



## BRYANSTON

All policies carrying the Bryanston logo apply equally to any other brands or operations of Bryanston including Bryanston Prep

### FIRST AID POLICY

#### 1 INTRODUCTION

Bryanston School aims to meet and exceed the requirements of The Health and Safety (First Aid) Regulations 1981. The school also takes account of the ISI and HSE guidance on First Aid and will provide adequate and appropriate equipment, facilities, and trained staff (referred to in this document as First Aiders) to meet the reasonable needs of all staff, pupils, contractors, and visitors at the school. A 'First Aid Needs Assessment' has been carried out and is reviewed by the Head of H&S.

Provision is made for the mental health and well-being of pupils and staff as well as the physical well-being but is outside the scope of this policy. Further information about mental health and well-being support is available on request.

This Policy is reviewed annually by the Head of H&S, in consultation with others.

#### 2 FIRST AID PROVISION

##### 2.1 Promulgation

Heads of Departments, HSMs and Staff in Charge of Games/Activities are responsible for ensuring that their staff, pupils, contractors, and visitors are aware of the first aid provisions that are in place for them. They are responsible for considering first aid in their risk assessments, and ensuring adequate controls are in place and communicated to all those who may be affected by the activity. This includes the term time and holiday arrangements for first aid, how to contact first aiders, the locations of first aid kits, how to report, use of supplies, and the reporting of accidents, near misses and sporting injuries.

##### 2.2 Provision

First aid is provided by the Medical Centre staff and First Aiders during term time. During School holidays first aid is provided solely by First Aiders. During term time the Medical Centre is staffed 24 hours a day, 7 days a week by qualified Registered Clinicians who will provide medical assistance for pupils, staff, and visitors. A full register of First Aid qualified staff is held and monitored by the Head of H&S. There is a First Aid building (CJ Pavilion) located on the Playing Fields. This can be utilised by qualified staff, when required, for games sessions and School matches. Additional support is provided by paramedics and physiotherapists where a need has been identified.



### **2.3 Training**

Training needs are considered and reviewed at least annually by Health & Safety Working Groups. The Head of Health & Safety is responsible for the administration of general first aid training. Head of Departments (HoDs) are responsible for ensuring there is a suitable provision of First Aid qualified staff in their departments. All records of first aid training are kept by Human Resources and entered onto MyBry. Training is updated every 3 years but can be annually in any case.

The following first aid training is provided onsite:

- First Aid at Work and Emergency First Aid at Work
- Basic Life Support/AED
- Water based First Aid
- Anaphylaxis, Asthma and Diabetes awareness
- Administration of Medicines
- Mental Health First Aid

Specific first aid training, including Paediatric First Aid, can be arranged in addition to the above upon request.

The Sports Centre Manager arranges the training of Sports Centre staff, all of whom have ongoing First Aid & Water based training as part of their National Pool Lifeguard Qualification.

The Outdoor Education coordinator arranges for specific training as required for some staff involved in Outdoor Pursuits.

### **2.4 Contact Information**

The Medical Centre can be contacted as follows:

Internal Calls:	Ext 621
External Calls:	01258 484 621
Nurse Duty Mobile:	07843 355 188
Nurse/First Aider Playing Fields:	07843 355 189

First Aiders can be contacted via the Gatehouse or directly. Gatehouse contacted details:

Internal Calls:	Ext. 0
External Calls:	01258 452411 / 07843 355 180

Bryanston Prep Matron

Internal:	Ext. 5303
Mobile:	07484 521 975



## 2.5 First Aid Equipment

General equipment and supplies can be obtained from the Head of H&S. Where HODs require additional equipment, beyond standard and expected requirements, they are responsible for obtaining.

## 2.6 First Aid Kits

Kits are provided to enable first aid to be rendered to anyone who becomes ill or injured at work. They are to be clearly displayed and easily accessible.

