

## First Aid Policy

### 1. Introduction

Eastbourne College will undertake to safeguard the welfare of pupils at all times and to comply with legislation to provide First Aid for pupils, staff, parents and visitors. This policy takes into account 'Guidance on First Aid in schools, early years and further education' (version dated Feb 2022) by DfE and Health and Safety (First Aid) regulations 1981 (pub in 2013, as amended in 2018). It is applicable to all pupils in the school.

The College First Aid policy is reviewed by the Health and Safety Officer (Head of FM) in consultation with the Lead Nurse and First Aid Trainer. It is kept in the Health and Safety Manual and Staff Handbook and is available online for parents.

### 2. Definition and Objectives

HSE provides the following definition of an accident:

"An undesired circumstance(s) which gives rise to ill health, injury, damage, production losses or increased liabilities."

First Aid is the immediate and temporary care given until the services of a medical practitioner can be obtained. The object of First Aid is to give help at once to pupils, staff or visitors, who are injured or suddenly taken ill before expert help from a doctor or nurse is available, or the ambulance arrives. The principal aims of First Aid are to preserve life, prevent any injury from becoming worse and to promote recovery.

### 3. Arrangements for First Aid

The College First Aid Room is located in the Medical Centre, led by the lead nurse, who is also the College First Aid Officer, and a team of registered nurses. The College uses the College Road Lighthouse Medical Practice (see Contact Details). During term time, there is a qualified nurse on duty in the Medical Centre during the working day to administer first aid, deal with any accidents or emergencies or to help if a pupil or member of staff is taken ill. In the event of an accident, the Medical Centre Staff should be informed immediately on 01323-452345. (Internal extension: 2345).

The majority of teaching staff are qualified as Emergency Paediatric First Aiders and the training for this qualification is delivered with an unregulated section on adult CPR and use of a AED. A number of support staff hold the same First Aid qualification and members of staff involved in CCF and DoE activities hold an Outdoor First Aid qualification. There is always a qualified First Aider available when pupils are on site. Certain activities such as sports matches and cadet force activities only take place with first aid cover in place. Provision is also sufficient and planned to cater for evening and weekend events such as concerts, plays and parents' receptions. First aid cover is provided by suitably trained staff during school holidays, when the Medical Centre is closed.

The College has a number of protocols for the treatment and care of pupils suffering from particular medical conditions such as: asthma, diabetes, epilepsy, and anaphylaxis. A list of those who suffer such a particular risk is circulated by the Medical Centre to houses and is available on the school portal. It is the responsibility of staff taking teams and groups away from school to be aware of pupils who may be at risk.

The College implements and makes available to staff care plans for students with medical conditions who are away from campus on trips and at sports fixtures.

Staff have a duty of care to pupils and the school has a duty of care to its employees. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. That

said, in accordance with DfE guidance, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

#### 4. Contact Details

Medical Centre	Internal Extension: 2345 Direct Dial: 01323 452345
Nurses	Mobile: 07714 458982
Match Day emergency	07714 458980

#### Surgery

Lighthouse Medical Practice	01323 735044
6 College Rd	

Mobile phone numbers until	18:00 hrs
Dr Andrew Stewart	07896 415883
Dr Carolyn Rubens	07775597659

#### Emergency Doctor out of hours.

Dial 999

#### Non-Emergency Doctor out of hours.

Dial 111

Pharmacy:	Grand 01323 728992
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#### 5. Location of First Aid Boxes

A full list is attached with the location of First Aid boxes around campus and is retained by the First Aid Trainer and shared with the Medical Centre. Note, school buses and support vehicles have first aid boxes situated in the vehicle.

#### EMERGENCY USE ADRENALINE

Located in the following areas within the school in clearly sign posted boxes:

Reception - Inside main entrance on the right-hand side next to the defibrillator.

Birley Centre- On the wall behind the JWA reception desk.

Kitchen- in the kitchen office.

Adrenaline pens are specifically for Eastbourne College pupil use only. Staff who have undergone annual adrenaline training in the use of emergency adrenaline pens may administer the pens to those listed in the emergency box. These pens can also be administered as a backup pen regardless to whether they are registered on the College list.

