



First Aid Policy

Aspire • Believe • Achieve

Staff member responsible:	Hannah Lewis
Role:	Head of Boarding
Revised On:	Sept 2025
Ratified by governing board:	18 th December 2025
Review Due:	Sept 2026

**FREWEN COLLEGE
FIRST AID POLICY**

This policy applies to the whole school

The Policy is available to the school staff via Staff Share Point

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

(In our school the pupils are referred to as students. Therefore the using the term ‘child’ or ‘student’ is interchangeable in this policy as is appropriate and the age range of the students at Frewen College is from 7 – 19)

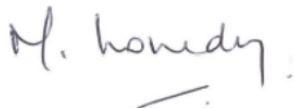
Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (ISS) (England) Regulations currently in force and the National Minimum Standards (NMS) for Residential Special Schools (RSS) (DfE: September 2022).

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster. The Board of Governors will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Policy Agreed: September 2024
Date Published: September 2024
Next Review: September 2025



M. Loveday
Headmaster



Insert Signature
J. Stevenson
Chair of Governors

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The Policy is available to the school staff via Staff Share Point2

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Introduction

This policy is designed to ensure that all children can attend school regularly and participate in activities. This policy outlines the School’s statutory responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The school complies with the Guidance on First Aid for Schools Best Practice Document published by the DfE. In order to comply with this best practise document the school has a requirement for a minimum of three trained First Aiders who have satisfied the requirements of the ‘First Aid at Work’ course. However, staff should NEVER perform any First Aid Procedures that they have not been adequately trained to do. All companies are required by The Health and Safety (First Aid) Regulations (currently in force) to provide trained first aid human resources and treatment

for staff in the event of injury or ill health at work. Although the regulations only require the employer to provide cover for staff, it is the School's policy to extend this cover to children and visitors.

The school will provide:

- Practical arrangements at the point of need;
- The names of those qualified in first aid and the requirement for updated training every three years;
- Having at least one qualified person on each school site when children are present;
- Showing how accidents are to be recorded and parents informed;
- Access to first aid kits;
- Arrangements for pupils with particular medical conditions (for example asthma, epilepsy, diabetes).
- Hygiene procedures for dealing with the spillage of body fluids;
- Guidance on when to call an ambulance;
- Reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health and Safety Executive (telephone 0845 300 9923)

Methodology

This First Aid Needs Assessment will consider the following topics:

- The nature of the work, the hazards and the risks
- The new classification of first aiders
- The Nature of the workforce
- Schools' history of accidents and illness
- Excursions/Sports Fixtures/Lone Workers
- The distribution of the workforce
- The remoteness of the site from emergency medical services
- The assessment of the number of first aiders required

Aims

- To ensure that suitable arrangements are in place for the provision of first aid.
- To ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment.
- Ensure employees know where First Aid Kits are located and the names of Trained First Aiders/Appointed Persons. Keep them informed of any changes.
- First aid facilities should be clearly identified, eg a on the Medical Room notice board.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To provide First Aid treatment where appropriate for all users of the school (with particular reference to pupils and staff)
- To provide or seek secondary First Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements

Policy

The School will ensure that:

- Adequate resources are available for the implementation of this policy.
- This policy and procedure are effectively communicated.
- An assessment is made to ensure that suitable first aid facilities are provided.
- Arrangements are made for the provision suitable first aid facilities.

- An assessment is made to ensure that suitable first aid facilities are provided.
- Employees with first aid responsibilities receive adequate training.
- Arrangements are made for the periodic monitoring of performance against these standards.

Definitions

First Aid

The arrangements in place are to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.

Full First Aider

A person who has completed a full (3-day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Full Paediatric First Aider

A person who has completed a full (2-day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Appointed Person

A person who has completed a 1-day course of emergency first aid from a competent trainer and holds a current certificate.

Policy Statement

Frewen College will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for pupils, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with Frewen College's Health and Safety policy and policy on Safeguarding children on school visits. It will be reviewed annually.

