

CHRIST'S HOSPITAL

FIRST AID POLICY – FIRST AID NEEDS ASSESSMENT AND ARRANGEMENTS

Introduction

The Health and Safety (First Aid) Regulations 1981 require organisations to provide 'adequate and appropriate' first aid equipment, facilities and people so that employees can receive immediate help if they are injured or taken ill. Employers must also provide employees with information on the first aid arrangements in place.

To determine what adequate and appropriate arrangements to provide, the associated Approved Code of Practice (ACOP) directs employers to carry out an assessment of first aid needs (bespoke to the workplace). This does not need to be written down, but it is beneficial to do so, to show how arrangements are considered to be adequate and appropriate.

The Health and Safety Executive (HSE) recommends that non-employees, such as the public, contractors and pupils at school, are included in an assessment of first aid needs and that provision is also made for them, as mirrored by the Department for Education (DfE) in their 'First aid in schools, early years and further education' guidance, the School Premises (England) Regulations 2012 and the Education (Independent School Standards) (England) Regulations 20104, in conjunction with the Independent School's Inspectorate (ISI) 'Commentary' requirements.

This is not the First Aid Policy of Bluecoat Sports. Whilst this is the First Aid Policy of Christ's Hospital Enterprises Ltd (CHEL), the first aid arrangements of Bluecoat Nursery are solely organised by the Nursery Manager. Nursery staff however also benefit from the first aid provisions of the School employer and School site in which they are based.

Associated policies

This policy should be read in conjunction with:

- The Administration of Medicines Policy
- The Anaphylaxis Policy and Procedure
- The Self Harm and Suicide Risk Policy
- The Injured Players Needing Medical Attention Protocol
- The Management of Educational Visits Policy
- Staff Guidance - Running a Trip at CH
- The Accident and Incident Reporting Policy and Procedure
- CH First Aid Kit Contents

Needs bespoke to Christ's Hospital (CH)

When making a consideration of adequacy and appropriateness, the following aspects bespoke to CH have been considered:

- When School is in session, there are approximately 130 academic and 300 support staff in post, of which approximately 300 are full time, of age range: young person to staff exceeding state pensionable age.
- When School is in session, there are approximately 900 pupils on site of age range: 11 to 18. Approximately 850 are boarding pupils and approximately 50 are day pupils.

- The presence of staff and pupils on site is seasonal (termly based); in School holiday periods there are usually no CH pupils on site (bar those that are resident on site or visiting) and staff numbers fall to approximately 160 year-round support staff.
- In School holiday periods there are often large numbers of non-CH pupils on site supervised by non-CH staff, such as those taking part in international student camps. Such operations are required to make their own first aid arrangements. Their activities are overseen by the CH CHEL Manager, who ensures that third party and CH first aid arrangements are complementary and collaborative where necessary.
- Contractors frequently work on site, usually on a daily weekday basis.
- Parents/members of the public are often on site and occasionally events are held that have large numbers of visitors on site.
- Although rural in location, the site is not remote and emergency service vehicles usually attend promptly.
- The site is staffed 24/7/365 by security officers and, in term time, 24/7 by a duty nurse, with some staff, such as security, nursing and cleaning staff, working shift patterns at times when there are very low numbers of other staff present.
- Lone working does take place, but this is only permitted for low risk activities. If higher risk activities, such as working at height or security, are being carried out, multiple staff must be present and/or lone worker alarm systems are in place, for example, for the duty nurse based in the Medical Centre (MC).
- All areas of the site have land line phones. Most of the site has mobile phone coverage. Two-way radios are also in use by various teams in the Estate Department.
- The site is vast and has many remote areas, with some controls to address this, such as dark hour bounds and CCTV coverage.
- Some areas of the site may be inaccessible to basic vehicles at times of poor weather.
- Many buildings have multiple floors.
- The School is generally a low risk environment. However, in some roles staff use dangerous equipment or dangerous substances for moderate periods of time. As part of the curriculum, there are times when pupils are exposed to dangerous equipment or dangerous substances (under staff supervision and for very short periods of time). Also, higher risk sports, such as rugby and hockey, are played.
- CH has good quality accident and incident records going back many years. From this data it can be concluded that pupil injuries predominantly arise from sporting activities, followed by injuries arising from slips, trips and falls at ground level and collision with an object. Some less frequent pupil injuries are caused by contact with a sharp object or by contact with something hot. Staff injuries predominantly arise from slips, trips and falls at ground level.
- The work of CH staff generally does not involve significant amounts of time off-site or travelling for work purposes. The most common off-site activities are attending sports match away fixtures or pupil medical appointments. Some broader curricular activities or pupil specialist tutelage sessions are off-site. Some same day visits and some longer duration school trips take place. Some staff occasionally travel nationally to attend training or industry body membership events. Marketing and admissions staff occasionally travel overseas to recruit international students.
- A future 2022 risk assessment under the 'Protect Duty' will also shape our needs.

