BRYANSTON

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FIRST AID POLICY

Author:	Head of Health & Safety
Reviewer:	Head of H&S / Senior Nurse Manager / Lead MSK Physiotherapist
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1 INTRODUCTION

Bryanston School aims to meet and exceed the requirements of *The Health & 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 employees to meet the reasonable needs of all colleagues, pupils, contractors, and visitors at the school. A 'First Aid Needs Assessment' is in place, which is regularly reviewed, and outlines our first aid requirements. Provision is made for the mental health and well-being of pupils and employees 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.

This Policy should be read in conjunction with the Concussion Policy, and the Allergies & Anaphylaxis Policy

1.2 Responsibilities

All Employees

- Must be familiar with this Policy and their own unique duties and responsibilities to First Aid and Accident Reporting
- Ensure Accidents are reported within 24-hours, preferably same day.

Heads of Departments (HODs) and House Parents (HPs)

- To ensure the numbers of First Aiders are adequate for their department/house, and for any activities being undertaken under their control, and to arrange for training where and when required
- To ensure first aid kits, and relevant equipment, are checked regularly, or to nominate a colleague to undertake the regular inspections (see Appendix C)

- To ensure, where supplies deficiencies are found, that they are ordered via : firstaid@bryanston.co.uk
- To report equipment defects and losses to H&S
- Undertake Low-Level Accident Investigation where appropriate, seeking advice from the Head of H&S as required. A Low-Level Investigation pro-forma is available for such events.

Head of Health & Safety

- To provide a program of First Aid training in line with regulations, or to contract an external provider where required to deliver training, as requested by employees
- To audit relevant equipment as required
- To ensure the 'First Aid Needs Assessment' is maintained
- To provide relevant guidance and policy documentation to ensure the effective delivery of first aid provision.

First Aiders

- To render first aid to those injured/ill to the level in which they have been trained and within their level of competency
- To ensure any first aid equipment used has been restocked and ready for use
- To regularly inspect their first aid kits, to ensure adequate contents (See appendix C)
- To maintain their skills through regular refresher training as required.

Medical Centre

- Providing appropriate training in medicines management, and other as required
- Champion and monitor the effectiveness of this policy with the Head of H&S.

2 FIRST AID PROVISION

2.1 Promulgation

Heads of Departments, House Parents and Employees in Charge of Games/Activities are responsible for ensuring that their colleagues, 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 departmental First Aiders and Medical Centre colleagues during term time. During School holidays first aid is provided solely by department First Aiders. During term time the Medical Centre operates 24 hours a day, 7 days a week by Registered Clinicians who will provide medical assistance for pupils, employees, and visitors. A full register of First Aid qualified employees 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 (First Aiders / Nurses etc.) employees, when required, for games sessions and School matches. Additional support is available when requested and will be provided where a need has been identified through risk assessment.

2.3 Training – General (See 7.2 for Medical Centre)

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. HoDs and HPs are responsible for ensuring there is a suitable provision of First Aid qualified employees in their departments. All records of first aid training are kept by HR and entered onto MyBry. Training is updated every 3 years.

The 18-hour First Aid at Work is a requirement for all Boarding House core colleagues (HPs & Deps, Matrons, and Residents) and for high risk areas such as Science, Art, Technology, Estates, Grounds and Coade Hall, as well as for those leading overseas or adventurous trips.

The following first aid training is provided onsite:

- First Aid at Work (18 hour) and Emergency First Aid at Work (6 hour)
- Paediatric First Aid
- Basic Life Support/AED
- Anaphylaxis, Asthma and Diabetes awareness
- Administration of Medicines

Specific/bespoke first aid training, can be arranged in addition to the above upon request, including Mental Health First Aid.

The Sports Centre Manager arranges the training of Sports Centre employees, 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 employees involved in Outdoor Pursuits.

2.4 Contact Information

The Medical Centre can be contacted as follows (term time only):

Landline:	Ext. 4621 or 01258 484 621
Nurse Duty Mobile:	07843 355 188
Nurse/First Aider Playing Fields:	07843 355 189

Bryanston Prep Matron:	Ext. 5303 or 07484 521 975
Gatelodge:	Ext. 4357 / 0 or 01258 452411 / 07843 355 180

2.5 First Aid Equipment

General equipment and supplies can be obtained from firstaid@bryanston.co.uk. Where HODs require additional equipment, beyond the standard and expected requirements, the HOD is responsible for obtaining and with appropriate budget allocation. Advice should be sought from H&S.

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 at all times. First Aid kits should be preferably plastic in construction, or fabric depending on the environment. Kits must be green with clear white text, as shown.

There are first aid kits in the following locations:

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

The Gatelodge 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, and any associated equipment such as eye wash stations/bottles, are to be checked regularly by the HoD/House Parent, or an individual nominated by them, in which it is located. See Appendix C for guidance on kit contents, which can be used as a checklist. First Aiders are also responsible for re-stocking 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 Gatelodge.

First Aid kit stock should be requested from: firstaid@bryanston.co.uk

Bryanston has considered the response to major incidents, in line with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and has several 'trauma kits' available for events. These kits contain torniquets and haemostatics dressings, amongst other materials.

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 6 AEDs on site. These are located in: the Gatelodge; Medical Centre; CJ Medical Pavilion; Boathouse and Sports Centre, and the Prep Main Office. Instructions for use are kept with each machine. Employees working in these areas are trained in the use of AEDs. The HoD, or their representative, in the area in which the AED is located, is responsible for undertaking monthly checks on the AED. These include checking:

1) Any "rescue ready" green light/tick is visible
2) The battery has at least 2 bars (will need reporting when there is 1 bar)
3) The pads are in date and 'prep kit' is adequate.

These monthly checks should be recorded via the QR code/form on the StaffHub, with faults promptly reported to the Head of Health & Safety, immediately, upon discovery. Replacement pads and batteries are available from H&S.

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

2.8 Adrenaline Auto Injectors (AAI. Eg: "*EpiPen*®") – *(See Allergy & Anaphylaxis Policy)*

There are several generic AAI's provided. These are located in: the Gatelodge (x2), Medical Centre (x1 paediatric), Catering (x2), Sports Centre (x2), CJ Medical Pavilion (x2), the Boathouse (x2), and the Prep School (x2). The Medical Centre also have access to ampules of adrenaline.

Heads of Department, in these respective areas, are responsible for regularly checking these AAIs (New devices should be requested from the Medical Centre).

The majority of employees in these areas are trained in the use of these, and all first aid trained colleagues receive training in Anaphylaxis. The Head of H&S can provide additional training upon request. Instructions for use are kept with the AAI. See Anaphylaxis Policy for more details.

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 Gatelodge to inform them of emergency call and the incident location so that they can escort the emergency services to the location
2) The Gatelodge will then contact the following:
   - Medical Centre (term time) or a First Aider
   - Senior Deputy Head
   - Director of Operations
   - 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.

Employees must always:

- When required, accompany pupils to the Medical Centre themselves or send them with another pupil/colleague/security. DO NOT send them alone. If possible, call the Medical Centre to advise them to expect the pupil
- If a pupil is Anaphylactic (or any other serious medical or injury), they must be kept in situ, call 999 first, followed by the Medical Centre for urgent assistance.

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

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, House Parents and all relevant employees have access to this information and are responsible for disseminating it as required. Clinicians can access this information via iSams whilst on duty in the CJ hut. This will also be accessible in the CJ hut via a laminated sheet with all pupils with serious conditions listed, within the (locked) filing cabinet at the CJ Pavilion. Employees 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 colleagues 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 employees, for example training in anaphylaxis and asthma awareness.

