
 HOLYPORT COLLEGE	First Aid and Access to Medical Care Policy	
	Effective Date: 29 th Feb 2024	Version No: v1.6

FIRST AID AND ACCESS TO MEDICAL CARE POLICY

Person responsible for policy formulation, implementation, maintenance and evaluation	Deputy Head Master
Persons consulted	ELT GWC
Adopted by Governors on	29 th February 2024
Date of future review	July 2025

REVISION STATUS TABLE

Revision No	Effective date	Summary of Revision	Reviewed by	Date
v1.0	2 July 2014	New policy		
V1.1	21 May 2015	Revision of original policy	SMT	
V1.2	2 December 2016	Periodic review	SMT	
V1.3	26 April 2019	Periodic review	SMT	26 April 2019
V1.4	October 2021	Periodic review	ELT & GWC	4 Nov 2021
V1.5	February 2023	Revision of original policy	ELT & GWC	2 March 2023

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V1.6	February 2024	Update to Annex I	GWC	29 th February 2024
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1. INTRODUCTION


- 1.1. This policy supports the Health and Safety strategy for the College. It sets out how the College manages the risk of injuries or medical emergencies and meets the legal duties of an employer, under the Health and Safety (First-Aid) Regulations 1981. The policy also serves to meet the requirements of the National Minimum Standards for Boarding Schools.
- 1.2. It further sets out how the College meets guidance by the Health and Safety Executive to address the risk to all persons who may be on site. This includes all pupils and visitors.

2. RESPONSIBILITY

- 2.1. The Deputy Head Master is responsible for the maintenance of this policy and the provision of effective first aid arrangements including employee awareness of procedures.
- 2.2. The policy is reviewed by the Deputy Head Master annually or in the event of any significant change to the establishment, activities undertaken or first aid emergency.
- 2.3. The policy is informed by a risk assessment. The Bursar is responsible for this assessment and the annual review.
- 2.4. The Health Centre Manager is responsible for:
 - ensuring that any risk assessments undertaken in respect of areas or activities within their control have due regard for any first aid support which may be necessary;
 - any first aid equipment at the College is immediately available and an inventory of items is maintained;
 - ensuring sufficient numbers of staff are trained to secure the necessary numbers of first aiders identified at Annex I;
 - designated first aiders within their line of management maintain the currency of any first aid qualification.

3. DEFINITION

- 3.1. Arrangements for the management of first aid at Holyport College aim to meet the definition of first aid provided by the Health and Safety Executive in their Guidance 'An Introduction to Health and Safety'

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- 3.2. First aid means treating minor injuries and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work/school, lives can be saved and minor injuries prevented from becoming major ones.

4. ON SITE RESPONSE TO EMERGENCIES

- 4.1. Onsite response is provided by the Health Centre Manager and, where necessary, trained first aiders.
- 4.2. Procedures for summoning assistance are set out in item '5' of this policy and provide staff with direction as to what to do when a person is injured or suddenly taken ill.
- 4.3. Any member of staff is authorised to call an ambulance should the circumstances be regarded as so serious as to merit this action.

5. MEDICAL CENTRE AND ILLNESS


- 5.1. The Medical Centre is primarily a provision for boarders. Day students and staff who are taken ill during the school day or who suffer injury, can benefit from this service. The Health Centre will always provide the required care for students with EHCPs where stipulated in their report.
- 5.2. The College has a Nurse (Health Centre Manager) who can be contacted during the hours of 8am to 5pm, Monday to Friday. He/she may be contacted by the following means:
 - Ext: 104 (Health Centre) or 100 (Reception) if the Nurse is unavailable;
 - Email: healthcentre@holyporthcollege.org.uk;
 - Emergencies: staff should use 'On Call' for medical emergencies.
- 5.3. As well as being part of the onsite response, the Health Centre Manager serves as a point of referral in circumstances where an injury does not require immediate first aid attention at the location of the accident, but a check-up is seen as appropriate by a member of staff.
- 5.4. The Health Centre Manager coordinates information about pupils with specialist care plans or particular medical conditions. The Health Centre Manager liaises with the SENCO and Boarding Staff in the management of these pupils.
- 5.5. The Health Centre is open from 8am until 6pm, Monday to Friday. Drop-in clinics for boarders are from 8-9am and 5-6pm, Monday to Friday. Boarders who take regular medication must use these clinics to do so. These clinics take place either in the Boarding Houses or the Health Centre itself.
- 5.6. Day students who arrive at the College too unwell to remain in school will be sent home by the Health Centre Manager.

