



# THE ORATORY

## FIRST AID POLICY

Policy Owner:	Practice Manager
Type Of Policy:	Regulatory
Regulatory Body	Secretary of State to assist Fire and Rescue Authorities and other bodies ("enforcing authorities")
Relevant Legislation	Regulatory Reform (Fire Safety) Order 2005.
Last reviewed by/date:	Practice Manager JUNE 2024
Next review due:	Sept 2025
Circulation:	All Staff
Linked policies	Health and Safety Policy



## FIRST AID POLICY

### 1 Scope

This guidance is applicable to all those involved in the provision of first aid related to The Oratory School's activities. (Standard 7.1 NMS2022)

### 2 Objectives

2.1 To ensure that there is an adequate provision of appropriate first aid at all times.

2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### 3 Guidance

The Bursar / School Nurse will be responsible for the implementation of this policy.

The School recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 to ensure, as far as is reasonably practicable, the health and safety of pupils, staff and others using or visiting the school premises. To this end, and in compliance with the Health and Safety (First Aid) Regulations 1981, as amended up to 2014, the following measures have been put in place. (Standard 7.1 NMS2022).

3.1 The Compliance Officer / School Nurse will undertake a risk assessment at least annually to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels – currently 371 Pupils and 130 Staff. The site is spread out over 12 separate buildings. Staff have a level of basic First Aid training which is provided at induction. Key personnel require Emergency/Sports First Aid training/First Aid at Work. Key personnel are HOD's, House Masters, House Mothers, Health Centre staff, Sports Coaches, Trip leaders, Senior Management Team and Security. High Risk areas have been identified as Grounds staff, Maintenance Staff, Catering staff. (Standard 7.6 NMS2022)
- Specific hazards or risks on the site – Kitchen, Swimming pool, Grounds, Maintenance.
- Staff or pupils with special health needs or disabilities – currently no disabilities. The school does have some pupils receiving SENCO/Learning Support.
- Previous record of accidents / incidents at the school – all accident reports are kept by the Bursar and reported to the Health & Safety Committee which is held once a term.
- The Minutes of this Committee are then reviewed by the Estates Committee. The Bursar is responsible for reporting any staff or visitor accidents reportable under RIDDOR 1995, as amended 2012.
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- Provision for lunchtimes and breaks – there are at least 2 First Aiders on duty in the Refectory and kitchen area at these times. In addition, all staff have basic

first aid and can respond initially to the incident and escalate accordingly. As identified in (a) above, there are Key Personnel with higher levels of First Aid training. There are AAs (Adrenaline Auto injectors) in the Ref for trained personnel to use in the event of a pupil/member of staff having allergic reaction.

- Provision for leave / absence of first aiders – this is organised so as the ratio of staff first aiders: onsite staff and pupils is maintained. Given the size of school, 20 First Aid-trained staff are required onsite at any given time.
- **Off-site activities.** All resident off-site trips must be accompanied by at least one appropriately trained first aider, the visit Risk Assessment will identify the number of first aiders required and any additional equipment required for pupils with significant medical conditions, such as AAs (Adrenaline Auto injectors). All staff who organise off site trips with pupils have access to ISAMS (Information sharing agreement management system) and can access their medical reports. Support staff without access, can request the information as required. There are First Aid boxes on all of the school minibuses, and one is given out to the trip organiser for every school trip, complete with a supply of medications and pupils' prescribed medications.
- Practical departments, such as science, technology and PE. First Aid pitch-side holdalls. Science and DT Departments require burns kits and Emergency Eyewash Bottles alongside the First aid boxes.
- Out of hour's activities – all staff have basic first aid and will respond initially to the incident and escalate as required. Out of hour on call nurse is available on site.
- Contractors on site and agreed arrangements – all contractors who come on site and any visitors are obliged to inform the school prior to their visit if they have any medical conditions which may affect their visit.

### 3.2 Pupil Illness

- If a pupil becomes ill during the day the school, via the Health Centre, will contact the parents so that the child can be collected.
- There is access to the school Health Centre which is operated by the School Nurse Manager and her team of qualified nurses.
- There is a Nurse on duty from 0700 – 1900 every day except Sundays. There is an on-call Nurse available on Sunday from 7pm and all staff have basic first aid and will respond promptly (NMS 2022) to the incident and escalate accordingly, i.e. calling 111 during the day on a Sunday.
- The School Doctor holds surgeries twice a week in Michaelmas term and once a week in Lent and Trinity terms.
- The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.