## 6. First Aid Box Contents

All boxes are to be furnished with the following items:

- 1 x first aid guidance card
- 20 x individually wrapped sterile adhesive dressings.
- 1 x sterile eye pads, with attachment
- 2 x triangular bandages
- 6 x safety pins
- 3x medium sterile unmedicated dressings
- 1x large sterile unmedicated dressings
- 1 x pair of disposable gloves
- 2 x saline pods
- 1 resuscitation face shield
- 5 nonsterile gauze

Please note that First Aid Bags/Boxes should contain only the above medical items the regulations prohibit the inclusion of other items, unless required by a specific sport/activity or by a Risk Assessment.

### a. Appointed Custodians to First Aid Bags/Boxes

The First Aid Trainer in conjunction with the Lead Nurse will ensure that appointed custodians are qualified First Aiders, at least to Emergency level. Custodians are to:

- Replenish the boxes as necessary with stock obtained from the Medical Centre.
- Checking of content on a half termly basis and replace all out of date stock.
- Ensure accident books are located with bags/boxes and that filled in accident forms have been passed to HSE officer.

### b. Travelling First Aid Kits

First aid kits are checked in and out of the medical centre for all travel situations. This includes sporting events and academical visits/ residential trips.

Expeditions and schools' trips kits are available in the Medical Centre. Teachers responsible for these activities are to collect a kit from the Medical Centre and return it after use. Members of staff must refer to the College's Educational Trips and Visits Policy when planning a trip. Guidance on treating injuries is detailed on the First aid leaflet stored in each box.

## 7. Calling an Ambulance

If someone at the College has an accident, staff are trained to summon medical help immediately. All staff are issued with an Emergency Procedures card. This states specifically that if an injury is serious or a person is unconscious then 999 should be dialled straight away. Then the Medical Centre can be contacted.

## 8. Defibrillator (AED)

Eastbourne College has three defibrillators on campus. One is located in the Medical Centre and the other is stored in the entrance of Beresford. The third is in Reception. The Medical Centre staff and the College First Aid Trainer are defibrillator trained and receive annual update training.

Defibrillator training will be included in all staff first aid training and refresher courses. Instructions for use are kept with the machine and should allow for anyone to use the equipment in the event of an emergency.

Defibrillators provide voice instructions and visual prompts.

## 9. First Aid Administered

Details of any First Aid administered are to be reported by the Medical Centre staff and notified to the College Health & Safety Officer via submission of an Accident Report Room if necessary. The Health and Safety Officer will determine whether an accident warrants further investigation. The College has an Accident Investigation Policy.

## 10. Oxygen

In emergency care, oxygen is an essential aid in the treatment of patients in life threatening situations. Oxygen is a lifesaving and life sustaining gas. Oxygen provides a critical addition to safe and improved medical care.

Aims

- a. To ensure that casualties receive oxygen safely in school.
- b. To ensure fire and explosion risks are adequately controlled when oxygen is in use.

Roles and Responsibilities

- Only members of staff who are willing administer oxygen should do so
- Members of staff must be trained and be competent in administering oxygen
- Members of staff must understand the procedures for storing oxygen as detailed by the suppliers (BOC).
- Members of staff should know where oxygen is stored and that safety signage is prominently displayed.
- All relevant agencies are aware that the school has oxygen on site, e.g. Fire Service.
- The School's insurers should be notified that oxygen is stored on site.
- The School's Fire Risk Assessment is reviewed to take into account the presence and use of oxygen on the school site.
- Risk control measures are taken in the vicinity of the oxygen cylinder at all times.

Storage of Oxygen:

- Keep away from extremes of temperatures and out of direct sunlight.
- Do not store close to windows and radiators.
- Store in a well-ventilated area.
- Keep away from naked flames.
- Ensure no smoking in the vicinity of the oxygen cylinder.

- Signage must be visible.

