

# CHRIST'S HOSPITAL

## FIRST AID POLICY

### Introduction

1. Christ's Hospital (CH) must ensure the timely and competent administration of first aid to all persons who may become ill or are injured on site, be they employees, pupils, contractors or members of the public visiting the School.

### Aim

2. This policy sets out the responsibilities and methods by which CH intends to make provision for the timely and competent administration of first aid.
3. This policy has been developed with due regard to the requirements to provide a safe place of work stated in Section 2 of the *Health and Safety at Work etc. Act 1974*. Suitable provision for first aid is also a requirement under the *Health and Safety (First Aid) Regulations 1981*.

### Commitment

4. CH is committed to providing sufficient numbers of first aiders to deal with accidents and injuries occurring on site and to providing these personnel with sufficient training and equipment to ensure that they are able to carry out their duties competently.
5. All appointed first aiders will be briefed fully on their responsibilities and provided with information and training on first aid to ensure that the statutory requirements and the needs of the School/their department are met.

### Concerns

6. Should any member of the CH community have any concerns about the provision of first aid within the organisation, they should refer them to:
  - the SHEF Manager;
  - the Senior Nursing Officer or
  - their Head of Department.

These concerns will be investigated and an assessment will establish if any rectification action is required.

### The Council of Christ's Hospital ("the Council")

7. The Council is responsible for health and safety across the site; this includes the provision of first aid. The Council will monitor the effectiveness of the implementation of this policy and will direct review and revision of the policy when necessary.

### First aiders

8. First aiders are qualified personnel who have received appropriate training and passed an examination. Refresher training will be provided at regular intervals to ensure that skills are maintained.

9. It is unlikely that first aid personnel rendering assistance will become subject to legal action because of deterioration in the injured person's condition. However, CH has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill or injured either on or off the School premises, but only in association with School business.

### **First aid co-ordinators (the Senior Nursing Officer and the SHEF Manager)**

10. The School's first aid co-ordinators are the Senior Nursing Officer and the SHEF Manager; their responsibilities include:
- keeping a current and up-to-date list of appointed first aiders along with the date of their qualification and a copy of their certificates;
  - keeping up-to-date all information regarding the location of first aid boxes and Automatic Emergency Defibrillators (AEDs);
  - regularly assessing and reporting back the School/department's first aid requirements and identifying suitable staff for first aid training;
  - regularly checking that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in conspicuous places;
  - assessing the nature of activities within particular areas of the School to determine the number of first aiders to appoint and the level of training that they should receive;
  - ensuring appropriate and sufficient training is provided for all appointed first aiders, and that refresher courses are planned and delivered;
  - monitoring first aiders to ensure they are fulfilling their duties, for example, replenishing first aid kits within their departments if items have been used;
  - ordering replacement provisions when requests are made from first aiders;
  - collating accident report forms and producing feedback to the Health and Safety and other Committees and
  - ensuring accidents and incidents that fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported to the HSE.

### **Arrangements**

11. CH implements this policy through:
- adhering to the findings of the latest internal First Aid Provision Assessment which recommends the appropriate levels of first aid provision and training;
  - training suitable first aiders in the one-day Emergency First Aid at Work (EFAW) course, which is delivered on site by a suitably qualified member of the Medical Department staff;
  - including in the training the use of AEDs, arrangements for pupils with particular medical conditions (e.g. asthma, epilepsy and epipen carriers etc.), dealing with spillage of body fluids and guidance on when to call an ambulance;
  - making available more specialist first aid training where a risk assessment indicates that this is appropriate, for example to the leaders of mountain expeditions;
  - providing specialist external paramedic cover for major public events such as Speech Day and Beating Retreat, appropriate home sports fixtures and other events where a risk assessment indicates that such cover is necessary;
  - ensuring that an adequate number of first aid kits are deployed to appropriate locations around the site and the contents of the kits are in date and replenished as necessary;
  - publishing the names of those members of staff trained in first aid in the termly School Calendar and on the intranet and

- ensuring that all accidents and incidents requiring the administration of first aid are reported through the CH electronic reporting system.

### **Review of the policy**

12. The Senior Nursing Officer and SHEF Manager will review this policy regularly and at least every 3 years to ensure that the first aid arrangements are appropriate for maintaining the health, safety and welfare of all staff, pupils, and visitors.

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Date of last review: October 2020

Date of next review: October 2023