### 3.3 Specific First Aid Provision:

- First Aiders
  - Sufficient trained first aiders cover day to day and other school activities. (Standard 7.6NMS2022)
  - First aiders will accompany pupils on visits out of school.
  - First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
  - The school have appointed persons in addition to first aiders. There are a team of School Nurses on duty in the HealthCentre from 7am-7pm and an on-call duty Nurse 7pm-7am. Such persons will have received formal training, and their duties will include:
    - take charge when someone becomes ill or is injured.
    - look after first aid equipment, e.g., restocking of supplies; and
    - Ensure that an ambulance or other professional medical help is called when appropriate.
    - School bus drivers must be trained in First Aid
  - First aid and appointed person training is maintained and updated every 3 years.

### 3.4 First Aid Boxes

- First aid boxes are kept in all departments of the school (41 in total). Appendix 1 (location of first aid boxes in the school)
- Biohazard Spill kits and gloves for dealing with bodily fluids are issued to each Boarding House and also available in the Health Centre. Domestic staff, house staff and nurses are trained in their use.
- A first aid kit will also be taken when pupils leave the school on organised trips or participate in sports events. Specific Sports First Aid pitch-side holdalls, of which there are 15, are collected before each match and returned post-match. These are maintained by the Health Centre.
- First aid boxes are checked annually by department staff and stock is ordered and replenished by the Health Centre.
- The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

### 3.5 First Aid Notices



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- Lists of members of staff who are qualified first aiders can be found on the School database. This list is monitored and regularly updated by HR/School Nurse Manager.
- There is a Health & Safety noticeboard in the common room where the First Aid leads are displayed.

## 3.6 Access to First Aid

- All pupils and staff will be given information on the provision of first aid at their induction.

## 3.7 Records

- Details of any incident which requires treatment will be recorded in the school accident book. Online on the school intranet under school forms.

## 3.8 Calling an Ambulance

- The School Nurse will normally be responsible for summoning an ambulance and for arranging escorting of the pupil to hospital. She will inform Parent, Reception and the Senior Leadership Team at the first opportunity. If a parent is unavailable, a member of staff will always escort to and stay with a pupil in hospital until their parents have arrived. Appendix 3

## 3.9 Emergency Medical Treatment

- In accepting a place at The Oratory School, parents are required to give their consent for the Headmaster or other nominated member of staff to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.
- The Oratory School in accordance to the Department of Education ([www.gov.uk](http://www.gov.uk)), has 4 automated external defibrillators ("AED") available for use. These are positioned in the Health centre, Sports centre, School boathouse and Reception. Appendix 2 (Location of Defibrillators)
- [Automated external defibrillators - guidance for schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## 4 Medical care:

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- Dealing with pupils who have special educational needs or specialist medical needs. The school has a SENCO/Learning Support department. All staff are made aware of pupils with significant medical conditions through ISAMS (Information sharing agreement management system) Additional equipment required for pupils with significant medical conditions, such as AAls (Adrenaline Auto injectors), Asthma Inhalers, and Diabetic equipment are detailed in their personal HCP (Health Care Plans) and on ISAMS.



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- Dealing with medicines and treatments brought to school for pupils. House Masters, housemothers and duty staff are all trained to administer OTC medications. (Administration of Medications Policy can be found on school database) Staff who administer OTC medications will record this on ISAMS.
- **Provision of medical examinations and immunisations.** Nurses are all fully qualified in Medicines Management and Administrations and trained in managing life threatening incidents. (Standard 7.6 NMS 2022)
- **Medical records.** All visits to the Health Centre are recorded on Patient tracker and staff visits are recorded on a carded system. The Health Centre uses 2 software programmes to store medical records and data. All medical records are kept for 25 years and placed in the archives when pupils/staff leave. (Standard 7.7 NMS2022)

## Legal Requirements & Education Standards

### References:

A: Commentary on the Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))

B: Health and Safety at Work" Section H of the ISBA Model Staff Handbook

C: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

D: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

E: DfE "Guidance on First Aid for Schools" ([www.dfe.gov.uk](http://www.dfe.gov.uk))

F: HSE home page, First Aid at Work ([www.hse.gov.uk](http://www.hse.gov.uk))

G: MOSA Guidance: "First Aid Provision and Training in Schools" ([www.mosa.org.uk](http://www.mosa.org.uk))

H: <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

[Every school will have a life-saving defibrillator by 22/23 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/every-school-will-have-a-life-saving-defibrillator-by-22-23)

[Automated external defibrillators - guidance for schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91234/automated-external-defibrillators-guidance-for-schools.pdf)

I: <https://www.gov.uk/government/publications/first-aid-in-schools>

J: <https://www.gov.uk/government/publications/boarding-schools-national-minimum-standards>



## Appendix 1

### First Aid Box Locations

LOCATION	DATE CHECKED
ADMIN/SECRETARIES OFFICE X1	Checked Sept 2024
ART DEPT X3 + BIOHAZARD KIT	Checked Sept 2024
BIOLOGY DEPT X2	Checked Sept 2024
BOAT HOUSE	Checked Sept 2024
BURSAR'S DEPT X2	Checked Sept 2024
CCF X2 + BIOHAZARD KIT	Checked Sept 2024
CHAPEL X1	Checked Sept 2024
CHEMISTRY DEPT X2 + BIOHAZARD KIT	Checked Sept 2024
COMMON ROOM KITCHEN X 1 + BIOHAZARD KIT	Checked Sept 2024
DT DEPT X1 + BIOHAZARD KIT	Checked Sept 2024
DOMESTIC DEPT X2	Checked Sept 2024
E.L.F DEPT X1	Checked Sept 2024
ENGLISH DEPT	Checked Sept 2024
ESTATES OFFICE X1 + BIOHAZARD KIT	
FITZALAN HOUSE X2 + BIOHAZARD KIT	Checked Sept 2024
HEALTH CENTRE X1 + BIOHAZARD KIT	Checked Sept 2024



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HISTORY DEPT	Checked Sept 2024
IT DEPT X2	Checked Sept 2024
KITCHEN X2	Checked Sept 2024
LEARNING SUPPORT X1	Checked Sept 2024
LIBRARY X1	Checked Sept 2024
MAINTENANCE DEPT X1	
MATHS DEPT	
MINIBUSES X7	Checked Sept 2024
MODERN LANGUAGE DEPT	Checked Sept 2024
MUSIC DEPT x1 with BIOHAZARD KIT	Checked Sept 2024
NORRIS HOUSE X2 + BIOHAZARD KIT	Checked Sept 2024
PAVILLION X2	Checked Sept 2024
PHYSICS DEPT	
RECEPTION X1	Checked Sept 2024
SPORTS CENTRE X3 + BIOHAZARD KIT	Checked Sept 2024
ST JOHN HOUSE X2	Checked Sept 2024
ST PHILIP HOUSE X2 + BIOHAZARD KIT	Checked Sept 2024
WOOTTEN HOUSE	Checked Sept 2024





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## Appendix 2

### Defibrillator Locations

LOCATION	DATE CHECKED
HEALTHCENTRE	DAILY + BI-ANNUAL MAINTENANCE DUE NOVEMBER 2024
SPORTSCENTRE	DAILY + ANNUAL MAINTENANCE
BOATHOUSE	WEEKLY + ANNUAL MAINTENANCE
RECEPTION	DAILY + ANNUAL MAINTANANCE



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## Appendix 3

### School Location

Location of the school – rural location and therefore an ambulance should be called immediately if there is any doubt. There is an Emergency Services action plan and there are 3 entrances to the site.

#### Grid Reference

**SU 65444 81896**

Grid Reference (6 figure)

SU654818

X (Easting), Y (Northing)

465444, 181896

Latitude, Longitude (decimal)

51.532188, -1.0579226

Latitude, Longitude (degs, mins, secs)

51°31'56"N, 001°03'29"W

What3Words:

bowhead. retail. duplicate

Address (near):

The Oratory School, Woodcote, South Oxfordshire, Oxfordshire, South East England, England, RG8 0PJ  
United Kingdom