

## First aid policy

### Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1a	n/a	JC
25.4.2022	1b	To reflect change from SEE to CEE	JC
05.01.2023	2	To reflect change from BIS to SEI. To reflect all teaching now at CNCS.	
To be reviewed 05.01.2024			

This policy is to be read in conjunction with

- Cardinal Newman Catholic School (CNCS) Health and safety policy and procedures (current version dated Oct 2022)
- CNCS Policy for the care of students with medical conditions and illness (current version dated January 2023)

### Statement

This policy aims to ensure health and safety for all students, staff, site visitors and contractors of SEI. To achieve this aim, staff and senior leadership are required to be familiar with their responsibilities. This policy also serves as a framework for handling health and safety incidents.

### Legislation

This policy is based on the following legislation and guidance:

- Independent Schools Standards
- Health and Safety at Work Act 1974

- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### Premises and co-existence of two schools

SEI teaches on the premises of Cardinal Newman Catholic School (CNCS) in Hove.

On the site of CNCS, SEI deploys own teaching staff, using classrooms set aside exclusively for their use. For enrichment purposes, SEI students also have access to activities organised by CNCS.

SEI has inspected CNCS' premises with regard to first aid provision, in particular the medical centre and the first aid equipment, and approves of the provision made. SEI will repeat such inspections regularly, at least annually.

SEI is aware of CNCS' *Health and safety policy and procedure* with regard to first aid (current version dated Oct 2022) and CNCS's *Policy for the care of students with medical conditions and illness* and fully approves of both. SEI will regularly monitor both policies and adapt its own provision accordingly. Should SEI disagree with CNCS' policies, it will communicate this to CNCS's leadership team and seek a mutually convenient solution.

### Roles and responsibilities

#### SEI

Qualified first aiders: SEI requires that all their teachers are trained in first aid. If not in the classroom, their responsibility is to be contactable at Lorna Dock Hub or over the telephone number given on the student lanyards. When called to an incident, they must proceed to the whereabouts of the sick or injured person without undue delay, thereby ensuring that they leave all students they may be looking after at this moment in good care and a safe environment. The first aider has to assess the level of emergency and the suitable first response, provide first aid where necessary and instigate further action such as requiring a call to the emergency services, requiring the parents or relatives of the impacted person to be telephoned, or asking a reliable person to stay with the sick or injured person during a recovery period of no further qualified supervision is necessary.

SEI teachers must be aware of the shortest route to the medical facilities at CNCS.

DDSL (Deputy designated safeguarding lead, acting as appointed person): The DDSL (Ms Juliet Cassells, 07796 997780) is in overall charge of all first aid arrangements provided for by this policy. This includes making all first aid procedures of both schools known amongst staff and students and liaising with CNCS staff regarding first aid. The DDSL is responsible for looking after SEI's first aid equipment, restock after use and where items have reached their expiry date, and for safe disposal of medical

waste, in particular sharps. The DDSL needs to check regularly if the first aider's training needs renewing and arrange for a renewal as soon as possible. She is also required to check regularly if CNCS staff's first aid qualifications are up to date.

## **CNCS**

For roles and responsibilities within CNCS, please see their own health and safety policy referred to above.

## **First Aid Provision**

### **Co-operation in emergencies**

First aid is given by the nearest qualified person, regardless of whether this person is an employee of SEI or CNCS. The first aider will use the nearest available first aid kit, regardless of which school it belongs to.

Where a student is too unwell to stay at school, arrangements must be made for the host parents to collect the student.

If a student requires hospitalisation, all efforts will be made to contact host parents with the request to accompany this student to hospital. If the host parents are uncontactable or cannot accompany the student, a member of staff will accompany the student.

### **Access to First Aid**

Students are made aware that all SEI staff are first aiders.

Names of all first aid qualified members of CNCS staff are published in the CNCS staff handbook which is available in the medical centre, the HR office and the administration department.

SEI students have access to the medical centre at CNCS. CNCS is solely responsible for the maintenance and upkeep of the room and its facilities, including the first aid equipment.

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## **Medication**

Students with asthma, diabetes or severe allergies may carry the required medicines with them. They must be clearly labelled and kept safe at all times. No other medicines are to be kept by students. If students require other medicines during the day, they must hand them over to the medical centre for

safekeeping and take their doses there when required. Parental consent for this is collected by SEI and shared with CNCS as required.

It is expected that all SEI students self-medicate as they are all aged from 15 to 18. CNCS has been made aware of this and a note has been entered in each individual health care plan.

Paracetamol and household remedies can be given to SEI students for self-administration in accordance with parental consent.

Where medication is given to students by staff, this must be recorded in the medicine log. If CNCS staff give medicine to SEI pupils, they must inform the SEI office the same day.