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- 5.7. All students may visit the Health Centre during morning break and lunch time, should they feel they need medical attention. These times are:
 - 11.15-11.30am
 - 12.20-1pm (6th Form)
 - 1.05-1.45pm (Y7-11)
- 5.8. Teachers may send a student (boarding or day) to the Health Centre if they believe he/she has become too unwell to be in circulation, or has been subject to injury. Examples of reasons where this might occur:
 - A student appears to be in significant pain;
 - A student has vomited or looks likely to;
 - A student says that they have diarrhoea;
 - Any form of head injury;
 - Any open wounds.
- 5.9. Staff must inform their line manager if they wish to leave the College due to illness.
- 5.10. In circumstances when a first aider attends a person where an illness rather than an injury presents itself, the first aider must liaise with the Health Centre Manager. Management of any onward monitoring or whether it is appropriate for the person to go home will be undertaken by the Health Centre Manager.
- 5.11. In the absence of the Health Centre Manager, the Deputy Head Master or Head Master will make a decision on whether a student stays in school or goes home.
- 5.12. If a boarder falls unwell during the school day, the Health Centre Manager may use the sick bay in the Health Centre to enable the boarder to receive the necessary interventions.
- 5.13. The sick bay should not be used for Day Students in cases other than emergencies.
- 5.14. Where more than one boarder becomes too unwell to remain in school, the Health Centre Manager should coordinate medical cover to enable the boarder to go their dorm for rest and any medical interventions. In this situation, boarders who are deemed as contagious and require isolation, should use one of the boarding house sick bays.
- 5.15. Where 5.14. is implemented, the duty member of staff is responsible for the supervision of the unwell boarder, completing regular checks and remaining in communication with the Health Centre Manager.
- 5.16. Where there are more boarders requiring isolation than there are sick bays, the Deputy Head Master will be informed and he/she will decide on any further courses of action.

6. MANAGEMENT OF SERIOUS INJURIES AND MEDICAL EMERGENCIES

- 6.1. The Deputy Head Master must be informed of any situation requiring the attendance of an ambulance or the transport to hospital of any person following injury or sudden illness on the College site.
- 6.2. The Health Centre Manager is responsible for contacting the parents/guardians of a pupil to inform them of the pupil being taken to hospital.

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- 6.3. The Health Centre Manager will manage communication with the next of kin of any employees taken to hospital.
- 6.4. The Health Centre Manager will arrange for themselves to accompany any pupil taken to hospital from the College premises. He/she will continue to accompany the pupil until they are either discharged and returned to College or a parent/guardian arrives.

7. TRIPS, VISITS AND SPORTS FIXTURES

- 7.1. The need for first aid provision for offsite trips and visits is addressed within the related College policy and is part of the risk assessment process for all types of these activities.
- 7.2. Trip leaders will immediately inform the Deputy Head Master of any incident requiring hospital treatment of a pupil or employee while off site and on a College trip.
- 7.3. Due to the higher risk nature of some contact sports, the College will ensure that an adequate number of the PE Department have relevant first aid qualifications.
- 7.4. It is the responsibility of the Health Centre Manager to ensure he/she is aware of high risk sporting fixtures.

8. PROVISION OF FIRST AIDERS

- 8.1. The type and number of first aiders has been determined following risk assessment. The methodology used is that provided by RBWM and the Health and Safety Executive. The assessment is held by the Bursar.
- 8.2. The significant findings are:
 - for the number of personnel at the College, a minimum of 4 first aiders are needed during a school day;
 - centralised assistance is available from the Medical Centre, which reduces the need to have first aiders distributed across all departments or buildings;
 - emergency first aid response by the Health Centre Manager is available during the core working hours of the College, which is when statistical evidence indicates the accident risk to be highest;
 - higher hazard areas exist involving the work of estates and catering staff and in the science department;
 - due to the enhanced medical provision provided by the Health Centre, the standard first aid qualification adopted is the Emergency First Aid at Work. All first aiders will receive enhanced training in the use of the College defibrillator.
- 8.3. The number, level of qualification and location of first aiders is provided at Annex I.
- 8.4. The numbers provide for sufficient numbers at all times across the site allowing for normal staff absence.

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- 8.5. The absence of a first aider in a specific location/area does not determine that certain work/activity should not be undertaken, as cover will be available elsewhere from the Health Centre.
- 8.6. Records of first aid qualifications are held by the Human Resources department and reviewed by the Bursar.

