



St George's College  
WEYBRIDGE

## FIRST AID POLICY

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It is the policy of St George's College to make adequate and appropriate first aid provision at all times when students, staff and visitors are on College school premises and when staff and students are engaged in off-site visits and activities.

The policy is intended to ensure that St George's College complies with the requirements of relevant legislation, in particular the Health and Safety (First Aid) Regulations 1981, the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992. The policy draws on advice from the DfEE publication Guidance on First Aid for Schools 1998.

The policy will be reviewed annually by members of the College's Health and Safety Committee on behalf of the Governing Body.

A separate first aid policy operates at St George's College Junior School.

### Responsibilities

The Governing Body has overall responsibility for health and safety matters, including first aid arrangements, at St George's College, devolved as follows:

- The Bursar and the Head are responsible for assessing and managing first aid provision within the College.
- The Health and Safety Committee is responsible for monitoring accident statistics and for reviewing the first aid policy.
- The College Sister is responsible for:
  - Maintaining the four AED emergency equipment, and one Oxygen cylinder that are housed within the College campus, and one oxygen cylinder that is stored within the medical centre.
  - One AED is stored in the boathouse along with one Oxygen cylinder which is the responsibility of the Sports Director.
- Maintaining first aid training records
  - Dealing with injuries and illness during normal school hours.
  - Maintaining records of treatment given in the College Medical Centre.
  - Organising provision and replenishment of first aid equipment.
- Qualified first aiders are responsible for:
  - Responding promptly to calls for assistance.
  - Providing first aid support within their level of competence.
  - Summoning medical or emergency help as necessary.
  - Recording details of treatments and advice given to casualties.
- The Director of Sport is responsible for checking that appropriate first aid arrangements are in place for all out-of-hours sporting activities.
- All staff are responsible for the welfare of students at all times both in school and during off-site activities and visits.

- Teachers are responsible to ensure that students going on school trips/outings have Epipens or inhalers with them as well as a first aid kit collected from Sister.

## **Implementation of the First Aid Policy**

### **The College will:**

- Conduct a comprehensive first aid risk assessment
- Review first aid arrangements on a continual basis with formal review at least once a year
- Provide an appropriate number of qualified first aiders based on the risk assessment, ensuring there is at least one qualified first aider on site whenever students are present
- Provide instruction, information and training for all staff concerning procedures to be followed in the event of any accident or illness
- Maintain a record of first aid training undertaken by staff with refresher training as necessary and at least every 3 years
- Provide appropriate first aid materials, equipment and facilities at all times when students are on site
- Ensure that first aid equipment is clearly and correctly labelled and easily accessible
- Maintain an accurate register of students with medical needs and inform staff of any special arrangements for those students
- Record all accidents, illnesses and first aid treatment given at the College
- Inform parents of accidents or illness occurring to their child(ren)
- Report serious accident or illness to the Health and Safety Executive 0845 300 9923 in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Inform the Department of Health of any notifiable diseases
- Instruct staff on basic infection control and hygiene measures including how to deal with spillage of body fluids
- Provide appropriate protective equipment and suitable disposal of contaminated dressings and equipment

**All staff will:**

- Use their best endeavours at all times, particularly in the event of an accident or emergency, to secure the welfare of students
- Attend first aid training as required by the College
- Familiarise themselves with arrangements for students who have medical needs
- Comply with requirements for off-site visits and activities

**Review**

The First Aid policy and its associated documentation will be reviewed by the Health and Safety Committee as required and at least once a year.

Reports of accident statistics and first aid training at St George's College will be submitted to the Governing Body three times a year.