OXFORD International College

A NORD ANGLIA EDUCATION SCHOOL

FIRST AID POLICY AND PROCEDURES

POLICY INTENDED FOR:	Staff and Students
CATEGORY:	Health and Safety
POLICY IMPLEMENTED BY:	Principal/Governors
REVIEWED BY:	Director of Operations
REVIEW DATE:	August 2025
FUTURE REVIEW:	August 2026

The Three Pillars

The three pillars of the OIC curriculum are:

- Academic Excellence

- Personal Development

- Career and University Pathways

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INTRODUCTION

1. This policy has been reviewed by the Governors of Oxford International College and its status is advisory only.
2. It is a requirement of the Education (Independent School Standards) (England) Regulations 2010, (as amended from January 2013) that schools in the independent sector have a written First Aid Policy.
3. OIC will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with:
   - The Health and Safety at Work Act 1974 and subsequent regulations and guidance.
   - The Health and Safety (First Aid) Regulations 1981 (S11981/917);
   - The DfE guidance on First Aid in schools;
   - The Independent School regulatory requirements as amended from time to time.

The policy and procedures are designed to promote the health, safety and welfare of students, staff and visitors to the college through the provision of first aid equipment and trained personnel in accordance with the requirements of The Health and Safety (First Aid) Regulations 1981.

DEFINITION

'First Aid' means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimizing the consequences of injury or illness.

AIMS OF THE POLICY AND PROCEDURES

To help anyone injured on the college premises, to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. This shall be achieved by ensuring that:

- a person is appointed to take charge of first aid arrangements (Director of Operations with responsibility for Health and Safety (HSO));
- staff nominated as "first aiders" receive up-to-date training on courses approved by the Health and Safety Executive (HSE);
- first aid provision will always be available while people are on the college premises and also off the premises while on school visits;
- suitably stocked and marked first aid kits, eye wash baths and burns kits are available at all appropriate locations throughout the school;
- all members of staff are informed of the first aid arrangements;
- written records are maintained of any accidents and reportable injuries; and

- first aid arrangements are regularly reviewed.

ROLES AND RESPONSIBILITY

- The Governors of Oxford International College as the employer have overall responsibility for the health and safety of all employees and anyone else on the school premises. The Governors are also responsible for ensuring the school has a Health and Safety Policy and arrangements for first aid.
- The Principal and the Director of Opertations are responsible for ensuring that this policy is put into practice. The Principal and Director of Operations are responsible for ensuring that those staff who are the school's First Aiders have the appropriate and necessary First Aid training and guidance as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- The Director of Operations is responsible for ensuring that there is adequate and appropriate First Aid equipment, facilities, and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed. The Director of Operations receives and holds accident and injury report forms and reports RIDDOR as necessary.
- First Aiders are comprised of various staff have completed HSE approved First Aid courses and hold a valid certificate of competence in First Aid.
- School Staff who are not designated first aiders still have responsibility as a duty of care for first aid provision throughout the school. All staff should be aware of this policy.
- Students should be familiar with this policy and should ensure they are aware who the first aiders are. The school provides opportunities for students to receive first aid training.

THE APPOINTED PERSON

Appointed Person: Director of Operations with responsibility for Health and Safety

The appointed person works with the school nurse.

Duties are as follows:

- Manage the team of first aiders and monitor their training.
- Look after the first aid equipment, restocking first aid containers when required and replacing out of date materials.

- Ensure there are enough qualified staff to provide first aid cover. Specific consideration will be given to staff or students who have special health needs or disabilities, e.g. PEEP/ Safe Haven / Refuge Point.
- Procedures are in place to summon an ambulance or other professional medical help when appropriate.
- Undertake regular risk assessments and liaise with the SLT.
- Ensure that all accidents and injuries are appropriately recorded.
- Ensure that all members of staff and tutors are familiar with the college's first aid provision.

RISK ASSESSMENT

In determining the level of provision, the Appointed Person along with the Principal will consider:

- the provision of first aid for off-site activities and school trips
- the provision for practical lessons and activities, e.g. science and physical education.

QUALIFICATIONS AND TRAINING

All college first aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HSE. Refresher training and retesting of competence will be arranged.

Current First Aid Provider

Royal Life Saving Society -First Aid at Work www.rlss.org.uk

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

First aid containers will be marked with a white cross on a green background.

Portable first aid containers will be available for all school trips and other activities that take place outside the college buildings.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff will have access to single use disposable gloves and hand washing facilities, and should take care when dealing with blood, other bodily fluids and disposing of dressings or other potentially contaminated equipment.