4.1 Allergies – *See 2.8 regarding adrenalin devices. Also see 'Allergy & Anaphylaxis Policy'.* In addition to the Allergy & Anaphylaxis Policy, 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 locations, such as the common room, and medical environments. The kitchen has a list of those with food allergies/intolerances/special dietary requirements. Employees 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

Employees must ensure that if they have cuts or abrasions these are covered with waterproof or other suitable dressings before administering first aid. Employees 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 Gatelodge 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. Housekeeping is to be informed of any spillages of bodily fluids, and the area closed off wherever possible until thorough cleaning, including steam cleaning, has taken place.

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

6 ACCIDENT AND NEAR MISS REPORTING

All Incidents and 'Near Miss' events must be reported via the online system, available - via the StaffHub or posters displaying the QR code.

Whilst accident reporting should be made online via the StaffHub, an 'accident book' is located in the Gatelodge 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. The Orchard (EYFS) accident book is kept in the first aid bag, which is shown to parents and signed by them, when required.

It is the responsibility of the person dealing with the incident, the first aider, or the injured employee themselves, to ensure a report has been filed. All reports MUST be made within 24 hours, preferably same day, to ensure a prompt investigation can be carried out where appropriate. The same applies for pupil related injury.

Where an incident, or significant ill-health/injury event, involves a pupil, it will be the responsibility of the Medical Centre and/or the House Parent/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. In considering all reports, patterns are looked for, and improvements are made where identified. A report is given to relevant H&S Working Groups.

A ‘Near Miss’ is an incident in which an injury could have occurred, but in the end did not. Near Miss events must be reported as this information is vital in ensuring adequate procedures/controls are in place to prevent an ‘incident’ from occurring.

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 RIDDOR requirements.

All RIDDOR reportable accidents are investigated.

7 ARRANGEMENTS FOR ‘PITCH SIDE’ FIRST AID

Employees in Charge of Games/Activities are responsible for ensuring that their colleagues, pupils, contractors, and visitors are aware of the first aid provisions that are in place for them whilst doing sport. 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 policy applies to term time pitch side 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.

Pitch side first aid is provided by the Medical Centre colleagues and First Aiders during term time, when required. The Medical Centre operates 24 hours a day, 7 days a week (term time) by qualified Registered Clinicians who will provide medical assistance for pupils, employees, and visitors. A full register of First Aid qualified employees is held and monitored by the Head of H&S. There is a First Aid building (CJ Pavilion) located on the Playing Fields. This is utilised by qualified colleagues from the medical centre, when required, for games sessions and School matches. Additional support is provided, when requested, and where a need has been identified with a risk assessment.

7.1 Incidents Pitch Side

If the CJ pavilion is occupied by medical colleagues, the employee supervising the sports session where the casualty is should alert the clinician on duty to attend to the casualty either by calling 07843 355 189 or by sending a runner to get them (term time only). The employee supervising the sports session should call an ambulance immediately where required. If an ambulance is called, the normal procedure applies as detailed on page 6.

Contact Sport/Rugby

If a life-threatening injury is sustained, one colleague supervising pupils on the pitch, where the injury has been sustained, should run to the Hawker Pavilion and obtain and sound the megaphone/siren (located in the kitchen, above the boiler) from the steps outside Hawker Pavillion to alert all pitches that play must stop. This will alert trained colleagues (medical and coaching) to stop play on all pitches and ensure enough trained employees can attend the casualty to support with log rolling, if required. The coach, supporting the injured player, should use their whistle to draw the attention of other coaches, as to the location of the injured player.

