

RADLEY

## **First Aid**

**November 2023**

# First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces.

To ensure compliance with the Regulations on College site, the College provides sufficient numbers of trained personnel from one day Emergency Aid to fully qualified Registered Nurses, Paramedic and Doctors, equipment, facilities and information. These provisions ensure that someone competent in basic First Aid techniques can rapidly attend an incident during normal working hours (i.e. during term time) or outside normal working hours when a building is regularly occupied.

Appropriate First Aid arrangements are made for staff and students engaged in fieldwork or whilst engaging in sporting activities.

First Aiders are given additional responsibilities and will be released from the duties to attend any First Aid incident as required. They shall:

- Respond promptly to calls for assistance within their area
- Provide support within their competence
- Assist other First Aiders if necessary
- Summon further help, if necessary (See appendix 1, 2 and 3)
- Report all details of treatment provided and complete an accident form
- Check First Aid kits that they are responsible for, re supplies and expiry dates

The Employer has the overall responsibility for the implementation of the First Aid Policy.

The Bursar, Estates Bursar, First Aid and Sports Health coordinator, Lead Nurse and Facilities Coordinator are appointed as the responsible persons to operate the day-to-day organisation review and update this policy on behalf of Radley College.

Each Departmental Head and Social residence are given the responsibility to ensure adequate First Aid cover (both personnel and supplies) is provided for their areas of personal responsibility.

This policy statement and the entire procedural policy will be reviewed, amended, and updated as and when required. Communication of any such changes will be made known to all employees.

## Responsible persons for Health and Safety Requirements

Overall and Final responsibility for First Aid Policy is that of:

The College Duty Holder - The Employer.

Day-to Day responsibilities for ensuring this policy is put into practise is delegated to:

Andrew Ashton – Bursar

David Anderson - Estates Bursar

Alex Gilley - Lead Nurse

Sarah Turner - First Aid & Sports Health Coordinator

Ally Horton - Health and Safety Manager

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements.
Risk Assessment to be completed annually for each department and the college on whole to ensure the correct cover is maintained during Term and Non-Term Times, Organised College Functions, e.g. Firework Displays.	Ally Horton  Ally Horton and Sarah Turner on Sports.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments are reviewed annually for employees and visitors (HSE recommendation) to the college, or if working habits or conditions change, or a change in legislation.
To provide adequate training to ensure employees are competent to complete their duties at work.  As of October 2013, the regulation has changed regarding training provisions.	Alex Gilley, Sarah Turner.	College staff to be given training via the qualified First Aid and Sports Health Coordinator. This shall be undertaken on site, with the college registered for training with the relevant bodies. Heads of Department to ensure they have sufficient First Aiders to cover for all activities and at all times, Teaching, Sports, and Bursary Departments. Names of First Aiders to be on display in a prominent position within the Department. Copies/records of all College First Aiders, including Sports, to be kept by First Aid and Sports Health Coordinator and Health and Safety Manager.
Site Specific – Sports	Sarah Turner	To provide cover during sporting activities of Football and Hockey (Lent) and Rugby (Michaelmas). Cover during College Training Sessions and on Match Days for Rugby, Match days for Hockey and Football. Note. Rugby Match days - additional cover by an Emergency Care Practitioner and mobile medical buggies are

		engaged and staffed with a specialist paramedic and paramedic. All staff engaged in coaching sport must be suitably First Aid trained and complete annual online concussion training.
Requirement for First Aid boxes and accident reporting books.  Accidents and ill health at work reported under RIDDOR.	Andrew Ashton, David Anderson, Alex Gilley, Ally Horton, Relevant Heads of Department.	First Aid boxes and accident reporting books are located at reception and in departments throughout the campus. Location of boxes within department to be prominently displayed. Heads of Department/Sports Coaches are responsible to ensure the weekly check and re-stock of their first aid kits, (Tracy Henwood) in the Health Centre for Supplies) Accident recording and RIDDOR reports completed by Ally Horton, or Heads of Department in his absence. First Aid and Sports Health Coordinator to inform away schools of injuries that their boys have sustained.
College Trips	First Aid assessment to be completed prior to trip departing.	Trip leader to ensure all relevant medical information is known prior to departure, information from ISAMS and necessary medication e.g. EpiPens, salbutamol should go with the boys. Trip list should be provided to Health Centre for checking and allocation of trip First Aid bag. Trip Risk Assessment completed for trips abroad. Where sports teams are playing away ensure there is effective and sufficient First Aid cover.
Supporting pupils at school with Medical Conditions.	Alex Gilley, Lead Nurse	Individual care plans are accessed via the school database, see also Medicines and Medical Conditions Management policy.
Annual Policy Review.	Alex Gilley, Sarah Turner, Ally Horton	To review annually and advise all college staff of relevant changes.

