

# **The Oratory School First Aid Policy Statement**

The Oratory Schools Association 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.

## **First Aid Risk Assessment**

A First Aid risk assessment has been carried out in all areas of the school. Control measures have been put in place according to need. This assessment is recorded and open to re-examination on a regular basis or when circumstances change.

### **Key Points**

All staff are expected to use their best endeavours in the event of a first-aid emergency.

All staff must know:-

- How to call the emergency services – dial 999 and ask for an ambulance. If there is any doubt that an ambulance is required, call an ambulance straight away.
- The location of the nearest first aid box.
- How to contact the Health Centre – dial 01491-683666 or internal 666 (Emergency), or 01491 683535, internal 3535 (Non- Emergency)

## **Pupils with Medical Conditions**

A list of pupils with medical conditions is compiled by the Health Centre and posted on the Common Room noticeboard in the Houses, and the HealthCentre. Other important Pupil health information can be found on SIMS.

## **First Aid Equipment**

First aid equipment is available in The Health Centre and in each department of the School. First Aid kits are taken to all sports fixtures and on Out-of-School Trips. They are also located in each minibus and at the Boathouse. All first aid equipment is checked on a termly basis and First Aid kits are replenished when required.

## **First Aid Room**

First aid rooms are available in the Health Centre.

## **First Aid Personnel**

Nursing care is available 24 hours a day, 7 days a week during term time. All pupils who are unwell or have an accident are referred to the Health Centre where they are treated and all records of their illness or injury kept. The Nursing Staff are responsible for contacting parents should this be necessary. Other personnel are trained to 'First Aid at Work' standard and are contactable year round. Their names and contact numbers are displayed on the School notice boards in the Common Room, by the Main Kitchen and in the Sports Centre. It is the policy of the School that all staff in charge of an activity, sporting or otherwise, should have at least minimum First Aid training.

## **Record Keeping**

Records of all staff that have had first aid training are kept by the Health and Safety Adviser. This information is available on the OSA database. Any accidents / incidents are recorded on the accident report forms available on the school intranet they are then logged onto the Accident Reporting Database which is monitored by the Bursar's office. All staff accident reports are kept on a database by the Bursar in order to maintain confidentiality under the Data Protection Act 1998. The Bursar will also report any staff or visitor accidents reportable under RIDDOR 1995, as amended 2012. Accidents to pupils reportable under RIDDOR will be reported by the Health Centre staff.

## **Dealing with Bodily Fluids**

Bio Hazard Spill kits and gloves are issued to each Boarding House and kept in the Health Centre for dealing with bodily fluids. Domestic staff are trained in the use of these.