9. FIRST AID KITS

- 9.1. The location of kits is provided at Annex III.
- 9.2. The Health Centre Manager is responsible for ensuring that fully equipped First Aid kits are in the locations listed in Annex III. He/she will undertake monthly audits, ensuring that all items are present and in date.

10. ACCIDENT REPORTING


- 10.1. Any circumstance in which first aid treatment is provided must be reported as an accident, using the 'Accident and Near Miss Reporting' form, which can be found under the 'links' tab on EduLink.

11. BODY FLUID SPILLS

- 11.1. Any spillages of body fluids must be cleaned up promptly. In such circumstances normal cleaning arrangements apply. However, should additional assistance or guidance be required direction should be sought from the Site Manager. See Body Fluid Spillage Protocol in Annex II below for further details.


12. HEAD INJURIES

- 12.1. Students who suffer a head injury should be immediately removed from their activity and accompanied by an adult to the Health Centre to be assessed by the Health Centre Manager. If out of school hours or at a sports fixture they should be assessed by a first aider and further advice should be sought by calling 111 or 999, if it is an emergency situation and the head injury is thought to be severe. In non-urgent cases, treatment should be given based upon the assessment, applying appropriate evidence-based treatment. Parents should always be informed.

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- 12.2. The Health Centre Manager will assess the child for consciousness using the Glasgow Coma Scale and will follow NICE guidelines for pre-hospital management for patients with head injury. The RFU Headcase guidelines may also be consulted to help determine if the child needs immediate care, if they are able to return to class (non-sports related classes), or be discharged home to the care of their parents/boarding staff.
- 12.3. If there are signs of concussion or a very serious head injury, or if the student is unconscious, the student should be taken to A&E or an ambulance should be called. The NHS traffic light system has been shared with boarding and PE staff, this is a really useful tool for assessing the next steps following a head injury. This is available at [Head Injury: Frimley HealthierTogether \(frimley-healthiertogogether.nhs.uk\)](https://www.frimley-healthier-together.nhs.uk)
- 12.4. If the student does not display any signs of concussion after 30 mins of the injury, they should be encouraged to drink lots of water and rest from any physical activity for at least 48 hours. The student will be given a head injury advice form by the Health Centre Manager to show their parents/House Master after school so that they can continue to monitor them. The Health Centre Manager will call the parents/House Master and informed of their child's injury, informing them that if their child develops signs of concussion they will need to be assessed by A&E.
- 12.5. Signs of concussion:
 - If a student develops any of the following symptoms in the 48 hours following a head injury, they will need further assessment at a Minor Injuries or A&E department. An ambulance should be called if it is not safe to move the child following their injury.
 - Unconsciousness or lack of full consciousness (for example problems keeping their eyes open)
 - Any confusion (for example not knowing where they are, getting things muddled up)
 - Any drowsiness (feeling sleepy) that goes on for longer than 1 hour when they would normally be wide awake
 - Difficulty waking the student up
 - Any problems understanding or speaking
 - Any loss of balance or problems walking
 - Any weakness in one or more arms or legs
 - Any problems with their eyesight
 - Very painful headache that won't go away
 - Any vomiting
 - Any fits (collapsing or passing out suddenly)
 - Clear fluid coming out of their ears or nose
 - New deafness in one or both ears.
- 12.6. The Health Centre Manager will assess the situation using the NHS traffic light system to determine when a student may return to sport following a confirmed concussion.


13. First Aid Protocol (College day, 8am-6pm)

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- Serious situation such as severe bleeding, unconsciousness, respiratory arrest:
 - Call 999 if an ambulance is required
 - If an ambulance is not required, take the student/staff member to the Health Centre for First Aid by the Health Centre Manager
 - If the Health Centre Manager is unavailable, use On Call, requesting a First Aider


14. First Aid Protocol (Boarding time, 6pm-8am)

- 14.1. Serious situation such as severe bleeding, unconsciousness, respiratory arrest:
 - Call 999 if an ambulance is required
 - If an ambulance is not required, take the student/staff member to a member of House Staff that is First Aid trained (all four House Masters and both Resident Boarding Assistants are required to have this qualification).