## **First Aid Procedures**

This should be read in conjunction with the Medicines and Medical Conditions Management Policy, the Infection Control Policy, and Safeguarding Policy.

First Aid is defined as the help that is given to a sick or injured person until full medical treatment is available. The law states that appropriate equipment, facilities, and personnel be available (Health and Safety (First Aid) regulations, 1981).

Radley College gives First Aid training to staff to ensure this care can be given to pupils, staff, and visitors always, including out of term time.

This procedure aims to cement the learning that takes place in the training that is given out and to signpost where help can be sought.

### **Defibrillators**

There are 5 defibrillators on site, and they are located at –

- Health Centre
- Sports Centre
- Bursary (outside on rear wall)
- Strengthening and Conditioning Suite (in coded cabinet on external wall)
- The Boathouse (in coded cabinet on external wall)

### **EpiPens**

There are EpiPens strategically placed throughout the college site in secured boxes. These are to be used in the case of emergency and the preference is for people to carry and use their own EpiPens. If these are used. The Medical Centre should be contacted so the EpiPen can be replaced.

A list of the location sites can be found in Appendix 6.

### **First Aiders**

Individual departments will display who their First Aiders are in a prominent position and will also signpost their First Aid kits. Individual departments will have a risk assessment with the facilities Coordinator with a suggestion of what provision of First Aid cover should be implemented.

An up-to-date register of members of staff who have been trained in First Aid is held by the First Aid and Sports Health Coordinator.

### **Spillages of bodily fluid**

These should be dealt with by a qualified First Aider promptly. Any area contaminated with blood, vomit, urine, and excrement should be cordoned off and spillage kits utilised. The First Aider should wear appropriate PPI (gloves, apron etc). See Infection Control Policy for more information.

### **Responsibility of the parents**

Parents should alert the Health Centre AND Tutor, Sub Tutor, and PHM (Pastoral House Mistresses) of ALL chronic medical conditions that the pupil must enable the school to act appropriately.

### **Responsibility of staff working in a Social (boarding house)**

Staff who work in a Social should liaise directly with the Health Centre and inform them of any medical conditions that they are alerted to.

### **Responsibility of the Medical Centre**

Medical Centre staff will liaise with parents and those working in Socials to ensure that all appropriate people are aware of any chronic conditions. Nurses will document this on the school database (ISAMS). Nurses will also ensure that relevant information is provided for school trips.

Care plans are to be used on the school database for ongoing management of chronic conditions and these are accessible for Nurses and PHM's, who will manage the stable case.

### **Responsibility of all staff**

In addition to the general responsibility of all staff to familiarise themselves with the first aid policies of the school such that they can act in the best interest of all boys with a medical condition, they must also take personal responsibility for any medical condition they themselves have which may influence the carrying out of their duties. They must pay particular attention to the following issues:

- the security of any medicines they have in the vicinity of any boys
- whether any medication might affect their ability to drive vehicles, participate in any high-risk activities, or operate machinery
- any other risk that personal medication might have in their exercise of their duties

All staff should discuss any concerns with Occupational Health, H.R and ensure that their line manager is informed appropriately. Where staff are taking medication, if this impacts on their driver capability, taking part in high-risk activities, operating machinery an assessment should be made as to whether it is appropriate for them to undertake those roles. This decision should be made in consultation with H.O.D, HR, and occupational health (if appropriate).

