First Aid Policy

Reviewer: Caty Jacques + Health and Safety Manager
Approved by SMT: Feb 2026

1. General First Aid Requirements

The College will provide adequate and appropriate equipment, facilities and personnel to ensure its employees, pupils and visitors receive immediate attention if they are injured or taken ill at work, which includes off-site activities. In doing so, the College will comply with the Health and Safety (First Aid) Regulations 1981,

The Health and Safety Manager will ensure that each area of the College has sufficient First Aiders of the correct qualification, for example, Paediatric First Aid for Junior Prep School, and appropriate Life Guarding Qualifications for the Swimming Pool.

The College will undertake periodic First Aid Needs Assessments to determine the number, qualifications, location and deployment of First Aiders, first aid equipment and facilities required across the site and during off-site activities.

2. First Aid Qualifications

The College will identify and select a competent training provider to deliver all first aid training including Paediatric First Aid.

Training will be delivered by:

- those who offer regulated qualifications
- or the Voluntary Aid Societies (St John Ambulance, the British Red Cross and St Andrew's First Aid who together are acknowledged by the Health and Safety Executive (HSE) as one of the standard-setters for currently accepted first aid practice for first aid at work training courses)
- or those who operate under voluntary accreditation schemes
- or one that is a member of a trade body with an approval and monitoring scheme
- or those who operate independently of any such accreditation scheme.

3. Medical Centre

The Medical Centre is available during term time to manage accidents or medical emergencies for pupils, staff, and visitors.

- Opening Hours: Monday-Thursday: 7:30-18.30, Friday: 7:30-17.30.
- Two qualified members of staff (usually nurses or paramedics) are on duty each day during term time.
- Pupils with illnesses or injuries are cared for until collected by parents/guardians.

- Emergency medication (e.g., asthma inhalers, AAIs) must be always carried by pupils.
- See Medical Centre Policy for additional information regarding Individual Healthcare Plans
- Outside Medical Centre opening hours, boarding pupils have access to trained staff to provide on-call medical support and emergency services where required.

4. First Aid in College

Senior School:

Pupils requiring first aid are referred to the Medical Centre. Boarders are escorted to external medical services for emergencies if parents are unavailable.

The Health and Safety Manager will work with Heads of Department to ensure that they have enough qualified First Aiders within their departments by reviewing their coverage through the completion of Departmental Compliance Reports.

Section 5 below indicates the recommended qualification level for staff working in different areas of the College.

First Aider training requirement should be included in the Competency Matrix, overseen by the Health and Safety Manager. During the transition phase this information will move to Access, the staff database, where training records will be transferred to during 2026/2027.

The Medical Centre staff will conduct periodic checks to ensure the first aid boxes are fully stocked with in-date items.

Senior Prep School:

First aid is administered by a qualified first aider at Prep School Reception, with referrals to the Medical Centre if required.

The Health and Safety Manager will work with the Head of Senior Prep School to ensure that there is an adequate number of first aiders and first aid boxes. The Medical Centre staff will conduct periodic checks to ensure the first aid boxes are fully stocked with in-date items.

Junior Prep School (including EYFS):

Minor injuries are managed by staff with paediatric first aid training.

Serious injuries are referred to the Medical Centre, with EYFS children accompanied by staff.

The Health and Safety Manager will work with the Head of Junior Prep School to ensure that there is an adequate number of Paediatric first aiders and first aid boxes. The Medical Centre staff will conduct periodic checks to ensure the first aid boxes are fully stocked with in-date items.

Whilst children in the Reception class are eating, there should always be a member of staff in the room with a valid paediatric first aid certificate.

5. Specific First Aid Training Requirements

High Level – First Aid at Work

- Medical Centre nurses
- Resident Medical Staff Member
- Prep school Receptionists
- Director of Outdoor Education

Emergency First Aid at Work or Equivalent

- All PE/games staff
- Boarding House HoMs, Assistant HoMs and Matrons
- High Risk Departments as identified on the Competency Matrix

Paediatric First Aid

- EYFS Years – At least 3 staff members.

6. First Aid Certification

During the transition phase certification information, including level, qualification date and expiry day will move to Access, the staff database, where training records will be transferred to during 2026/2027.

7. First Aid Boxes

First aid boxes are available in areas where accidents are likely (such as High-Risk Departments as identified on the Competency Matrix) and are taken on trips or sports events.

The Health and Safety Manager will work with the responsible person of the area in which the first aid box is located to ensure the first aid boxes are suitably signed, accessible and that the Medical Centre has the first aid box noted on their list for periodic restocking purposes.

8. Accidents

All accidents, injuries and near misses involving staff, pupils or visitors must be recorded in the College accident reporting system. Serious incidents will be investigated by an appropriate manager and reviewed to identify trends and preventative measures. Where required, incidents will be reported under RIDDOR.

9. Visitors

The College's first aid responsibility extends to all visitors. Those accompanying visitors must ensure first aid is provided or summon help from qualified staff or emergency services.

10. Defibrillators

Three defibrillators are located:

- Outside the Medical Centre.

- Outside the Swimming pool.
- Outside the East Field Pavilion.

Defibrillators can be used by **anyone**. They provide verbal instructions to the user.

Staff should call the Medical Centre and 999 during an emergency.