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Annex I - Disposition and qualifications of first aiders for onsite response

Name	ROLE	Certificate expiry:
Sue Hudson	College Nurse	2026
Ros Doctor	Bursar	April 2024
George Atkinson	Boarding Staff	Sep 2024
Amy Butler	Teacher of PE	Jan 2025
Katie Brown	House Master & Teacher of Biology	May 2025
Frank Hardee	Teacher of Politics	May 2025
Michelle Kay	Teacher of Science	May 2025
Claire Druce	Welfare Officer	May 2025
Hayley Howard	Teacher of Geography	May 2025
Jo Lubbers	Head of PE	May 2025
Tony Nivas	Site Team Manager	May 2025
Francesca Marshall-Stochmal	Teacher of Biology	May 2025
Maria Dawson	Teacher of Science	May 2025
Dorota Kunicka	Cleaning Supervisor	May 2025
Catherine Hinchcliffe	Receptionist	Sep 2025
Becca Biddle	Matron	Sep 2025
Natasha Smyth	House Master & Teacher of Languages	Sep 2025
Andrew Penny	Catering	Sep 2025
Linda Lyford	Catering	Sep 2025
Simon Wingate	House Master & Teacher of PE	Nov 2026
Lauren Kerr	Boarding Staff	Nov 2026
Erin Faul	General Assistant	Aug 2025

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Annex II - Body Fluid Spillage Protocol

This protocol is written in conjunction with the Public Health England document ‘Guidance on Infection Control in Schools and other Childcare Settings’ (May 2016).

Body fluids such as blood, vomit, faeces, urine, saliva, mucous and semen potentially carry infection and transmittable diseases. It is therefore important to protect yourself and others from the risk of cross infection. To minimise the risk of transmission, both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

Staff must wear personal protective equipment (PPE) such as disposable gloves and aprons when dealing with body fluid spillage.

Staff are advised to contact the Site Manager to arrange for a member of the team to help clean the area appropriately, however the initial clean-up should be carried out by the person(s) at the scene of the incident. Clean-Up Procedure:

- Cordon off the affected area and use appropriate hazard signs;
- Get some disposable gloves from nearest first aid kit;
- If a Body Fluid Disposal Kit is available then the instructions should be followed. If not then put absorbent paper towels over the area to absorb the spillage;
- The contaminated towels need to be placed into a bin bag (doubled), tied up and put into outside bin, or into a yellow clinical waste bin (Health Centre). Yellow clinical bin bags must not be put into a domestic bin;
- Cover area with paper towels again until the area is cleaned and disinfected by cleaning staff;
- Dispose of PPE into a double bag bin or clinical waste bin;
- Any contaminated clothing should be placed into a plastic bag and sent home for day pupils. Boarders’ bed linen or clothes should ideally be rinsed or wiped clean and then double bagged and sent to laundry. Contaminated bags should then be put into a bin bag and put into an outside bin.

If cleaning staff are not available

- Use Body Fluid Spillage Pack and follow instructions;
- Once spillage is wiped up with paper towels, clean the soiled area with detergent and warm water using a disposable cloth;
- Disinfect area with appropriate cleaning product;
- Dispose of PPE and cleaning equipment as above;
- All reusable cleaning equipment must be appropriately disinfected according to manufacturer’s instructions.

Wash hands thoroughly with soap and water, ensuring hands are well dried. Never use mops for initial cleaning up of blood or body fluid spillages.


Management of Accidental Exposure to Blood or Body fluids :

This can occur by:


- Needlestick injury
- Bites that break the skin
- Exposure through broken skin
- Exposure of mucous membranes

Action to take:

- Encourage bleeding and wash with soap and water. DO NOT suck the wound.

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- If a splash to eyes irrigate as soon as possible
- If a splash to the mouth, rinse out mouth several times as soon as possible. DO NOT swallow the water
- Cover wound
- Seek medical advice: Dial 111/Urgent Care Centre/Minor Injuries/ King Edward VII Eye First Aid Unit.
- Report incident using Accident Form

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Annex III - Location of first aid equipment

FIRST AID KITS

DEPARTMENT/BUILDING	LOCATION OF KIT	RESPONSIBILITY FOR ENSURING AVAILABILITY AND CONTENTS
Boarding Houses	1 st Floor staff area	Health Centre Manager
PE department	PE staff office	Health Centre Manager
Estates office	Office	Health Centre Manager
Science	Technician's work room	Health Centre Manager
Refectory	Kitchen	Health Centre Manager
College vehicles	Secured within vehicle	Health Centre Manager
Medical centre	Office	Health Centre Manager

DEFIBRILLATORS

LOCATION	RESPONSIBILITY FOR ROUTINE CHECKING
Reception	Health Centre Manager

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Annex IV - KEY CONTACT DETAILS

Local GP - Holyport Surgery, 01628 624469

NHS Online – 111

Emergency – 999

Nearest A&E - Wrexham Park Hospital, Slough, SL2 4HL