### First Aid equipment

First aid kits are kept in the medical centre, PE facility, science, art and the Benedict building. They are maintained by CNCS to SEI's satisfaction.

If SEI pupils have used medical equipment, CNCS can request that SEI provide for a replacement of stock. The same applies if CNCS staff has used their own first aid equipment for a SEI pupil. Should SEI supplies be used for a CNCS pupil, SEI can ask CNCS to replace the equipment used.

### Training

#### SEI

SEI requires all teachers and on-site staff to undergo first aid training. The school must ensure this training is renewed on a regular basis with a minimum renewal time of every three years. The appointed person is responsible for checking renewals that are due and for arranging training.

Either of the following qualifications is considered suitable:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

#### CNCS

SEI is satisfied that CNCS' current first aiders are all appropriately qualified and that their training certificates are in date.

SEI's appointed person must check if the first aid qualifications of CNCS' staff are appropriate and renewed on a regular basis. If the appointed person finds this is not the case, they must notify the

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proprietor and request CNCS to arrange for training renewal. If appropriate (re-)training does not happen within one month of the request being made, SEI must make own arrangements for first aid in all classes.

### Students or staff with specific medical needs

Where necessary, an Individual Health Care Plan (IHCP) will be drawn up for students with specific medical conditions in cooperation with the student, parents, staff of both schools and healthcare professionals (where appropriate). The IHCP must refer to

- The medical condition, its triggers, signs, symptoms and treatment
- The student's resulting needs (medication, doses, frequency, side effects, storage)
- Dietary requirements and environmental issues (e.g. crowded places) affecting the condition or being used to manage the condition
- Specific support, e.g. additional time to complete assignments and exams, management of absences, use of rest periods, counselling
- Level of support (extent of student being able to self-manage)
- Who will provide the support and if they need training to do so
- Who in school needs to be aware of condition and support plan
- Written permission from parents/ guardian that student can self-administer medicine
- If confidentiality issues arise, name of the individuals (at either SEI or CNCS) who can receive information about the condition
- What to do in an emergency and whom to contact, contingency arrangements

Each IHCP must be reviewed at least annually or when circumstances change. The document is incorporated in the admissions register.

Where a student or member of staff has specific medical needs (regardless of whether an IHCP exists) requiring ad-hoc emergency use of particular medicines or remedies (such as inhalers, EpiPens, diabetic needs), the appointed person is responsible for maintaining a stock of such medicine or remedy for as long as the student or staff member is a member of the school.

SEI will share all information about specific medical needs with CNCS including any IHCP.

### Infection Control

Students have to stay off school for 48 hours after the last episode of vomiting or diarrhoea without a known non-infectious cause.

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24 hour hotline: 07796997780

DSL: Nigel Flude; Deputy DSL: Juliet Cassells

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### Off-site activities

Before each off-site trip, a risk assessment is to be conducted which is to include the level of first aid provision required. It must take into account the specific medical needs of all participants, if any.

A “mobile” first aid kit is to be kept for and taken on all off-site excursions.

It is recommended that each kit contain the following as a minimum:

- A first aid leaflet
- 5 sterile adhesive dressings
- 2 sterile eye pads
- 2 triangular bandages
- 4 safety pins
- 2 medium wound dressings
- 2 large wound dressings
- 1 pair of disposable gloves

The responsible adult on any such trip must have a mobile phone to hand at all times.

### Recording and reporting accidents and injuries

An accident book is to be kept in the office. This can be an electronic accident book accessible online.

The first aider or appointed person looking after a sick or injured person is responsible for entering the incident in the accident book.

In the event of an injury to the head, however minor, the first aider / appointed person must inform the host family of this fact.

The school will fulfil its duties under RIDDOR 2013 to report the following incidents **concerning staff** to the Health and Safety Executive:

- Accidents resulting in death or serious injury (report immediately by telephone and subsequently in writing within 10 days on form 2508)
- Injuries which prevent the victim from working for more than three days (report in writing within 10 days on form 2508)
- Coronavirus (Covid-19) infection attributed to an *occupational* exposure

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The school will fulfil its duties under RIDDOR 2013 to report the following incidents **concerning pupils or visitors** to the Health and Safety Executive:

- Accidents resulting in death or trip to hospital (report immediately by telephone and subsequently in writing within 10 days on form 2508) if the accident is connected to school in any way

CNCS are required to inform SEI's appointed person of any accident, infection or injury they have dealt with without undue delay. Following such information, SEI is solely responsible for reporting incidents concerning their own pupils or staff. To fulfil their reporting duty, SEI can ask CNCS staff for more information if details are unclear.

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