#### Transport:

- Oxygen is a very combustible material. As such, it is important that its cylinders are transported safely and correctly. Refer to suppliers' instruction with regards transportation.
- Risk assessments, including manual handling, should be undertaken when transporting oxygen cylinders.

## 11. Entonox Policy

Entonox is a ready to use medical gas mixture consisting of 50% nitrous oxide and 50% oxygen. It is a safe and effective analgesic for all situations where rapid onset and offset is sought. It provides pain relief and conscious sedation for a variety of short term procedures.

#### AIM

To ensure that following assessment, Entonox is given appropriately and safely to patients with acute pain in school.

- Assess individual patient for the ability to use Entonox.  
The patient should be able to:
- Understand simple instructions
- Hold the demand valve and inhale the gas through the mask or mouthpiece whilst breathing normally.

#### ROLES AND RESPONSIBILITIES

(As per oxygen therapy)

#### STORAGE OF ENTONOX

(As per oxygen therapy)

#### ADMINISTRATION

To administer the Entonox

- Explanation of procedure to patient. Try to reassure and explain they should breathe normally
- Offer the demand valve to the patient
- Hold mouthpiece between teeth and breathe through mouth only

#### MONITORING

Once administration has started:

- The patient should continue to use the Entonox as required throughout the procedure.
- If the patient hyperventilates they should be encouraged to exhale slowly.
- Observe for side effects

#### DOCUMENTATION

- Documentation details of Entonox administration, how effective it was and any side effects experienced.

## 12. Sports Injuries and Transportation

In the event of a sports injury, the game should be stopped. The pupil must not be left without adult supervision. Contact should be made either with the Medical Centre (45-2345) and/or the Ambulance Service (999).

Eastbourne College utilises the services of a specialist paramedic service provider (GLS Medical) at rugby matches. Physio Science provide physio support at matches. The Deputy Head (Co-Curricular) is responsible for arranging cover. Medical vehicles are provided, depending on the number of matches taking place. Service providers liaise closely with the College Medical Centre before if necessary and after matches finish.

The injured student should be attended to by a first aid trained member of staff. A student should not be moved from the pitch if s/he is suffering from an injury that renders them immobile. Ensure the child is comfortable and warm and call 999 for emergency assistance.

All sports injuries should be reported to the Medical Centre. Serious sporting injuries, including those that have required a pupil, member of staff or visitor to receive emergency services assistance and / or a visit to A&E should be reported to the Health and Safety Officer, following the incident. The Health and Safety Officer should always be informed of any injury, no matter how minor, that may have resulted from an issue with College equipment or estate.

The provision by Sports Science is supplemented by Emergency Paediatric First Aid qualified teachers (with first aid packs) and also a rota for staff who act as duty drivers. Duty drivers can transport injured persons to the Medical Centre or to the hospital as the situation demands. Further information relating to Sports Injuries is available from the College's Sports Injuries Policy.

## 13. Holiday Provision

During holidays the Medical Centre is not staffed. Members of Support Staff are trained in first aid to cover during holidays when the school nurse is not available. Hirers of the College facilities provide their own first aid arrangements.

## 14. Publicity

Notices displaying First Aid are be placed in and around the College campus.

## 15. Training

The College's First Aid Trainer possesses First at Work (FAW) qualifications and carries out Emergency Paediatric First Aid at Work (EPFAW) the training for this qualification is delivered with an unregulated section on adult CPR and use of an AED for members of staff. He is a competent and qualified instructor in first aid and defibrillation. His qualifications and the training content he provides are accredited by NUCO, an awarding company that is recognised by the regulator, Ofqual.

EPFAW training is tailored in accordance to the particular injuries that staff might deal with in carrying out their duties and tasks.

The aim of EPFAW training to ensure that teachers and support staff who volunteer can be trained to become an 'Appointed First Aider'. They will then, if willing, be the designated First Aider for an area or building in which they work and their details displayed so that, in the event of an accident or emergency, they are the first point of call and can assist or advise on the appropriate response.

The College Health & Safety Officer should monitor and control requirements and is responsible for arranging courses via the Lead Nurse and First Aid Trainer, as required.