First Aid Facilities

The Headmaster must ensure that the appropriate number of first-aid containers are available according to the risk assessment of the site are available. See Health and Safety Executive (HSE) guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background;
- First aid container always accompany the children when using any specialist facilities and during any offsite activity/education visit. First aid containers must accompany Physical Education (PE) teachers off-site;
- All vehicles carry a first aid kit;
- First aid containers should be kept near to hand washing facilities;
- Spare stock should be kept in school;
- Responsibility for checking and restocking the first-aid containers is that of the First Aider Officer. The First Aiders must notify to the offices or the First Aid officer any necessity of restocking of the First Aid boxes.

Training

The First Aid Officer is a Fully First Aid trained and have had specific instruction regarding some other health conditions. The list of staff with current First Aid Certificates is available in the School Office, the Staff Room and Medical Rooms. A list of First Aid qualifications is saved at the end of this policy. All First Aid qualifications are updated every three years in accordance with regulations. Both a *full first aider* or at least one *appointed person* will always be on the premises. First aid kits are available on the premises, in vehicles and for educational visits and offsite activities.

First aid kits

Regularly check the contents of first aid kits and ensure they remain fully stocked. They should contain a First Aid Guidance card (HSE publication) which will specify the contents that should be provided.

Trained first-aiders

- Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This

treatment can be provided to employees, individuals, visitors and any other people who are within The School's control.

- Provide sufficient First Aiders on the site, to take account of shifts and absences.
- Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Re-training is required every 3 years, i.e. before the expiry date.

First Aiders' responsibilities

- To give first response treatment and to summon an ambulance through the school office, when necessary.
- To inform the school office when pupils are too unwell to stay at school. The school office will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken and to keep a legible written record of attendances, with dates, times and treatment given.

Policy on First Aid in School

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. During the school day first aid is administered by the School Matron, or one of the First Aid Officers. After school hours first aid is administered by qualified Boarding staff. If an accident occurs in the school grounds and first aid is required, then one of the staff on duty can assist if they are qualified, or if they are not qualified, they should come to Medical Room or School Office and request the assistance of the designated first aider. The First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available in the Medical Room, the Boarding Houses and elsewhere in the school. Any action taken must be recorded on Medical Tracker, an online system overseen by Matron, and parents should be informed by telephone or in writing of any serious accidents which occur. Any first aid or medical assistance given in the Boarding houses must be reported to the School Matron. All accidents of a serious nature must be recorded on an Accident Report Form, which are available in the Medical Room. If an injury or illness involves spillage of body fluids gloves should be worn. If there is any concern about the first aid which should be administered then the School Matron or a qualified first aider must be consulted.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Headmaster is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

Administering first aid

- First aid should only be administered by a trained first aider. Copies of first aid certificates should be systematically filed.
- For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.
- Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- Record any first aid treatment on Medical Tracker.

The First Aiders' procedure for dealing with sick or injured pupils:

- Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness.
- Comfort or advise as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature of any concerns if appropriate. Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists.
- Record action taken on Medical Tracker. If child is then well enough he/she will return to class.
- If problem persists or there are doubts as to the seriousness of any injury then parent(s) will be telephoned and asked what they would like to do. If he/she wishes to collect their child appropriate arrangements are made.
- If a severe illness or injury is suspected then the most appropriate member of staff will take the pupil to hospital or the

emergency services will be called and administrative staff will contact the parents to inform them. No pupil will travel in an ambulance unaccompanied.

- If any issue arises during treatment or discussion with the pupil that the First Aid Officer feels should be taken further, she/he will telephone or speak to the parents and/or the Designated Safeguarding Officer or most appropriate member of staff. N.B. The First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

Hygiene/Infection control/HIV Protection

Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities, which should be used when dealing with any blood or other bodily fluids. Staff should take care when dealing with such fluids, and when disposing of dressings or equipment. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Source: 'Guidance on First Aid for Schools: A Good Practice Guide' (adapted).

Supporting sick or injured children

At Frewen College, medical care is provided for the boarders by the doctors at the Surgery, Main Street, Northiam. Most parents elect for their children to be registered with the Practice. Children can choose to see a male or female Doctor, although the majority of the pupils are seen by Dr. Alex Dale. These pupils can be registered as temporary patients at home in the holidays.