7.2 Training for Medical Centre

Training needs of medical centre colleagues are considered and reviewed annually by the Senior Nurse Manager. The following first aid training is compulsory for medical centre clinicians working pitch side:

1. Emergency First Aid at Work or Pitch side First Aid
2. Basic Life Support/AED
3. Anaphylaxis, Asthma and Diabetes awareness

The Senior Nurse Manager arranges the training of medical centre employees who are required to complete advanced trauma training whilst working pitch side during sports fixtures (PHICIS RFU Level 2). The Senior Nurse Manager must keep records of all extra PHICIS training undertaken by pitch side clinicians. This training is updated every 2 years. If a clinician has completed their PHICIS training, then 1-2 listed above are not required as well as the PHICIS training (as they are included within it).

7.3 Pitch Side First Aid Equipment at the CJ Pavilion

All pitch side first aid equipment will be sourced initially from the medical centre and stored at the CJ pavilion within the medical trolley, filing cabinet and pitch side emergency bag. The trolley, filing cabinet and emergency bag, AAI and AED are to be checked before every shift at the CJ hut by the clinician on duty and recorded on a stock check sheet within the CJ pavilion. The MSK Clinical Lead is responsible for ensuring clinicians complete a check on the AED at the CJ pavilion before every shift. See 2.7.

If, at the start of a shift in the CJ pavilion, stock is missing and required, the clinician on duty must contact the medical centre to make arrangements for it to be delivered in order that it is available for that shift.

Clinicians are responsible for ensuring any stock used by them during a shift is replaced before the next shift. See Appendix D, E and F for guidance on pitch side trolley, emergency bag and filing cabinet contents which can be used as a stock check sheet.

The Clinical lead of the MSK team may audit the CJ hut medical trolley, emergency bag and filing cabinet on a random basis to confirm compliance.

7.4 Pitch Extraction

If a pupil sustains an injury that requires them to be moved from the pitch/court and they are unable to mobilise independently, the Ambu-buggy can be used to transport the pupil. Medical centre clinicians must be trained in using the Ambu-buggy and follow the associated risk assessment for its use.

If a player sustains a suspected spinal injury, one employee supervising pupils on the pitch, where the injury has been sustained, should run to the Hawker Pavilion and obtain and sound the megaphone/siren (located in the kitchen, above the boiler) from the steps outside Hawker Pavillion to alert all pitches/courts that play must stop. This will alert trained colleagues (medical and coaching) to attend the casualty to support with log rolling, if required.

If the pupil can sit:

- The pupil can be aided by medical centre clinician/driver and other first aiders/by-standers to sit in the chair at the rear of the Ambu-buggy.
- The pupil must be secured with a seat belt by the clinician/first aider.
- The pupil must be instructed to stay seated, keeping hands, arms, legs and feet within the confines of the buggy at all times.

If the pupil is non-ambulant:

- The pupil should be assisted onto the portable stretcher which is stored on the Ambu-buggy's stretcher base. (Pupils must NOT be placed on the stretcher base without being placed on the portable stretcher first).
- The medical centre clinician first to attend the injured pupil will be responsible for directing other first aiders/by standers to help with this process. If spinal injury suspected – the spinal policy must be followed.
- Once the pupil is safely on the portable stretcher and secured with straps (medical centre clinician first to attend to the pupil is responsible for this) the stretcher should then be lifted onto the Ambu-buggy with a minimum of six adults lifting and placing the stretcher onto the Ambu-buggy's stretcher base.
- The first aider driving the Ambu-buggy is responsible for securing the pupil in place on the stretcher on the buggy, using the straps provided.
- The pupil must be instructed to stay still, keeping hands, arms, legs and feet within the confines of the buggy at all times.

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 clinician on duty at the playing fields or to the Medical Centre.

The clinician on duty at the playing fields will record injuries on the Sporting Injuries Record Sheet (form) and on the Bryanston pupil's medical record.

When a clinician working at the pitches administers first aid for a sporting injury to a pupil who is not from Bryanston School, the following documentation must be followed:

1) Complete full and thorough medical records in the folder labelled 'visiting schools pitch side first aid documentation' (Appendix H), ensuring to sign name of clinician
2) Complete a pitch side first aid form, which is given to the (visiting) pupil/their teacher (Appendix G)
3) Send an email to the medical centre of the pupil's school detailing the injury sustained and first aid given. If email is not known, a phone call will be attempted.