Where an accident/injury is obviously serious, the Emergency Services should be called on 999 immediately. The Lead / Duty Nurse (Ext 2345) and the College Health and Safety Officer (Ext 2296) should be notified as soon as possible thereafter.

## 16. Accident Reporting

An Accident Report must be completed in all cases by the member of staff dealing with the accident. Each first aid bag/box that is situated in an academic building or in a day/boarding house has its own accident report book.

The Medical Centre must be notified of any accident involving a pupil. Duty staff will record details of the accident and notify appropriate staff and parents.

The Health and Safety Officer must always be informed of any injury, no matter how minor, that may have resulted from an issue with College equipment or estate.

The Health and Safety Officer must always be informed of any accident that involves a member of staff that occurred whilst at work, and this will include work that takes place away from the school.

The Health and Safety Officer should be sent a copy of the Accident Report Form. He shall take responsibility for record keeping, investigation and RIDDOR, where necessary. The COO and governors will need to consider whether an accident should be reported to the Charity Commission.

## 17. Monitoring

The College's Health and Safety Committee receives a report at its termly meeting on reported accidents from the Health and Safety Officer and Lead Nurse.

The College maintains a risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate. The Health and Safety Officer is responsible for maintaining a list of those staff trained in first aid and for ensuring that adequate levels of training are maintained.

Date of this policy:	Sep 2023
Policy drawn up by:	NLC / SJS / MA
Date of next policy review:	Sep 2024
Date for publication of revised policy:	Sep 2024

### References:

#### External

- National Institute of Clinical Excellence – Head Injury Oct 2014 (Updated May 2018)
- DfE Guidance for First Aid in Schools  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)
- HSE First Aid legislation <http://www.hse.gov.uk/firstaid/legislation.htm>
- Riddor reporting

Appendix One

Location of First Aid Boxes and Equipment

Column1	Column2	Column3
Building and Departments:	Location:	Number of Boxes:

**BERESFORD BUILDING;**

Ground floor	Main entrance on the left hand side	1
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**Other equipment located here;**

AED (Defibrillator)	Ground floor main entrance on the left hand side	1
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**BIRLEY BUILDING;**

Art Department	Below fire alarm directly opposite department entrance	1
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Music Department	Music departments office (Travel bag kit)	1 (Red Travel bag kit)
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	In the foye under the welcome desk	1
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**Other equipment located here;**

Allergy response kit	In the foye, up the stairs next to the welcome desk	1
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Total F/A kits 3

**BURSARY BUILDING;**

Bursary	Ground floor Kitchen on the left hand shelf	1
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Total F/A kits 1

**CCF BUILDING PLUS GUN RANGE;**

First floor	On the right hand side behind the door on entering	1
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Gun range	On the right hand side on top of the locker (MOD controlled)	1
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Total F/A kits 2

**CHAPLE;**

School Chapel	Inside main door on the left	1
		<b>Total F/A kits 1</b>
<b>CLASSICS;</b>		
CLASSICS;	In the department office	1
		<b>Total F/A kit 1</b>
<b>DESIGN TECHNOLOGY BUILDING;</b>		
Ground floor	In the prep room	1
First floor	In the workshop office	1
Second floor	In the Textiles room (Heatherwick)	1
		<b>Total F/A kits 3</b>
<b>EASTBOURNIAN SOCIETY BUILDING;</b>		
welcome room	By the sink in the welcome room (Missing) Using Learning Enrichment FA kit	1
		<b>Total F/A kits 1</b>
		30/9/22 - The ES now using Learning enrichment FA kit
<b>H.M.O BUILDING;</b>		
Ground floor	In the welcome room of the HMO in the far left hand cupboard below the tea area.	1
		<b>Total F/A kits 1</b>
<b>LEARNING ENRICHMENT;</b>		
first floor	In the Ground floor classroom in small bookcase by Desk	1
		<b>Total F/A kits 1</b>
<b>MAINTENANCE BUILDING;</b>		
Maintenance	Right hand side as you enter, on the sink	1
Porters lodge	On the wall directly opposite from entrance	1
		<b>Total F/A kits 2</b>
<b>MEMORIAL BUILDING;</b>		
Drama	On the bookcase outside HoD's office	1
LRC Staircase	First floor landing next to Geography double doors	1
	Second floor landing next to the tower door	1
History & Lang Lab staircase	Hanging by the double doors to the history department	1