Nursing care for all pupils is provided from 8.00 a.m.- 4.00 p.m. Monday to Friday by the School Matron. Medication can be dispensed, treatments provided, and advice and support given as required. This is also the main site for first aid, although other staff is trained and available at all times.

Any pupils unwell during the day can be cared for in sick bay, until feeling better or parents are able to collect. Care after school hours is provided by the boarding team, with on-call medical back-up from local NHS services. All staff administering medicine or first aid is trained. Parents of children on prescribed medication should ensure that they follow the procedures for transport and consent.

Pupils should receive all dental treatment at home during the school holidays as pupils do not register with a school dentist, and we are only able to take children to the dentist if they have an emergency.

Parents are welcome to contact the School Matron at any time if they have concerns about their child, and she will liaise if she or other staff have their own concerns. Initial medical information is gathered via the comprehensive medical forms completed for all children before their evaluation days. Important information e.g. about allergies is disseminated to all staff on a need to know basis.

With reference to sick children and medicine we:

- Make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
- Contact the school health professional for advice if we are unsure about a health problem.
- Isolate a child if we feel that other children or staff are at risk.
- Contact parents to take children home if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease.
- Ring emergency contact numbers if the parent or carer cannot be reached.
- Make every effort to care for the child in a sympathetic, caring and sensitive manner.
- Respect the parents' right to confidentiality
- Keep other parents informed about any infectious diseases that occur.
- Expect parents to inform the office if their child is suffering from any illness or disease that may put others at risk. See policy on administration of medicines

Confidentiality

Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate.

Monitoring

Accident report forms can be used to help the Headmaster/Health and Safety Officer to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Headmaster regularly reviews the accident records. This policy will be reviewed annually.

Reporting to HSE

Statutory requirements: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1995/3163) (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23). The Headmaster must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to: any school activity, both on or off the premises;
- the way the school activity has been organised and managed;
- equipment, machinery or substances, the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headmaster is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer. The School Administrator will report the incident to HSE and also to our insurers.

Record keeping

Statutory accident records: The Headmaster must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The Headmaster must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident and the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given and what happened to the person immediately afterwards along with the name and signature of the first aider or person dealing with the incident.

Reporting

All injuries, accidents and illnesses, however minor, must be recorded on Medical Tracker. An Accident Report Form must be completed for all accidents all serious accidents must be reported in the Accident Report Book. All entries in the Accident Report Book are given to the Health and Safety Officer and copies are kept in the Medical Room. The School Matron is responsible for ensuring that the accident procedures are filled in correctly and that parents and HSE are kept informed as necessary.

Reporting to Parents

In the event of a serious accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headmaster if necessary. Parents are always informed if there is a head injury, no matter how apparently minor.

Accidents involving Staff

Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)

Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days. Cases of work related diseases that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer). Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any School activity (on or off the premises) and the way a School activity has been organised or managed (e.g. the supervision of a field trip)
- equipment, machinery or substances and the design or condition of the premises.

Need to be reported without delay to HSE, followed by Form F2508. For more information on how and what to report to the HSE, please see: <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link

Further Information

Further information can be found in the Health & Safety Policy and the Allergy & Anaphylaxis Policy, as well as in the following procedures;

- Asthma procedure
- Anaphylaxis procedure
- Diabetes procedure
- Epilepsy procedure
- Sick Child procedure (boarding)

Appendix A

FIRST AID AT FREWEN COLLEGE

In the first instance please call:

CLAUDIA ALLSOPP (Matron)

Monday – Friday 8.00 a.m. – 4.00 p.m.

BOARDING / ADMIN STAFF/

MAINTENANCE and GROUNDS STAFF

Before/after school hours

SCHOOL OFFICE if Matron not available

MAIN OFFICE

01797 252494

BOARDING DUTY MOBILE

07876 833286

If CA not available, the following members of staff are all trained in emergency first aid:

Boarding / teaching staff

Claudia Allsopp

Hannah Lewis

John Potter

Michael Uren

Scott Wassell
 Claire Beaumont
 Debbie Hurford-Jones
 Zoe Dunga

Jo Hambleton
 Jemma Holt
 Stefan Lerbech
 Natalie Carpenter

Mikala Davey
 Linda Herriott
 Gerard Carlton-Blake

Admin/ Catering/Gardens/Maintenance / Housekeeping

Aaron Smith
 Rosemary Redford
 David Quye

- The main FIRST AID BOX is in MATRON’S OFFICE (on the wall to the right of the door. Additional first aid boxes are located around the school and in the boarding houses. PE and Bushcraft staff also have a first aid bag.
- EPIPENS are stored in the Medical Room (in box on top of medicine cupboard).
- The EMERGENCY EPIPEN and VENTOLIN INHALER are in the orange box in the Medical Room (on the wall to the right of the door).
- There are additional emergency epipens in the Servery, the Boarding Houses, Prep School and the Food and Nutrition kitchen.
- The DEFIBRILLATOR is in the MAIN HOUSE on the wall opposite the Principal’s office.
- KEYS for the Medical Room are kept in Matron’s pigeonhole in the School Office when Matron is not on site. The Finance Office, Maintenance and the Cleaning Staff also have the key to the Medical Room.
- Spills kits for body fluids can be found in the Medical Room, the Cleaners’ cupboard and the Junior School staff toilet.
- First Aid belt bags and spill kits for school trips are available from Matron.

Appendix B

Frewen College Staff Training Completed 2024-2025
First Aid / Lifesaving / Medication Administration

Boarding	Certificate	Date obtained	Date to renew
Hannah Lewis	Emergency First Aid at Work Medicines Awareness for Schools Paediatric First Aid	April 2022 Jan 2023 Nove 2022	April 2025 Jan 2025 Nov 2025
John Potter	First Aid at Work NPQL National Pool Lifeguard Qualification Medicines Awareness for Schools Paediatric First Aid	May 2024 May 2024 Sep 2024 Nov 2022	May 2027 May 2027 Sep 2026 Nov 2025
Claudia Allsopp	First Aid at Work Medicines Awareness for Schools Paediatric First Aid	June 2024 Sep 2024 Nov 2022	June 2027 Sep 2026 Nov 2025
Michael Uren	Emergency First Aid at Work Medicines Awareness for Schools	April 2022 Sep 2024	April 2025 Sep 2026
Lynn Katz	Medicines Awareness for Schools	Sep 2024	Sep 2026
Danielle Ide	Emergency First Aid at Work Medicines Awareness for Schools	2022 Sep 2024	2025 Sep 2026

Rosie Redford	Emergency First Aid at Work Medicines Awareness for Schools	April 2022 Sep 2023	April 2025 Sep 2025
Teaching / Admin / Other			
Scott Wassell	Emergency First Aid at Work	April 2022	April 2025
Olinda Boulding	Emergency First Aid at Work	May 2021	May 2024
Joanne Hambleton	Outdoor First Aid Life Saving & First Aid	July 2024 May 2024	July 2027 May 2025
Linda Herriott	Outdoor First Aid	July 2024	July 2027
Mikala Davey	Emergency First Aid at Work	April 2022	April 2025
Jemma Holt	Emergency First Aid at Work	April 2022	April 2025
Stefan Lerbech	Emergency First Aid at Work	April 2022	April 2025
Sally Welch	Life Saving & First Aid	May 2024	May 2025
Zoe Dunga	Emergency First Aid at Work Life Saving & First Aid	April 2022 May 2024	April 2025 May 2025
Gerard Carlton-Blake	Emergency First Aid at Work	April 2022	April 2025
Debbie Hurford-Jones	Outdoor First Aid	July 2024	July 2027
David Quye	Emergency First Aid at Work	April 2022	April 2025
Aaron Smith (Estate Manager)	Emergency First Aid at Work	April 2022	April 2025