RECORDING ACCIDENTS AND INJURIES

All accidents and injuries will be recorded on SPHERA (Nord Anglia H&S Portal)

The record of any first aid treatment given by first aiders and other appointed persons should include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- the names of any witnesses
- details of the injury or illness and what first aid was given
- what happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.
- be recorded on CPOMs

Serious or significant incidents will be reported to parents either by phone, email or sending a note home with the pupil. The Principal and Appointed Person will also be informed who will inform the Chair of Governors.

In an emergency the following will be involved: outside medical professionals or services, the Principal or a member of the Senior Leadership Team and a parent /guardian.

The college also use the Sphera system for recording risk assessments, training records, accidents, and injuries.

REPORTING ACCIDENTS TO THE HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- accidents resulting in death or major injury (including those that result from physical violence),
- accidents that prevent the injured person from doing their normal work for more than three days.

The Director of Operations is responsible for ensuring that there is adequate and appropriate First Aid equipment, facilities, and qualified First Aid personnel and for ensuring compliance with above.

FIRST AID BOXES

The contents of the First Aid boxes should be used for the purpose of ensuring that the patient is protected prior to receiving assessment and appropriate treatment from qualified staff and if appropriate a paramedic, the emergency services, or a doctor. Laboratories have eye wash stations and burns kits. There are also spill kits. Both teaching sites have a medical room.

First Aid boxes are located around the school and are as near to hand washing facilities as is practicable.

First Aid boxes are inspected regularly before the start of every term to ensure, as a minimum, the box contains the items listed within. If First Aid boxes are used, items should be replaced immediately. The nurse holds this responsibility.

PARENTAL CONSENT

1. Parents must provide written consent for the administration of first aid and medical treatment by school staff to their child before the child is admitted to the school.
2. Medical information on students is both held in hard copy and securely stored in within the school's management information systems – Reach and iSAMS.
3. The medical information on each student is entered by Student Services / Boarding Team at the start of the year and they will also keep this information up to date. Medical information on each student is available to relevant senior staff for the purposes of ensuring that they have knowledge about students that they are responsible for taking on school trips.

STUDENTS WITH MEDICAL CONDITIONS THAT ARE KNOWN TO THE SCHOOL

1. Information is collated from the Medical Forms to compile a 'Special Medical Needs' list of students with on-going and established medical conditions, allergies and any other relevant medical information which is available to staff. The list will be updated regularly throughout the school year. A photograph of students with serious allergies or medical conditions will be appended to the list. The lists will be held in the following locations:
    - Reception at teaching sites
    - Boarding House Offices
    - Dining Rooms

2. The School Nurse will support students and staff. They will provide emergency treatment of students with particular medical conditions. Teaching sites and boarding houses have inhalers and EpiPen /auto injectors.
3. Student services and the school Doctor / Nurse will ensure that individual Health Care Plans are available to staff as required.

PROCEDURE IN THE EVENT OF ILLNESS

1. If a student feels unwell, they should go to Reception and advise a member of staff. If a student feels unwell at their boarding house, they should report to their House Parent / house staff. If a student is unwell during lessons, they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The student will be told to go to see the nearest qualified First Aider and will be accompanied, as necessary. The qualified First Aider will decide on the next course of action and provide First Aid as required. The Nurse can also be called.
2. Each teaching site has a medical room. Students may be taken to the nearest medical room as and when necessary. Medical rooms are located as follows:
   - London Place - Third floor, T3
   - Thames Stree – Ground Floor
   - Threeways – First floor
   - Wavy Gate – Within each Block on the Ground Floor
3. The school will contact parents/guardians in the event of an emergency. House Parents will also be contacted.
4. If a member of teaching staff is unwell, they should advise a member of the SLT and they ensure that appropriate cover is arranged.
5. If a member of the administrative staff is unwell, they should advise their Line Manager.

PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY

1. If an accident occurs, the member of staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. First Aiders are to be alerted if necessary.
2. If a spillage of blood or other bodily fluids occurs, the member of staff should contact the nearest, qualified First Aider to arrange for the proper containment, clear up and cleansing of the spillage site. Spill kits are available.
3. If an accident occurs off the school site and during an activity managed by a member of school staff then that member of staff should liaise with the staff at the site (if appropriate) and take the appropriate course of action that may include calling an ambulance.
4. The member of staff in charge has responsibility to complete an Accident Report and forward it to the Director of Operations.
5. The school will contact parents/guardians in the event of an emergency.