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
- it results from an act of physical violence to a worker.

HSE Reporting line – 0345 300 9923 (Mon-Fri 0830-1700) or 0151 922 9235 (Out of Hours).

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:

- 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 to head or torso
- 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 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 (including pupils) must be reported if a person is injured and is taken from the scene of the accident to hospital, only for treatment to that injury. There is no requirement to establish what hospital treatment is 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 carpel 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 several 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

Bryanston is 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.

There will be some circumstances where sporting injuries, that might fall into the ‘specified injuries’ above, will NOT require RIDDOR reporting. Unless a failure in the way the activity was managed, or an equipment fault caused the injury. Consult H&S for further advice.

APPENDIX C

First Aid Kit - 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.
The following is a minimum expectation.

Contents	Kit Size / Type						
	Small 1-24	**Medium** 25-100	**Large** 100+	**Sport**	**Personal issue** *'Bum-Bags'*	**Vehicle**	**Events**
Assorted Plasters	20	30	40	30	10	10	30
Conforming Bandage	1	2	2	2	0	0	2
Medium dressing	1	2	3	3	1	1	4
Large dressing	0	1	2	2	0	0	6
Adherent dressing	1	2	6	4	0	1	6
Triangular bandage	1	2	3	3	1	1	4
Eye pad	1	2	3	3	0	0	4
Cleansing wipes	10	15	20	20	5	5	20
Tape	1	1	2	1	0	0	3
Gloves (pairs)	6	8	12	9	3	4	12
Finger dressing	1	2	3	2	1	0	4
Resus face shield	1	1	1	1	1	1	2
Foil blanket	1	1	3	1	0	1	4
Burn dressing (10x10cm)	0	1	2	0	0	0	3
Shears	1	1	1	1	0	1	2
Clinical waste bag (yellow)	1	1	2	1	1	1	2
Instant Ice Pack	0	0	1	2	0	0	2
Trauma *(Torniquet/Haemostatics)*	0	0	0	0	0	0	2

BS8599-1:2019 consulted, when developing contents list

The following areas should have 'medium' kits as a minimum:

- Science, CDT and Art*
- Catering Departments*
- Grounds and Estates*
- Sports Centre
- Equestrian
- Coade Hall
- Boat House
- Boarding

*High risk environments should ensure the contents are suitable for these locations. Such materials may include blue plasters and additional burns treatment where needed.

House Parents, HODs/HOS, or delegated employees, are responsible for the monthly checking of First Aid kits and should obtain supplies from firstaid@bryanston.co.uk.

APPENDIX D

Pitch Side Trolley - Contents List

The CJ Trolley needs to be checked weekly. In addition, any stock used from the trolley during shift should be gathered on return to the Med Centre and put with the CJ equipment in the filing cabinet ready to be taken to CJ by the next person on shift.

From the top: **Drawer 1** – Observation Equipment

Item	Quantity
BP cuff	1
Stethoscope	1
Pulse Oximeter	1
Blood Glucose Monitor	1
Thermometer	1
Tongue depressors	
Pen Torch	

Drawer 2 – Wound Cleaning and eye irrigation

Item	Quantity
Gauze swabs	10
Normal saline/eye irrigation pods	15
Wound cleaning wipes	
5ml Syringes	5
Eye baths	3

Drawer 3 - Dressings

Item	Quantity
Plasters	A selection
Blister Plasters	A selection
Tape	
Adhesive dressing (Softpore) Small	5
Medium	5
Large	5
Low adherent dressings	A selection

Drawer 4

Item	Quantity
Triangular Bandage	5
Physio tapes - Blue	1
Tiger	1
Stretchy tiger tape	1
Finger bandages	5
Bandages	A Selection
Scissors	
Forceps	1

Drawer 5

Item	Quantity
Sterile Dressing packs – Medium gloves	3
Large Gloves	3
Ice Packs	15

APPENDIX E

Pitch Side Emergency Bag - Contents List

This form details the contents of the pitchside bag. The top and inside parts of the bag are sealed. On the weekly CJ check, the unsealed portions of the bag should be checked for their contents. The sealed parts should be checked to ensure they are still sealed and this documented on the CJ weekly check list.

