



First Aid Policy (Health & Safety)

CHARTERHOUSE



INTRODUCTION

1. This document sets out the policy to be followed for the provision of First Aid within Charterhouse during term time and during holiday periods. It also gives general guidance to staff for the provision of first aid to injured parties and to staff in control of tours and visits away from the School.
2. Charterhouse recognises its legal obligations in the provision of first aid and will comply with all legislative and regulatory requirements.
3. This policy applies to all Charterhouse employees.

LEGISLATION

4.
 - a. The Health & Safety at Work, etc. Act 1974
 - b. The Management of Health and Safety at Work Regulations (MHSWR) 1999
 - c. Health and Safety (First Aid) Regulations 1981 (L74 - 3rd Edition 2013)

RESPONSIBILITIES AND ARRANGEMENTS

5. The Hunt Health Centre. The HHC is manned during term time and is an invaluable resource when dealing with accidents; however, its primary role is to maintain a service to pupils within the HHC and not to attend at other locations on the School estate to provide treatment to casualties. If assistance is thought to be required from the HHC, the HHC duty staff will make a discretionary decision regarding their attendance at the scene, taking into account the nature of the emergency and the conflicting need to man the HHC, especially if there are in-patients. As the HHC is not open during School holiday periods, Support Staff supervisors and line managers, and Events / Lettings staff need to take this into consideration when dealing with accidents and / or emergencies in the workplace during these holiday periods.

6. The Security Department. Charterhouse has a permanently manned Security Department. All Security Staff are fully trained First Aiders and can be called upon to assist with casualties and coordinating any response, including directing emergency services to a casualty.

7. First Aid Kits. First Aid kits are available in every department, House and Hostel. There is no mandatory list of items to be included in a first aid kit, as this is dependent on the activities being undertaken and the number of pupils or staff at risk. However, as a minimum, the following should be included:

- A leaflet giving general guidance on first aid
- Individually wrapped sterile plasters (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Large sterile individually wrapped un-medicated wound dressings
- Medium sized sterile individually wrapped un-medicated wound dressings
- Disposable gloves



7.1 Other items, suitable for the activity being undertaken, must be considered by the beak in charge (or supervisor / line manager of the department where the activity is taking place). For example, a first aid emergency foil blanket may be considered for winter sports activities or hillwalking / mountaineering.

7.2 The Domestic Services Manager is responsible for ensuring the kits are kept replenished, but staff are expected to advise the Domestic Services Manager should any of the items need to be replenished.

8. Defibrillators. Defibrillators are located as follows:

- The HHC
- The Queen's Sports Club
- The Security Vehicles

9. Body Fluid Spillages. The Domestic Services Manager will ensure all Matrons, Relief Matrons and Hostel Wardens know how to deal with the spillage of body fluids and will ensure the appropriate equipment is available to them. In the event that help is required in a non-residential part of the School the Domestic Services Manager will co-ordinate the response. A disposable Body Fluid Spills kits is available in each minibus.

10. Number and Location of First Aiders. Under the existing Regulations, there is no defined number of first aiders: this is determined using the recommended Risk Assessment methodology. In accordance with the findings of the RA, the number of first aiders required, and the level of training they require, has been established. Due to the nature of the School it is not possible to provide a prescriptive location of all first aiders at any one time.

10.1 As a minimum the School will provide the following:

a. Trained to First Aid at Work (FAW) Standard

All House Matrons and Relief Matrons (22)
Charterhouse Club staff (12)
All HHC Staff (11)
3 x Domestic Services Supervisors
At least one member of IT, Estates, Security, Enterprises departments

Length of Course: Three Days
Certificate Validity: 3 Years
Re-training Requirement: Annual Half-Day Refresher

b. Trained to Emergency First Aid at Work (EFAW) Standard

At least 50% Grounds staff
At least 50% Maintenance staff
At least 50% House Staff



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At least 10% Domestic Services staff
All Security staff

Length of Course: One Day
Certificate Validity: 3 Years
Re-training Requirement: Annual Half-Day Refresher

c. Trained to Ofqual Certificated Training for Schools Staff standard

All beaks taking part in School activities. See below for hazardous activities.

Length of Course: 4 Hour Course
Certificate Validity: 3 Years
Re-training Requirement: Annual Half-Day Refresher

11. Re-Training and Training Records. The HR Dept will maintain a record of all individual training and manage re-training as required.

12. Hazardous Activities. A number of sports and activities have been defined by the School as hazardous and these require an additional approval process. These are:

- Rock Climbing (Indoor & Outdoor)
- Mountaineering, Hill Walking, Scrambling
- Swimming, Surfing, Sub Aqua
- Canoeing, Rowing, Sailing
- Off-road Driving, Off-road Cycling
- Horse Riding
- Skiing
- DoE Activities

12.1 When undertaking these activities, first aid support is one of the considerations made. The group leader will ensure that there is sufficient first aid cover for the group, eg Mountain First Aid qualified personnel. It is possible this may be provided by an external instructor joining the group ie. not a member of the School staff.

Length of Course: Dependent on Course
Certificate Validity: Dependent on Course
Re-training Requirement: Dependent on Course

13. Targeted Training. Specific training and guidance for specific conditions and illnesses (such as dealing with asthma, allergic attacks, general illness, etc.) is available from the HHC.

14. Action in the Event of Injuries and Accidents. First aid trained members of staff have valuable skills and all injuries should, wherever possible, be assessed by them. However, it is accepted that pupils with minor injuries may simply report direct to the HHC. Any pupil casualty judged capable of moving by a first aider should be accompanied to the HHC and transferred to the charge of the HHC



staff on duty. In the case of a more serious injury to pupils, HHC staff may be called to assist with the treatment of the casualty, but note that this will only be possible if there are no patients in the HHC. (See "The Role of The HHC" above)

15. 999 EMERGENCIES –When to Call an Ambulance. When injuries to any casualty on campus are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site, an ambulance is to be called. Security is to be called to coordinate the arrival of the ambulance crew and direct them to the casualty.

Note:

- ***Casualties with suspected serious fractures or back or neck injuries must not be moved unless ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.***
- ***If the casualty is unconscious, their airway is at risk, they should be placed in the recovery position regardless of suspected spinal injury.***

16. Reporting Accidents. (See *Accident, Near Miss and Incident Reporting Policy*)

17. Arrangements for Employees During School Holiday Periods. First aid cover for employees who work during holiday periods will be provided by members of the Support Services staff who are trained and qualified first aiders. Note that the arrangements for treatment, calling of the Emergency Services and help from the Security Dept are as per above, but the HHC may not be an appropriate resource during term time and is not available during school holidays.

18. Out-of-School Visits. First Aid Kits, that are suitable and sufficient for the number of pupils and the type of activity planned, are to be taken on each out-of-school trip. Kits are available in Brooke Hall.

FURTHER INFORMATION

Further information may be found at HSE's information webpage <http://www.hse.gov.uk/firstaid/> or from the H&S Manager:

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