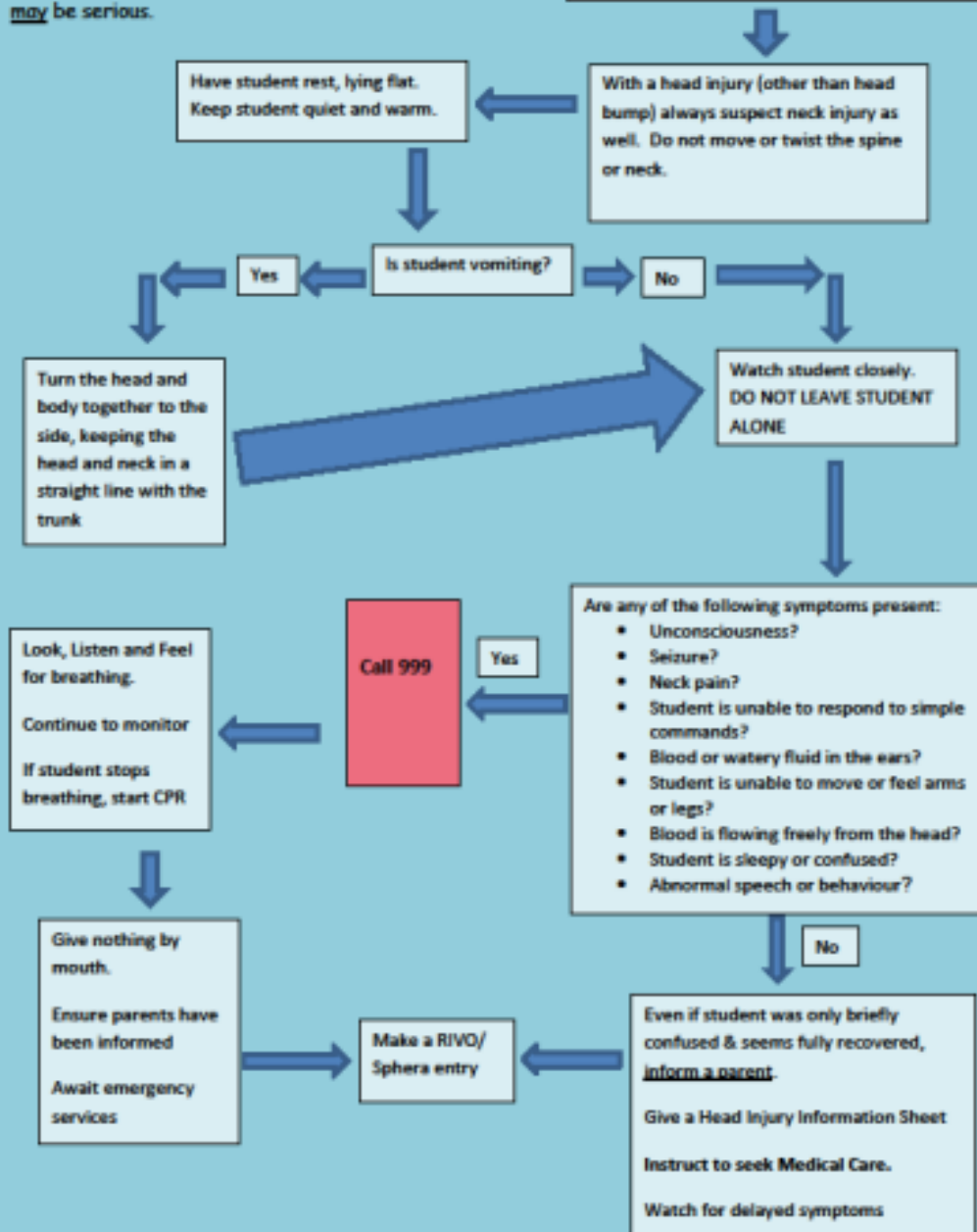
Appendix C

Head Injuries Flowchart

Head Injuries Flowchart

Many head injuries that happen at school are minor. Head wounds may bleed easily and form large lumps. Bumps to the head may not be serious. Head injuries from falls, sports & violence may be serious.

If student *only* bumped head and does not have any other complaints apply cold compress or ice bag (covered in a cloth) for ½ hour. Inform a parent by phone or if very minor by text message or email. Give a Head Injury information sheet to all students & email it to parents



Head Injury information to send out to parents following an incident

Head Injury Advice Sheet

Advice for parents and carers of children



How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

You need urgent help

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

You need to contact a doctor or nurse today

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

Self Care

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111

How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

www.what0-18.nhs.uk

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight.