

FIRST AID POLICY

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1. General Policy Statement

Benenden School (Kent) Limited and its subsidiaries (collectively “Benenden” or “the School”) is committed to providing emergency first aid provision to respond to accidents and incidents affecting any individual on the School site. The School recognises the general duty under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations, the Health and Safety (First Aid) Regulations 1981 and the HSE Approved Code of Practice & Guidance L74, and acknowledges the importance of providing First Aid for anyone within the School.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries which will not need treatment by a medical practitioner. In the event of a medical emergency 999 should be called at the first opportunity.

2. Principles of First Aid Organisation within the School

The School’s provisions for First Aid include:

- Performing a risk assessment of first aid to identify the School’s requirements. This includes consideration of the size, location and operational hours of the School, specific hazards and risks, needs of pupils and staff and off-site activities.
- Making available suitably trained first aiders at all times when people are on School premises and also, as appropriate, whilst on School trips.
- Provision of a Medical Centre within the School, that is staffed 24 hours a day by a RGN who is able to administer first aid and medical treatment following assessment within the scope of their practice.
- Providing a list of all first aid qualified staff and providing appropriate training to staff, ensuring that appropriate training records are maintained.
- Providing suitably equipped first aid boxes and bags in designated areas, minibuses, trips and away sporting fixtures. The Medical Centre of Estates staff (dependent on location) check all first aid bags termly. Minibus first aid kits are checked by the Transport Manager as part of the routine weekly checks.
- Provision of easily accessible defibrillators around the School site:
 - Pavilion
 - Medical Centre (front entrance)
 - SPLASH entrance (front entrance)
 - Estates Office
 - School Office
 - Centenary Building – fire alarm panel
- The requirement to report, record and where appropriate investigate all accidents, incidents and near-misses. The Health and Safety Committee review accident statistics at each meeting and additional measures are put in place as appropriate.
- The requirement to record all occasions when first aid is administered on site. For pupils, their parents are informed of all non-trivial occasions when first aid is administered by either the medical centre or house staff.

- Procedures for dealing with the spillage of bodily fluids: cleaning procedures and materials are documented and maintained by the medical centre and domestic departments and are detailed in Appendix 2. Cleaning materials, including vomit packs, are also kept in house. The ordering of these is overseen by the Domestic Bursar.
- Certain injuries may require notification to the HSE under the RIDDOR regulations. Further details may be found in the Health and Safety policy.

3. First Aid in School

The Medical Centre is located on the top floor of Leelands (x6618). During term time, or when pupils are otherwise in residence in the School, the Medical Centre is staffed 24 hours a day by at least one RGN (Registered General Nurse). The Medical Centre should always be the first port of call in the event of an accident although immediate first aid should be administered by the nearest qualified individual in an emergency and 999 called as appropriate. Whilst the Medical Centre is sometimes staffed during the School holidays there are periods when it is closed. During such periods there will always be a member of staff on site who is first aid qualified.

Details of members of staff who have been trained in first aid is available on the portal or by calling the School Office. First aid qualifications are updated in accordance with the validity of the qualification which is typically three years. Signs with details of first aiders are also located prominently around the School. A good rule of thumb is that all medical centre and house staff can provide first aid. All staff receive training annually in the use of an adrenaline auto injector. A number of staff have been trained in the use of defibrillators – details may be found on the portal and adjacent to the defibrillator boxes.

First aid boxes are clearly displayed in key locations around the School as identified in Appendix 1.

It is the responsibility of each member of staff to familiarise themselves with the First Aid policy, be aware of the location of first aid boxes and defibrillators and to know who to contact in the event of any illness, accident or injury.

4. School Trips

Determination of the appropriate first aid provision on a trip will take into account:

- The nature of the activity;
- The nature of the group;
- Likely injuries associated with the activity; and
- The extent to which the group will be isolated from the support of the emergency services.

The required level of first aid support is considered as part of the trip risk assessment process and is recorded on Evolve. Qualified first aiders may not be necessary for all trips however a basic level of first aid support will be available at all times. Medical information about trip participants will be provided to trip leaders by the Medical Centre and will be checked carefully for conditions that may affect the trip. The Trip Leader should consult with the Medical Centre if they are unsure of the condition or treatment of any pupil who is on the trip.

First aid kits will reflect the needs of the trip participants. They will be suitable and sufficient for the number of participants and the type of activity involved

5. Hazardous Activities

Where activities are defined as hazardous the Lead Organiser, with the Educational Visits Coordinator, will ensure that there is sufficient first aid cover for the group. It is possible that this may be provided by an external instructor joining the group that is not a member of the School staff.

6. Accidents in School

During term time anyone on site requiring medical attention must report to the Medical Centre to receive the appropriate treatment. They should complete the online Accident and Incident form (paper copies are available on request). All Accident and Incident forms are reviewed by the Director of Estates and Grounds and the appropriate action taken. Summary information is presented to the termly Health and Safety Committee. Accidents relating to pupils will also be recorded on CPOMS.

FIRST AID POLICY – APPENDIX 1 – FIRST AID BOX LOCATIONS



BENENDEN

First aid boxes are located in the following locations around the site. Any items used need to be replaced immediately – please alert the designated manager for each area as indicated below:

Building	Location	Checked by
Estates office	Reception	Estates
Hemsted Main Building	Reception	Estates
Hemsted Main Building	Kitchen + Burns kit	Estates
Hemsted Main Building	Common Room	Estates
Laundry	Main Area	Estates
SCN	Security Office	Estates
Walled Garden	Carpentry Workshop	Estates
Walled Garden	General Workshop	Estates
Design Technology	DT Office	Medical Centre
LASS	Shop	Medical Centre
Library	Library Office	Medical Centre
Science	Chemistry Prep room	Medical Centre
Science	Biology Prep room	Medical Centre
Science	Physics Prep room	Medical Centre
SPLASH	Pool Office	Medical Centre
SPLASH	Gym	Medical Centre
Theatre	Technicians Office	Medical Centre
West Wing	Admin Room	Medical Centre
Art Department	Art Office	Medical Centre
Minibus first aid kits	Minibuses	Transport Manager
Trip first aid kits	Medical Centre	Medical Centre
Staff Common Room (next to Terrace room)	Window ledge	Medical Centre
Hemsted Boarding House	Dispense – 1 st shelf back wall	Medical Centre
Norris Boarding House	Dispense cupboard	Medical Centre
Guldeford Boarding House	Matron Office	Medical Centre
Echyngham Boarding House	Matron Office - shelf	Medical Centre
Marshall Boarding House	Matron Office	Medical Centre
Medway Boarding House	Matron Office - windowsill	Medical Centre
Beeches and Elms Boarding House	Foyer by Matron's desk	Medical Centre
Limes Boarding House	Limes entrance	Medical Centre
Oaks Boarding house	Clarke Room	Medical Centre
Centenary Building	Adjacent to Fire Alarm Panel	Medical Centre

SPILLAGE GUIDANCE – Safe cleaning and disposal of bodily fluids

All spillages of body fluid should be dealt with quickly and effectively. The aim of this document is to decrease the exposure risk to blood-borne and body fluid pathogens.

It is the responsibility of all staff who encounter spillages of blood or other body fluids to prevent the spread of infection and must follow basic hygiene procedures.

Make the area safe;

Wear protective clothing such as gloves, plastic apron and eye protection/face shield;

Cover spillage with Clincell Swipe kit wipe, dispose Clincell wipe into bag provided;

Wash area with detergent and hot water;

Dry area thoroughly;

Dispose of all materials in the clinical or general waste;

Clean bucket bowl with fresh soapy water and dry. Wash mop head on hot machine wash;

Discard protective clothing in clinical waste;

Wash hands and use Sanitise wipe in Clincell Swipe kit;

Spill kits are held in all matron Offices and resupplied by Domestic Bursar.

Blue, nitrile, powder free gloves and plastic aprons are supplied by the Domestic Bursar.