<b>Total F/A kits 3</b>		
<b>NUGEE BUILDING;</b>		
Atrium	Ground floor, Outside Casson gallery doors to Big school	1
Porters Room	Ground floor, By the sink on the right hand wall.	1
<b>Other equipment located here;</b>		
Eye Wash	Ground floor, Porters room by the sink on the right hand wall.	1
Café	Behind the counter	1
Long Room	First floor, on the right hand wall when facing out of the sliding doors	1
<b>Total F/A kits 4</b>		
<b>SCIENCE BUILDING;</b>		
Biology Prep room	Ground floor, In the Prep room on the right hand side as you enter	1
Eye Wash	Ground floor, In all classrooms and prep room (Records kept in prep room)	1
Biology corridor	Ground floor, In the corridor near to the lift door	1
Physics Prep room	First floor, In the Prep room on the right hand side as you enter	1
Eye Wash	First floor, In all classrooms and prep room (Records kept in prep room)	1
	First floor, In the corridor near to the lift door	1
Chemistry Prep room	Second floor, In the Prep room on the right hand side as you enter	1
Eye Wash	Second floor, In all classrooms and prep room (Records kept in prep room)	1
	Second floor, In the corridor near to the lift door	1
<b>Total F/A kits 6</b>		
<b>WINN BUILDING;</b>		
Lower ground floor East corridor	On the back wall of the spectators area opposite squash court one	1

Reception	Either in the reception draws or on the reception desk when unmanned	1
<b>Other equipment located here;</b>		
AED (Defibrillator)	Right hand side of reception main entrance as you enter	1
Allergy response kit	Right hand side of reception main entrance as you enter	1
Allergy response kit	Kept in the catering office	1
Swimming Pool Tank	Infront of the pool office window on the lefthand side of the shallow end	1
First floor West corridor	Outside Dance studio doors on the left hand wall	1
First floor East corridor	Nugee end of PE corridor	1
Second floor East corridor	Second floor, next to photocopier by the double doors to Nugee	1
Dining Hall*	In the catering office, located in the kitchens- *EC first aid box removed. replaced by HH first aid box which is there responsibility 01/2023	1
Staff Room (SCR)	On the left hand wall immidaitly on entering from the corridor doors	1
		<b>Total F/A kits 8</b>
<b>Houses, Day and Boarding</b>		
	<b>Location:</b>	<b>Number of Boxes:</b>
Arnold (Flexi House)	Directly in front of the main door below the house masters office window	1
Blackwater Day House (Girls)	On the right hand side of the main door below the fire alarm panel	1
Craig Day House (Boys)	On the right hand side of the main door next to the sign in/out sheet	1

Gonville Boarding House (Boys)		
	On the left hand side of the main door next to the sign in/out sheet	1
	Laundry Room	1
Bushy Ruff (Attached to Gonville)		
	Matrons Office and in Residents Tutors accomodation	2
	Below fire alarm panel directly opposite the main door	1
Nugent Boarding House (Girls)		
	Housemasters office	1
	Matrons Office	1
Pennell Boarding House (Boys)		
	Laundry Room	1
	Outside the house masters office below signing in/out sheet	1
	Laundry Room	1
Powell Day House (Boys)		
	Matrons Office	1
	Below fire alarm panel directly opposite the main door	1
	In the Housemasters Office	1
Reeves Day House (Boys)		
	On the left hand side as you enter the main door.	1
School Boarding House (Girls)		
	outside matrons office	1
	Laundry Room	1
	Foyer	1
Wargrave Boarding House (Boys)		
	Outside house masters office next to signing in/out sheet	1
Watt Day House (Girls)		
	In Laundry room	1
	Left hand side of front door as you enter the building	1
	ground floor galley	1
	first floor galley	