First aid co-ordinators

The arrangements for first aid at CH (as set out below) are managed by the School's nominated first aid co-ordinators. They are the Senior Nursing Officer and the Compliance Officer (Safety, Health, Environment and Fire (SHEF) Manager). They may deliver arrangements directly or organise for delivery of arrangements by others.

First aid equipment and facilities

The minimum requirement is for a single, suitably stocked first aid container. This requirement is met. Across the School site, there are approximately 65 static first aid kits, with at least one kit present in every frequently used building. It is the responsibility of first aiders local to the kits to ensure that these kits are kept suitably stocked, as it is most likely these individuals that will make use of kit contents.

Kit contents are in accordance with the document 'CH First Aid Kit Contents'.

Within departments making use of mobile first aid kits, such as sports departments, it is the responsibility of Heads of Department or Team Leaders to ensure that these kits are kept suitably stocked.

Mobile kits for off-site trips are available to trip leaders from the Medical Centre. It is the responsibility of Medical Centre staff to ensure that these kits are kept suitably stocked. Trip leaders must make a request for a trip kit at least 72 hours prior to departure using the specified request form and return kits to the Medical Centre on return to School.

Reminders to keep first aid kit supplies suitably stocked are issued by the SHEF Manager.

First aid kit supplies can be obtained from the MC. The MC provides plasters in various colours. Some kits around the site may only be stocked with pink plasters, but pupils are able to access plasters in other colours via their boarding house kits.

Kits are stocked with standard provisions. It is not considered necessary to go beyond this, apart from some departments where they may stock greater amounts of eye wash and/or have burns kits, such as science and design technology. Staff teams trained to deal with haemostatic injury also have access to a trauma kit, which it is their responsibility to maintain as needed.

Kits are stored in locations known to building first aiders. 'First Aid Action Notice' signage also gives details of kit locations.

In addition to local checks, there is an annual audit of static kit placement and contents and defibrillator unit status, conducted by the SHEF Manager, documenting the audit in the form of a Static First Aid Kit register.

Across the School site there are four defibrillation units, located in:

- 1) Reception/security
- 2) The theatre lobby
- 3) The Medical Centre (reception)
- 4) Dining Hall servery corridor

A fifth unit is available at and maintained by Bluecoat Sports.

Due to its close proximity to the nursery, the reception unit includes paediatric pads. Each unit has a nominated person to carry out weekly checks. The Senior Nurse organises for defibrillator upkeep as necessary.

CH pupils have access to a 24/7 term time Medical Centre facility, providing a number of treatment rooms, with treatment provided by a team of qualified nursing staff. In addition, within boarding houses, pupils have their personal bedrooms and also Matron's Office, with washroom facilities close by, in which to receive first aid treatment. Whilst no dedicated treatment room exists for staff or visitors, there are many vacant rooms in School buildings that can provide privacy and be used as necessary. If there is availability and within term time, staff can also receive first aid treatment at the Medical Centre.

In conclusion, taking the needs bespoke to CH into account, it is considered that the first aid equipment and facilities in place at CH are adequate and appropriate to meet the needs of all site users.