ACCIDENT REPORTING AND RECORD KEEPING, INCLUDING RIDDOR

1. All injuries and accidents, however minor, must be recorded in the accident book. In boarding houses, all injuries, accidents, and illnesses must also be recorded on Sphera.. The Director of Operations is responsible for ensuring that Sphera is filled in correctly and that the Health & Safety Executive (for RIDDOR) are kept informed, as necessary.
2. Accident Report Form on Sphera: An Accident Report Form should be completed for every serious or significant accident that occurs on or off the school site if in connection with the school. This will be reviewed by the Director of Operations. Records should be stored for at least three years or until the student involved reaches the age of 21 years of age.
3. Any accident / incident that requires a student, employee, or visitor to be taken to hospital by car or ambulance must be recorded on Sphera and iSAMS. From these reports, contact will be made to Authorities as required.
4. Reporting to parents: in the event of an emergency, the Principal, or a member of the Senior Leadership Team will attempt to contact a student's parents or guardian as soon as possible by telephone. However, in accepting a place at the school, parents authorise the Principal (acting in 'loco parentis') to give consent on the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure, if the school is unable to contact them in time. Parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible.
5. Reporting to the Health and Safety Executive: The school is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23) any accidents involving staff during an activity connected with work, or self-employed people while working on the premises:
   - Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
   - Work related accidents which prevent the injured person from continuing with their normal work for more than 3 days must be reported within 10 days.
   - Cases of work-related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).
   - Certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health). Accidents involving students or visitors where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
     - any school activity (on or off the premises),
     - the way a school activity has been organised or managed (e.g. the supervision of a field trip),
     - equipment, machinery, or substances,
     - the design or condition of the premises.

For more information on how and what to report to the HSE, please see http://www.hse.gov.uk/riddor/index.htm. It is also possible to report online via this link.

MONITORING

The Director of Boarding and School Nurse will organise an annual review of the School Accident and Sphera accident reporting module in order to take note of trends and areas of improvement. This will form part of the (at least) annual First Aid risk assessment. The information may help identify training or other needs and be useful for investigative or insurance purposes.

POLICY REVIEW

The Governors, in conjunction with the Principal regularly review the school's first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

The number of trained first aiders are also monitored to ensure that the school's obligations for first aid standards are being met.

APPENDIX 1.1: FIRST AID BOX CONTENTS

The below contents provided in First Aid Boxes are in accordance with BS8599-1:

- First Aid leaflet
- Resuscitation face shield
- Single use nitrile gloves
- Clothing cutters
- Assorted wash-proof plaster
- Triangular bandage

- Sterile, assorted dressings
- Conforming bandages
- Microporous tape
- Sterile moist wipes
- Burn dressing
- Safety pins
- Sterile eye dressing
- Finger dressing
- Foil blanket

Additional items specific to individual departments are provided in First Aid boxes after discussion with the Head of Department or authorised member of staff.

APPENDIX 1.2: SCHOOL TRIP FIRST AID BOX CONTENTS

- Guidance leaflet
- Alcohol free wipes
- Gloves
- Large dressing
- Medium dressing
- Eye pads
- Plasters
- Safety pins
- Triangular bandage

APPENDIX 2: GUIDELINES FOR DEALING HYGIENICALLY AND SAFELY WITH SPILLAGES OF BODILY FLUIDS

This guidance is provided for Oxford International College employees who may be dealing with, or be responsible for, the cleaning up of bodily fluids as part of their work within the school.

The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines will help employees to deal with bodily fluids safely.

Procedure

- Bodily Fluids Disposal Kits are available from:
  - All boarding houses
  - Reception at London Place
  - St Clements staff room
  - Wavy Gate reception
  - Threeways First Aid room
  - School Nurse
- Before dealing with any body fluid spillage, you must wear disposable gloves and apron.
- Use Emergency Spillage Compound and leave for at least one and a half minutes.
- Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag.
- Take off your apron while still wearing the gloves and dispose of it into yellow clinical waste bag. Then wash your hands in hot soapy water with your gloves still on, dry with absorbent paper towel and remove your gloves by peeling them off from the inside out and dispose of them in the yellow clinical waste bag.
- Wash and dry hands thoroughly in hot soapy water.
- Infected waste must be disposed of as clinical waste in a proper clinical waste sack. Contact the School Nurse who will collect the sack and store in a Yellow Hazardous Waste bin in a safe and secure location.

Please note that Emergency Spillage Compound may damage soft furnishings and carpet so shouldn't be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

Soiled clothing

- Do not manually rinse/soak soiled items.
- Flush any solid material (vomit, faeces), into the toilet, carefully avoiding any splashing.
- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- In a boarding house use the pre-wash/sluice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.

Blood spills on clothing

- Change clothes (immediately if possible).
- Do not manually rinse/soak.

- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- Place the plastic bag in a yellow clinical waste bag.
- In a boarding house use the pre-wash/sluice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.

FURTHER INFORMATION

For further information about First Aid at OIC please speak with the Principal or the Director of Operations

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