If the seals are not present, or the bag is opened in use, the contents of the bag must be checked. Any missing stock should be replaced and expiry dates checked. The item which expires first must be ticked or highlighted and replaced at the end of the month indicated.

Front pocket (Not sealed)

Item	Quantity	EXP first
Large thermal wrap	2	n/a
Foil blanket	3	n/a
Towel	1	n/a
Stock list and tags	1	

Top pocket (Sealed)

Item	Quantity	EXP first
Adrenaline injector	2	
Anaphylaxis list	1	
Anaphylaxis guideline	1	
Salbutamol inhaler	1	
Spacer	1	
Asthma list	1	
Asthma guideline	1	

Left pocket (Not sealed)

Item	Quantity	EXP first
BP cuff	1	
Blood sugar Reader	1	
Lancets (BM kit)	10	
HBGT Sticks (BM kit)	10	
Saline wipes (BM kit)	10	
SPO2 reader	1	

Right pocket (Not sealed)

Item	Quantity	EXP first
Clinical waste bags	Roll	
Vomit bags	2	
Gloves	3 pair	

Inside (Sealed)

Item	Quantity	EXP first
Tuff cut scissors	1	
Scissors	1	
Tape	1	
Pen	1	

Rigid splint	1	
Notebook	1	
Large adhesive dressings	2	
Large Non – adhesive dressings	2	

Conforming bandages	5	
Wound dressing bandages	3	
Triangular bandages	2	
Large swabs	4	
Small non-adhesive dressings	3	
Small adhesive dressings	5	
Saline pods	10	
Wound wipes	15	
BVM	1	
OP airway Red	1	
OP airway Green	1	
OP airway Orange	1	
OP airway Brown	1	
Ice packs	3	
Haemorrhage bandage	1	
Torniquet	1	

This bag has been checked, restocked and resealed by:_____

Date _____ Tag number _____

APPENDIX F

Pitch Side Filing Cabinet - Contents List

Date of check:													
Checked by:													
Pitch Side first Aid policy													
Entonox Policy													
Spinal Policy													
Serious conditions details													
SCAT 6													
Paed SCAT 6													
Head Injury Advice Form													
Pitch side first aid form													
Bryanston Headed Paper													

Date of check:													
Checked by:													
Pitch Side first Aid policy													
Entonox Policy													
Spinal Policy													
Serious conditions details													
SCAT 6													
Paed SCAT 6													
Head Injury Advice Form													
Pitch side first aid form													
Bryanston Headed Paper													

APPENDIX G

Pitch Side First Aid Record

Name: _____ **DOB:** _____

Date:_____ **School:** _____

Injury:_____

First Aid treatment given:

Signed Pupil/School: _____

Signed Nurse: _____

Dear Parent/Child/School,

We were able to carry out basic first aid for the safety and wellbeing of your child/pupil. It is important to note that we can offer immediate first aid only. An ambulance will be called in any emergency, but we must stress that it is your responsibility to seek further medical advice in ALL circumstances of injury/illness, as underlying medical problems may not be immediately apparent.

All incidences of injury or illness will be recorded at Bryanston. In the event of a head injury, please see the attached advice sheet.

The Medical Centre
Bryanston School
01258 484 621

Appendix H

Visiting Schools First Aid Documentation			Term	Year	
Date	**Pupil name**	**School**	**DOB**	**Sport**	**Injury details/Notes/Handover given/Clinician name**