First aid information

CH conveys the details of its first aid arrangements in a number of ways:

- Various relevant policies (listed in this policy) are available to staff and parents and some are made publicly available.
- First Aid Action Notices are displayed in the majority of buildings, advising staff, pupils and visitors of the local qualified first aiders, local first aid kit location and key action steps to take. A check on the presence of First Aid Action Notice signage is made as part of the annual static first aid kit audit.
- A First Aid Training register is maintained by MC staff and is accessible to other key staff, such as the SHEF Manager, the HR (Human Resources) department, the Broader Curriculum Administrator and the Estates Bursar.
- Health Care Plans for high risk pupils are produced and distributed as necessary by the Senior Nurse.

In conclusion, taking the needs bespoke to CH into account, it is considered that the first aid information provided at CH is adequate and appropriate to meet the needs of all site users.

First aiders (and first aid training)

The minimum requirement is for a single (non-qualified) Appointed Person. This requirement is met; qualified first aiders are present in place of an Appointed Person. Using ACOP guidance to make a blunt numeric calculation of need and classifying the CH workplace as a medium risk environment, requiring one First Aid at Work (FAW) individual per 75 employees, assuming that all 300 full time staff and half of the 130 part time staff are on site at any one time, equates to an approximate need for six FAW qualified staff. This need is currently met.

CH provides an internal program of Emergency First Aid at Work (EFAW) qualification training for staff, with training sessions held each term. CH also funds external first aid qualifications for staff as necessary, in accordance with the H&S Training Policy. For example, First Aid at Work and Outdoors First Aid (for broader curricular active staff) and Haemostatic Injury First Aid (for staff in roles where there is a risk of a severe haemostatic injury, such as the Grounds team). It is not necessary for the School to have Paediatric First Aid qualified staff, but CHEL nursery staff have such qualifications.

It is expected that the following School staff have a first aid qualification:

- Security officers
- Matrons
- Nurses
- Technicians
- Teachers of PE
- Sports coaches
- External sports coaches – it is the responsibility of the hiring member of staff to check the qualifications of external sports coaches
- Nursery staff (paediatric first aid)

It is desirable that the following School staff have a first aid qualification:

- Duty SLT members
- House parents
- Pastoral carers
- Some members of the grounds team
- Some members of the cleaning team
- Some members of the portering team
- Some members of the buildings maintenance team
- Some members of the laundry team
- Some members of the catering team, including Hertford Centre staff

When internal EFAW training courses are being organised, places will be offered to staff in the following order of priority: expected staff > desirable staff > all other staff. Line managers of expected and desirable staff will be copied in to training invitations, so that they are aware of the need for staff to attend training. In relation to sports staff, the invitation will be issued via the Broader Curriculum Administrator and in relation to estate staff, via the Estate Bursar.

As such, CH proactively maintains a high number of EFAW staff on site, far beyond its actual needs; there are currently approximately 160 EFAW trained staff.

To help maintain sufficient numbers of FAW qualified staff, with the qualification being a more substantive commitment to obtain than EFAW, an annual incentive payment of £50 will be paid to staff that hold a current FAW qualification as at every 1 September, on condition that they are listed on the School First Aid Training register and are named on their local First Aid Action Notice signage as at every 1 September. This is regulated by the SHEF Manager.

Records of first aid training are set out in the form of a register, maintained by MC staff who, along with also retaining qualification certificate copies, will prompt for three-year refresher training when it becomes due. Staff who are a current first aider may choose to wear a plain green lanyard to highlight this to others. They will be made aware of when their qualification expires (and so can no longer wear a green lanyard) by notification from the MC, following a monthly register review conducted by MC staff.

Due to the absence of academic, house and MC first aiders in School holiday periods, CH places importance on having first aiders within the year-round support staff teams. Currently there are approximately 25 EFAW trained year-round support staff. During such times the Estate Bursar distributes a list of available first aiders to staff. During periods of exceptional staff absence from site, such as during COVID lockdown, both the HT's Office and Estates Bursar distribute lists of available first aiders.

CH has also developed three bespoke on-line first aid focused training courses. Staff are required to undertake these as follows:

Course	Who	When
Anaphylaxis Awareness	All staff	Annually
Head Injury Management at CH	All MC staff, house staff and academic staff bar VMT and technicians	Annually
Acute Injury Management at CH	All MC staff, house staff and academic staff bar VMT and technicians	Annually

The HR department has responsibility for issuing course joining instructions to these individuals as set out above.