There are first aid kits in the following locations:

Boarding Houses	Grounds	Prep – Main Office
School Vehicles	Climbing Tower	Prep - Kitchen
Catering	Music School	Prep - Stables
Housekeeping Staff Room	Old Vehicle Workshop	Prep – Art/DT
Cafe	Admissions	Prep – Science
Facilities Management	Common Room	Prep – Orchard
Laundry	Finance	Prep – Medical Room
Recycling Centre	Stables	Prep – JB Hall
School Shop	Sports Centre	Prep – PE Office
Coade Hall	Boat House	
EEMR	Pioneering	
Modern Languages	Gatehouse	
Sanger	Church	
DT	A2 Social	
Art	Photography Room	
Outdoor Ed	Major Incident Boxes	
Top Servery	Medical Centre	

The Gatehouse holds a supply of stocked first aid kits that are available for Off Site Visits.

First Aid kits for Games and away matches are available from the Games/PE Offices.

First Aid kits are to be checked regularly by the HoD, or an individual nominated by them, in which it is located. They are required to advise the Head of H&S of any stock requirements. See Appendix C for guidance on kit contents, which can be used as a checklist. First Aiders are also expected to re-stock first aid kits when used.

It is the responsibility of the driver, of Bryanston vehicles, to check the first aid kit is adequately stocked prior to departing on a journey, obtaining supplies via the Gatehouse.

The Head of H&S may audit first aid kits on a random basis to confirm compliance.



## **2.7 Automated External Defibrillators (AEDs)**

There are 5 AEDs on site. These are located: in the Gatehouse; Medical Centre; CJ Medical Pavilion; Boathouse and Sports Centre. Instructions for use are kept with each machine.

Staff working in these areas are trained in the use of AEDs.

The HoD, in the area in which the AED is located, is responsible for arranging weekly checks on the AED. These include checking:

- 1) The “rescue ready” green light is visible
- 2) The battery has at least 2 bars (will need replacing when there is 1 bar)
- 3) The pads are in date.

These weekly checks should be recorded with faults promptly reported to the Head of Health & Safety, immediately, upon discovery. Replacement pads and batteries are available from the Health and Safety Office.

The Head of H&S may audit AED’s on a random basis.

## **2.8 Adrenaline Auto Injectors (AAI. “EpiPen®”)**

There are 10 generic AAI’s on site. These are located in the Gatehouse (x2); Medical Centre (x4); Catering (x2): CJ Medical Pavilion (x1) and Boathouse (x1).

Heads of Department, in these respective areas, are responsible for regularly checking these AAIs. New devices can be obtained from the Medical Centre.

Instructions for use are kept with the AAI.

The majority of staff working in these areas are trained in the use of these.

The Head of H&S conducts audits of the generic AAI’s and is able to provide training upon request.



### **3 INCIDENT MANAGEMENT - AT POINT OF NEED**

#### **Levels of Incident**

##### **Level 3 Incident – Life threatening**

Call an ambulance immediately.

When an ambulance is called the following procedure must be adhered to:

- 1) Contact the Gatehouse to inform them of emergency call and the incident location so that they can escort the emergency services to the location
- 2) The Gatehouse will then contact the following:
  - Medical Centre (term time) or a First Aider
  - Second Master
  - Director of Operations
  - COO
  - Head of H&S

##### **Level 2 Incident – Serious but not life threatening**

Call an ambulance if necessary (follow procedure for calling an ambulance above).

Contact a First Aider, if not already on scene, or the Medical Centre (term time only).

##### **Level 1 Incident – other injuries/illness**

A first Aider should be summoned to deal with the individual concerned. The First Aider will use their professional judgment and skillset in dealing with the individual and, if required, sending them to, or requesting additional support from the Medical Centre.

Staff must always:

- When required, accompany pupils to the Medical Centre themselves or send them with another pupil or member of staff. DO NOT send them alone. If possible, call the Medical Centre to advise them to expect the pupil.
- If a pupil is Anaphylactic and having a reaction OR is not well enough to walk to the Medical Centre, you MUST phone the Medical Centre and inform the team.

