ensure it is returned to its designated place.
- Any loss or damage to first aid equipment must be reported to the appropriate appointed person (see list at the end of the policy)
- All First Aid Kits must be returned to the Health Centre when requested (or at least annually at the end of Trinity Term) for re-stocking. If a first aid kit is poorly stocked, this should be reported to the Health Centre.

- All drivers of School vehicles are expected to carry a first aid kit in the vehicle at all times (e.g. Sherborne Schools' Estates, Catering department, Porters and mini bus drivers). They are responsible for its safe-keeping and to keep it adequately stocked.

5. Dealing with visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an accident/incident report form is printed N:\Staff Document Library\Health & Safety\Health and Safety Forms completed and sent to the Bursar's PA (or to the Vice-Principal for incidents occurring at Sherborne International).

6. Staff training

All staff undertaking first aid duties on behalf of School staff will be given full training in accordance with current legal requirements. We also additionally train academic staff in basic first aid subjects which they are likely to be exposed to when administering first aid to pupils. (Staff training in the use of the EpiPen and how to respond to other particular medical needs (e.g. asthma, diabetes) forms part of the annual staff INSET programme, (conducted by a member of staff from the Health Centre). No training will be considered complete unless the course is attended from start to finish and the trainer considers the attendee to be competent following the course completion.

The School provides different levels of first aid training for staff:

1. **(Whole School) First-Aiders** will receive the First Aid at Work course (In line with the Health Safety Executive guidance and refresher updates as required). These persons can be called upon to attend staff, pupils and visitors to the School.
 - A small number of staff will be trained to this level and then retrained at 3-year intervals.
 - These persons may also receive annual refresher training through attendance at an Emergency First Aid at Work course.
2. **Emergency First-Aiders** will receive Emergency First Aid at Work course (In line with the Health Safety Executive guidance and refresher updates as required). The School has identified this course as an extremely useful course for support staff who deal with general first-aid demands and for lone workers. This course is also ideal for some House staff.
 - A moderate number of non-teaching staff within departments will be trained to this level and then receive retraining at 3-year intervals.
 - Key Boarding House staff, such as Matrons and Assistant Matrons to be trained to this level and then receive retraining at 3-year intervals. They will also be offered optional refresher training annually, but Matrons / Assistant Matrons will also be able to request additional refreshers at any time to ensure that they can stay fully up to date.

3. **Basic First-Aiders** will receive a reduced version of the Emergency First Aid at Work course, (3 hrs. at 3-year intervals) specially designed for academic staff. This course will cover all relevant first aid but will concentrate less on subjects which teaching staff are less likely to encounter with pupils, such as strokes.

- All teaching staff will be trained upon joining and then retrained at 3-year intervals.

All First Aid training will be delivered by a suitably qualified individual. Where necessary, all line managers will be expected to re-organise working hours to enable staff to attend training. The School will do its best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

Certain activities require staff to receive an enhanced form of First Aid training specific to the task or activity needs, the level of training required is identified through specific risk assessment or as directed by activity governing body direction.

A staff member, who administers first aid according to their training in the course of their employment, would be covered by employer's liability insurance. In addition, a person acting heroically by intervening in an emergency to assist an individual in danger will, in the event of a claim of negligence on that person have due regard given by the courts in accordance with the Social Action, Responsibility and Heroism act 2015.

7. **First aid box content**

Sherborne School follow the HSE standard recommendations regarding the content of a First Aid Kit however, specialist items required for specific activities will be added by the Health Centre following approval by the Nurse Manager.

In essence, the choice and number of items in the box need to be suitable for the risks in your department. The table within this policy shows the basic risk assessment for first aid within the School, however, additional risks should be identified by individual departmental risk assessments and this should be used to guide your choice of contents. For instance, you may decide that you need lots of plasters, only one triangular bandage and need to add in some latex free gloves. Please remove any unwanted items and send them to the Health Centre.

As a basic guide and where there is no special risk, the minimum stock of first-aid items in a low risk department would be:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet Basic advice on first aid at work
- 20 plasters, of varying useful sizes.
- Two slings (preferably sterile)
- One pack of gauze swabs
- Two sterile eye pads
- Six safety pins

- Six medium-sized (approximately 6cm x 7cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 10cm x 10cm) sterile individually wrapped un-medicated wound dressings
- Two pairs of disposable gloves (Latex free)
- A disposable ice pack
- An eye wash saline pod (20ml)
- Scissors
- Burns dressings
- Foil survival blanket
- A resuscitation face shield
- Adhesive tape

Tablets or medicines should never be kept in a first aid box. External visits and trips First Aid Kits are subject to the EVC policy regarding medications

First Aiders should take advice from their Department Head (who will have written the risk assessment) or the Health and Safety Advisor if they consider that the above list might not be sufficient for the risks posed by any activity or area. First Aiders are encouraged to attach a list to the outside of each first aid box that details the contents and the expiry date (if applicable) for each item. It is also possible to obtain break seals from the Health Centre to help First Aiders identify when a box has been opened and may require replenishment. First Aiders should check their first aid box regularly to ensure that sufficient items are available and contact the Health Centre to make suitable arrangements to re-stock first aid kits. In addition, the Health Centre will contact each First Aider responsible for a first aid kit annually to request First Aid Kits be returned to the Health Centre for checking and re-stocking.

First Aid Kits need to be sited to ensure that they are available out of 'normal' hours for anyone who needs to use them. First Aid Kits should also be located as close as possible to hand washing facilities.

8. Information for employees

The School acknowledges that first aid arrangements will only operate efficiently where they are understood by both employees and others who may be working on School premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of their induction.

9. Location of Whole School First Aiders

These persons are First Aid at Work qualified and are trained to deal with any first aid emergency for School staff, pupils or visitors:

`A full list of staff qualified in first aid is found on School notice boards`

- **Sports Centre** - Gary Shackle, James Cattigan, Matthew Hayward, Tessa Kelly
- **Estates** – Alan Derrick, Anne-Marie Morgan
- **Catering** – Adrian Williams, Leanne Dunkin, Wendy Brock, Jill Jansen, Stuart Malcom, Denise Sullivan
- **Powell Theatre** – Jim Donnelly
- **The Hub** – Phil Frisby
- **Services Department** – David Shead
- **Sherborne International** – Catering – Nick Pudduck
- **Sherborne International** – Newel Grange – Ann Hill
- **Sherborne International** – Westcott/Mowat/Kings – Georgette Birch, Isobel Davison, Claire Krojzl, Maria Roberts

10. List of First Aid Kit locations

Exact Location
Art Dept
Biology Dept.
Chemistry Dept.
5's Courts
The Green
Minibus
School Shop
Sports Centre
Careers Dept.
Custos
The Hub
Abbey House
Abbey House - Housemasters office
Health & Safety
Library
Physics
Abbots Acre
Bursary
Catering
ICT Services G3
ICT services G13
Wallace House
Lyon House
Digby House
Digby House - Kitchen
Abbeylands

Date: November 2018
Author: Health and Safety
Owner: Bursary

Document No: SS_SI_H&S_009
Version: 002

School House
Services - Vehicles
Laundry
Health Centre
Music Dept
SHERBORNE INTERNATIONAL
Staff Room
English resources Room 19
Francis Building Room 31 Business studies
Greenfield Hall
Critical Incident
Reception
Lab. Room 2
Lab. Room 3
Lab. Room 7
Lab. Room 8
Lab. Room 9
Lab. Room 10
Lab. Room 15
Lab. Room 16
Science Prep Room
Art Room 14
Catering
Kings House
Westcott House
Mowat House
Cheapside
Minibuses

November 2018