All rugby teaching/coaching staff must also complete RFU Headcase Concussion Awareness training annually, for CH to be able to take part in national RFU school competitions. The SHEF Manager will assist HR by annually providing HR with a list of current rugby staff (because the SHEF Manager is also making other first aid arrangements for rugby).

A paramedic contractor with a 4X4 vehicle is contracted to be on site at any time that rugby or hockey matches are played. A paramedic is also employed to be present with a 4X4 vehicle when large scale sporting events are held, such as the house cross country competition or Parents (Sports) Day. A paramedic may also be employed to be present on site for other large events attracting high visitor numbers, such as Speech Day. In relation to events, it is for the event organiser to decide whether or not a paramedic is required, based on their experience of previous events, event incident history and the demographic of the attending visitors (as per their event risk assessment). In the absence of a paramedic, the event organiser must ensure that School first aiders are available to support the event as necessary. Paramedic attendance is organised by the SHEF Manager.

A future duty on the School, under the newly proposed 'Protect Duty', to have haemostatic injury first aid trained staff and trauma first aid kits in place to prepare for a potential terrorist attack, is recognised and accordingly efforts will be made to increase the number of such staff beyond those trained for work purposes, in so far as is reasonably practical.

In conclusion, taking needs bespoke to CH into account, it is considered that the number of suitable first aiders in place at CH is adequate and appropriate to meet the needs of all site users.

Other arrangements

Off-site first aid arrangements

Arrangements for meeting the first aid needs of pupils off-site are set out in:

- Injured Players Needing Medical Attention Protocol
- Management of Educational Visits Policy
- Staff Guidance - Running a Trip at CH

All CH vehicles for use off-site are equipped with a first aid kit. Kits in cars and minibuses are maintained by the Transport Supervisor. Medical Centre car kits are maintained by Medical Centre drivers. UK coaches hired by the School are required to carry first aid kits as standard.

Staff national travel would not be to anywhere where access to general public first aid arrangements is likely to be unavailable. Staff will also visit events where event organised first aid arrangements should be available.

When staff travel internationally, FCO travel advice is referenced and followed and travel to high-risk areas, where access to general public first aid arrangements is likely to be unavailable, is avoided.

Mental health first aid (MHFA) arrangements

Our qualified Pupil MHFA Lead is also qualified to deliver child MHFA training, which they do twice a year (in Michaelmas and Lent terms). Nurses, house parents and matrons are prioritised to receive this training. The Pupil MHFA Lead maintains a child MHFA Training register and there are currently 43 trained staff in place. There is no requirement to refresh MHFA training.

Mental Health First Aid Action Notices for staff and pupils are displayed in boarding houses

and in the Medical Centre, advising of local qualified child MHFA trained staff and key action points to take/that will take place.

First aid is the emergency response, but in addition to this, pupils receive mental health care as necessary from a team of therapists based at the Medical Centre. In collaboration with the safeguarding team, an emergency response process to support any pupil experiencing a mental health crisis is in place, underpinned by policies such as:

- The Self-harm and Suicide Risk Policy
- SLT Guidance – Duty SLT Member Supporting the Medical Centre Out-Of-Hours

The School provides all staff with access to an anonymised Employee Assistance Programme (EAP), providing a set number of telephone calls with a relevant advisor (covering any matters of concern for the individual i.e. health, debt, housing), which can be extended beyond this limit and/or be conducted face-to-face, based on EAP provider recommendation and with employer agreement.

A small number of staff within the HR department and a small number of key support services managers are qualified adult MHFAs. The intention is to implement an ongoing adult MHFA training programme, to have a good number of such qualified staff at CH. Relevant signage will be developed and displayed, to advise staff of colleagues that can help them with mental health matters, when this programme is in operation.

In addition, if the Pupil Mental Health Lead were available to do so, they would seek to assist any member of staff experiencing a mental health crisis and signpost them to suitable resources available outside of the School, including the EAP.

Insurance

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

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Date of last review: September 2022

Date of next review: September 2024