CHARTERHOUSE

# FIRST AID POLICY

**Health and Safety Policy**

**Author**: DPH | **Lead**: PJG | **Last reviewed**: SEP 2026 | **Next Review**: SEP 2027

## INTRODUCTION

1. This document sets out the policy to be followed for the provision of first aid within Charterhouse during term time and holiday periods. It also gives general guidance to staff for the provision of first aid to injured parties and to staff in control of visits away from the school. An assessment of the first aid requirements has been completed which takes into account the factors influencing our first aid provision.

   These factors include: the size of the school; the proximity of supporting emergency services; the types of pupils, staff and visitors; specific hazards on site; availability of staff and resources at different times of the day and time of year; and previous accidents and incidents. Taking these factors into account, this Policy ensures that there is an adequate provision of appropriate first aid available at all times and that where individuals require assistance there are suitable processes in place to provide initial support and treatment.

2. Charterhouse recognises its legal obligations in the provision of first aid and will comply with all legislative and regulatory requirements as far as reasonably practicable. First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. The HHC publishes separate guidance on pupil medication procedures, both on and off site and therefore administration of medication does not fall under the scope of this policy.

3. This policy applies to all Charterhouse employees.

## LEGISLATION

4. **The Education (Independent School Standards) Regulations 2014 and associated guidance** The school must ensure that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.

   The School must provide suitable medical accommodation in order to cater for the medical and therapy needs of pupils, including accommodation for the medical examination and treatment of pupils; and the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility. The accommodation provided may be used for other purposes (apart from teaching) provided it is always readily available to be used for the purpose set out above.

5. **Children's Wellbeing and Schools Act 2026 and associated guidance** The Government intends to introduce additional allergy safety requirements through Regulations and will place equivalent requirements on independent schools through the relevant regulatory standards. The school should have a dedicated allergy safety policy. named senior leader should be responsible for the policy, which should be reviewed at least annually and published.

   The allergy safety policy should set out, amongst other things ow staff will be trained in allergy awareness and emergency response; how individuals at risk of anaphylaxis will have access to their prescribed adrenaline devices, alongside "spare" adrenaline devices;

6. **The Health & Safety at Work etc. Act 1974** employers have a general duty under section 2 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty (under section 4 of the Act) towards people who are not their employees but use their premises.

7. **The Management of Health and Safety at Work Regulations (MHSWR) 1999** require employers to make an assessment of the risks to health and safety of their employees at work, and to identify what measures they need to take to prevent or control these risks. However, there is no requirement for the assessment of first aid needs to be formal or written down.

8. **Health and Safety (First Aid) Regulations 1981** set out the essential aspects of first aid that employers have to address. The HSE publishes guidance on these regulations which was last updated in 2024, which help employers to understand and comply with the Regulations and offers practical advice on what they need to do, including:

    - Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.
    - An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to their employees if they are injured or become ill at work.
    - An employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to their employees.
    - These Regulations do not require employers to provide first aid for anyone other than their own employees. However, for many organisations, such as schools, it is strongly recommended that provision is made for non-employees. This may require first-aiders to receive additional training above the minimum legal requirement so that they are able to act competently; for example, additional training in paediatric first aid if operating in a school with younger children.

9. **Provision and Use of Workplace Equipment Regulations 1998 (PUWER)** Where an employer has identified through their needs assessment that they wish to provide an automated external defibrillator (AED) in the workplace then these regulations apply.

    For the purpose of complying with PUWER in these situations, the employer should provide information and written instructions, for example from the manufacturer of the AED, on how to use it. Fuller training, however, is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.

**FIRST AID RESOURCES**

10. **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 medical services 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, after they receive the call 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 staff the HHC, especially if there are in-patients.

As the HHC is not generally open during School holiday periods, Support Staff supervisors and line managers, and Commercial Enterprise staff need to take this into consideration when dealing with accidents and / or emergencies in the workplace during these periods.

11. **The Security Department.** Charterhouse has a permanently manned Security Department. All Security Patrol 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.

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

- 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

12.1 **Additional Items.** The beak (or supervisor / line manager of a department) in charge of an activity or work process should consider if additional items appropriate for the activity being undertaken are required. For example, a first aid emergency foil blanket might be considered a requirement for outdoor activities during Winter.

12.2 **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 from Brooke Hall (in the drawers in the rear IT suite). Kits must be returned as soon as possible at the end of an OSV.

12.3 **Replenishment of First Aid Kit Items**. The Operations Manager is responsible for ensuring first aid kits are kept replenished, but staff are expected to advise the Operations Manager when items have been used, so that they can be replenished quickly.