### **Emergency Phone Numbers**

Emergency Ambulance - 999

Health Centre – 01235 543113

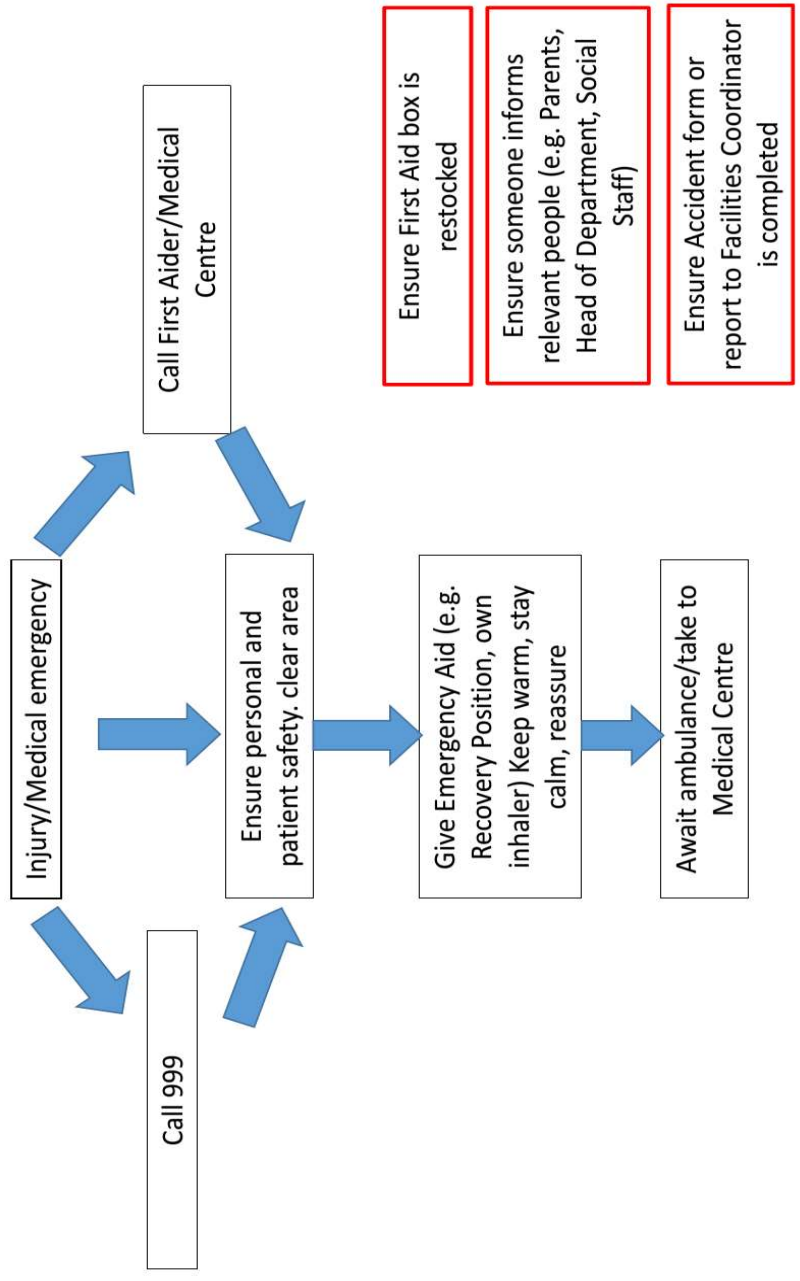
Health Centre Mobile (if Nurse out of building) – 07768 - 668242

Pitchside Nurse – 07715 994655

Long Furlong Medical Centre – 01235 522379

Abingdon MIU – 01865 - 903476

John Radcliffe Hospital – 0300 304 7777 or 01865 – 741166



## Appendix2

### **Protocol for summoning an emergency ambulance.**

- Call an ambulance as soon as it is identified that one is required. Do not wait for the school Nurse to arrive.
- Maintain care of the patient at all times. The most competent First Aider or Health Care Professional should take care of the person until the ambulance arrives.
  