Pupils in Bryanston Prep should be sent to the Matron for Injury/Illness care. Orchard (EYFS) minor accidents are dealt with by Paediatric FA staff.



## **4 ARRANGEMENTS FOR PUPILS WITH LONG TERM MEDICAL CONDITIONS**

Pupils who have chronic medical conditions such as asthma, diabetes, dietary allergies/intolerance, and epilepsy have their conditions recorded on Medical iSAMs. The Medical Centre, HSMs and all relevant staff have access to this information and are responsible for disseminating it as required. Staff are made aware about those pupils with significant conditions by the Medical Centre with training provided where required.

All pupils with medical conditions going on school trips are to be identified by the trip leader before the trip departs so that accompanying staff are aware of both the issue and any possible intervention or action that might be required on their part. Trip Risk Assessments must identify those with medical conditions likely to require specialist assistance. Training is available to assist these staff, for example training in anaphylaxis and asthma awareness.

### **4.1 Allergies**

The school has a Dietary Requirements and Food Allergies policy which is coordinated by the Catering.

Lists of children who suffer with allergies are displayed in numerous staff locations, such as the common room, staff room and medical environments. The kitchen has a list of those with food allergies/intolerances/special dietary requirements. Staff are responsible for notifying the kitchen of their own requirements.

The Medical Centre is responsible for communicating details, on pupils with allergies/dietary concerns, to Catering.

Photos of children with food allergies/intolerances/special dietary requirements are displayed in the kitchen.

## **5 BODILY FLUIDS**

Staff must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid. Staff should wear disposable gloves and apron, and other appropriate PPE if available, when dealing with bodily fluids.

All spillages must be cleared up as soon as possible.



Bodily Fluid Spillage Clean Up Kits are provided in:

- Boarding houses
- Prep Medical Room and Orchard
- Medical Centre
- Also available from the Gatehouse and Housekeeping

These must be disposed of as contaminated waste in the specific yellow bin outside the Medical Centre. These kits are replenished by Housekeeping.

Contaminated bedding, clothing, etc. is to be placed in a red bag and sent to the School Laundry.

Housekeeping is to be informed of any spillages of bodily fluids, and the area closed off wherever possible until cleaning, including steam cleaning, has taken place.

## **6 ACCIDENT AND NEAR MISS REPORTING**

All accidents and near miss events must be reported via the online reporting system. A 'Near Miss' is an incident in which an injury could have occurred, but in the end did not.

Accident reporting should be made online via the Staff Hub. However, accident books are located in the Gatehouse and the Medical Centre for use only when access to the hub is not available. Minor accidents isolated to Bryanston Prep should be recorded in the 'minor incident log' book. Orchard (EYFS) accident book is kept in FA bag which is shown to parents and signed by them, when required.

It is the responsibility of the person dealing with the incident, first aider, or the injured employee themselves, to ensure a report has been filed.

Where an incident, or significant ill-health/injury event, involves a pupil, it will be the responsibility of the Medical Centre and/or the HSM/Matron to inform parents of the event, where necessary.

All reported accidents and near misses are reviewed. In the event of an accident, those involved may be interviewed. All RIDDOR reportable accidents are investigated. In considering all reports, patterns are looked for, and improvements are made where identified. A report is given to relevant H&S Working Groups.



## **6.1 RIDDOR**

The Head of Health & Safety is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Appendix B provides a summary of the reporting requirements of RIDDOR.

Reviewed: June 2022  
Reviewer: Head of Health & Safety  
*In consultation with Medical Centre Manager and Bryanston Prep Business Manager*  
Next Review: June 2023  
Author: Head of Health & Safety/Medical Centre Manager



## APPENDIX A

### **Procedure for the Reporting of Sports Injuries**

This procedure is to be followed for injuries that are sustained by Bryanston pupils when playing sports.

The aim of the above reporting procedures is:

- to ensure that Bryanston investigates and reports incidents as appropriate and in accordance with RIDDOR and general good practice.
- to enable Bryanston to look at any patterns in injuries sustained and consider any controls that may be necessary.

Sports Injuries sustained on site must be reported to the first aider/clinician on duty at the playing fields or to the Medical Centre.

The clinician/first aider on duty at the playing fields will record injuries on the Sporting Injuries Record Sheet.

Injuries reported to the Medical Centre will be recorded on the sports injuries list, and on the pupil's medical record where needed.



## APPENDIX B

### **Summary of Reporting & Recording Requirements of RIDDOR 2013**

RIDDOR is the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.

RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (near miss incidents).

#### **REPORTING REQUIREMENTS**

##### **Deaths**

A death must be reported if:

- it results from a work accident
- a worker sustains an occupational injury
- it results from an act of physical violence to a worker.

##### **Injuries to people at work**

RIDDOR gives two types of injuries that must be reported if the person was at work: 'specified injuries' and 'over- seven-day injuries'.

##### **1) Specified injuries These include:**

- a fracture, other than to fingers, thumbs and toes
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- permanent loss of sight or reduction of sight
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- scalping which require hospital treatment
- unconsciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.



## **2) Over-seven-day injuries**

This is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Injuries to people not at work**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital, for treatment to that injury. There is no requirement to establish what hospital treatment is actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused by or made worse by work. This must be done when a written diagnosis from a doctor is received. These diseases include carpal tunnel syndrome; severe cramp of the hand or forearm, occupational dermatitis; hand-arm vibration syndrome; occupational asthma; tendonitis or tenosynovitis of the hand or forearm; any occupational cancer; any disease attributed to and occupational exposure to a biological agent.

### **Reportable dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not every near-miss event must be reported. There are 27 categories of dangerous occurrences that are relevant to all workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- explosions or fires causing work to be stopped for more than 24 hours.

### **Recording requirements**

Employers are required to keep records of:

- Any accident, occupational disease or dangerous occurrence which required reporting under RIDDOR; and
- Any other occupational accident-causing injuries that result in a worker being away from work or incapacitated for more than seven consecutive days (not counting the day of the accident but including any weekends or other rest days).



## APPENDIX C

# First Aid Box - Contents List

The following should be used as a guide and can be used as a checklist if needed.  
The contents of your first aid kit should be suitable for the risks identified in the area it may be used.

Contents	Kit Size / Type					
	Small 1-24 	Medium 25-100 	Large 100+ 	Sport	Personal issue	Vehicle
Assorted Plasters	40	60	100	40	10	20
Conforming Bandage	1	2	2	2	0	0
Medium dressing	2	4	6	3	1	1
Large dressing	2	3	4	2	0	0
Adherent dressing	4	6	8	4	0	1
Triangular bandage	2	3	4	3	1	1
Eye pad	2	3	4	3	1	0
Cleansing wipes	10	30	30	30	5	10
Tape	1	2	3	1	1	0
Gloves (pairs)	6	9	12	9	3	4
Finger dressing	2	3	4	3	1	0
Resus face shield	1	1	2	1	1	1
Foil blanket	1	2	3	2	1	1
Burn dressing	1	2	2	0	0	1
Shears	1	1	1	1	1	1
Clinical waste bag (yellow)	1	1	2	1	1	1

*BS8599-1:2019 consulted, when developing contents list*

### The following departments should have 'medium' kits as a minimum:

- Science
- CDT
- Art
- Grounds and Estates
- Sports Centre
- Equestrian
- Coade Hall
- Boat House

Catering environments should ensure the contents are suitable for these locations. Such contents should include blue plasters and additional burns treatment where needed.

Head of Departments, or delegated staff, are responsible for the regular checking of First Aid kits.