- When calling an ambulance, the following information is required:
  - Name and age of boy, including date of birth
  - Location
  - Relevant past medical history (allergies and notable conditions are logged as alerts on ISAMS)
  - If the patient is not in the Health Centre, organise for someone to meet the ambulance at the front gates if possible and direct the ambulance to the scene
  - If the best entrance is on Sugworth Lane, advise the ambulance service that the combination lock is 2,4,6,8. If the ambulance comes to the main entrance send 2 boys to Bursary to meet the Ambulance
  - Inform the pupil's PHM, Tutor, and sub-tutor. Contact parents or next of kin as soon as possible
  - If possible, provide a print-out summary of the pupil's medical health records available from the Health Centre
  - Ensure the incident is documented and debrief with relevant parties if necessary



### Appendix 3

### Categories of First Aid

<p><b>Minor Injury/Able to return to play</b></p> <ul style="list-style-type: none"> <li>● Inform referee and coach prior to returning to play</li> <li>● Player to be advised to stop playing should symptoms return</li> <li>● Complete documentation of injury on ISAMS and EMIS</li> </ul>	<p><b>Minor Injury/ unable to return to play but urgent medical treatment not required</b></p> <ul style="list-style-type: none"> <li>● Ensure comfort and safety of pupil</li> <li>● Transfer pupil to Health Centre</li> <li>● Complete documentation on ISAMS and EMIS</li> <li>● Liaise with PHM, Tutor and parents</li> <li>● If required book follow up with GP, nurse or First Aid and Sports Health Coordinator</li> </ul>	<p><b>Injury/Unable to return to play and urgent medical help required</b></p> <ul style="list-style-type: none"> <li>● Ensure comfort and safety of pupil</li> <li>● Contact PHM to request the pupil is taken to MIU/Urgent care/ED</li> <li>● Contact parents and Tutor to advise of the pupil's condition</li> <li>● Document the incident on ISAMS and EMIS</li> <li>● Print medical summary for PHM to take with pupil</li> </ul>	<p><b>Injury Requiring Emergency Medical Treatment</b></p> <ul style="list-style-type: none"> <li>● First Aider to call 999</li> <li>● If injury occurs on Smithson's combination lock is 2,4,6,8 Send 2 boys to direct an ambulance</li> <li>● Otherwise send 2 boys to Bursary to direct ambulance</li> <li>● Contact Health Centre to liaise with PHM, parents and Tutor.</li> <li>● Ensure documentation is completed</li> </ul>
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# What to do in an asthma attack



- 1** Sit up – don't lie down. Try to keep calm.
- 2** Take one puff of your reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3** If you feel worse at any point while you're using your inhaler OR you don't feel better after 10 puffs OR you're worried at any time, **call 999 for an ambulance.**
- 4** If the ambulance is taking longer than 15 minutes you can repeat step 2.

**IMPORTANT!** Asthma attack advice is different if you are on the Symbicort SMART or the Fostair MART regime. Please speak to your GP or asthma nurse to get the correct information.



**Any asthma questions or concerns?**

Speak to our expert Helpline nurses,  
Monday to Friday from 9am to 5pm

**0300 222 5800**

[www.asthma.org.uk](http://www.asthma.org.uk)

### EpiPen instructions



### Jext Instructions



### Emerade Instructions



**HOLD FOR 5 SECONDS**  
Massage the injection site gently, then call 999, ask for an ambulance stating "Anaphylaxis". Avoid any sudden change in position, and do not stand up, even if you are feeling better

**Epipen Location Information**

2 epipens in pitchside bag

<b>Location</b>	<b>Position</b>	<b>Expiry Date</b>
A social	Cocoa room	08/24
B social	Outside Tutors flat	08/24
C social	Central office	08/24
D social	Entrance to social	08/24
E social	Outside Tutors office	08/24
F social	Outside PHMs flat	08/24
G social	Tutors' office	08/24
H social	Outside PHM office	08/24
J social	Main Foyer	08/24
K social	Foyer	08/24
L social	Foyer	08/24
Shop	Behind the counter	08/24
Coffee Shop	Behind the counter	08/24
Lunch hall	Behind the serving counter	08/24
Bursary	With the defib	08/24
Boat house	With the defib	08/24
Countryside		08/24
Leisure Centre	With defib	08/24

2 epipens in nurses bag

2 epipens in anaphylaxis kit in health centre