13. **Defibrillators.**

Charterhouse has six defibrillators (AED's) on site located at;

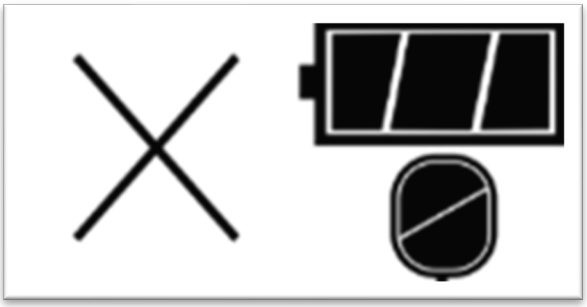
- Hunt Health Centre (HHC)
- In the security patrol vehicle
- In Brooke Hall (entrance lobby)
- In Art and Design Engineering (JDTC entrance lobby)
- In the Queen's Sports Centre (QSC Reception area)
- There is also an additional defibrillator located outside the front door of the HHC in a locked cabinet.

The outside HHC defibrillator has an access code which is C159X. This code is held by Security and the HHC**. Note:** The school is currently in the process of registering it as a Publicly Available Defib (PAD) as the previous registration requirements have changed.

Numerous staff are trained in the use of a defibrillators, although the whole purpose of automated defibrillator is anybody untrained should be able to use them as the machine will talk you through the process.

**Checking and Maintenance of Defibrillators** the HHC team is responsible for checking and maintaining the defibs in their locations. The QSC staff are responsible for checking and maintaining the one in the QSC. However, a member of Security team is responsible for checking all defibrillators regularly on site.

If you notice on passing a defibrillator that it is flashing/ beeping or displaying an **X** on its status indicator (this can be black or red dependent on the type of defibrillator) please report this to either HHC or Security. This means the defib has developed an issue and may not function correctly.



Any out-of-date pads or batteries must also be reported to Security or HHC. However, as Security check the defibrillators regularly, this should be unlikely. **Important Note** if you only notice this at time of use, please continue to try to use the AED until an alternate AED arrives as the risk of not using it is greater than the risk of using pads that have expired, and often there are several shocks left in end-of-life batteries before they completely fail.

If a defibrillator is required on site, then it is important that a telephone call is made to one of the three following locations.

- 07881 915674 or **777 – Security
- 01483 291691 – HHC
- 01483 239600 – QSC

**Remember** **if the casualty is not breathing and you are on your own Dial 999 immediately** and then ring Security / HHC for help and support before commencing CPR. If another staff member is with you then delegate, the 999 call and the call for an onsite defibrillator and additional support to them while you deal with the casualty. Further guidance on the what do in a life-threatening medical emergency is contained within section 19.1.

14. **Emergency Allergy Medication Kits** As well as Defibrillators we also have two accessible Emergency Allergy Medication Kits on site, one in Oak and one in the CDR which can be used by trained staff. The kits are accessed by breaking the cover of the emergency key access boxes which are located on the wall next to the kits. Each kit contains 2x 150mcg and 2x300mcg auto adrenaline injectors (AAI's).

In addition, the Duty Security Patrol officer carries spare AAI'S as part of their first response kit. House Offices and the HHC also hold spare AAIs for pupil use

15. **Body Fluid Spillage Kits.** The Operations Manager will ensure that all Assistant Heads of House and their reliefs have the appropriate equipment in-house to deal with the spillage of body fluids and will ensure they are aware of the process for disposal. In the event that help in clearing body fluid spills is required in a non-residential part of the School, the Operations Manager will co-ordinate the response. A disposable Body Fluid Spills kit is also available in each minibus.

## STAFF AND TRAINING

16. **Number, Location and Training of First Aiders.** Under the existing Regulations, there is no defined number of first aiders: the number is determined by 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. As a minimum the school will provide the following as far as reasonably practicable:

17. **Basic First Aid Training** on joining the school, all beaks are required to complete a basic First Aid Awareness Course. The course is not intended to qualify them as first aiders, but it is designed to give them the confidence to know what to do when a pupil or colleague urgently needs their help, before the attendance of a more qualified first aider or the emergency services.

17.1 **First Aid at Work (FAW) or Emergency First Aid at Work (EFAW)** these courses are currently delivered by an external training provider. The main difference in the courses is that the FAW courses goes into more detail about how to treat various injuries and illnesses whilst the EFAW concentrates on basic lifesaving skills. Both courses cover CPR and the use of defibrillators.

Staff that are qualified to these levels or equivalent are available within the following areas:

- Across the campus – Security Staff
- Boarding Houses – Assistant Heads of House and their reliefs
- Dining and Catering – HH Staff (not all)
- Hunt Health Centre – HHC Staff
- Queens Sports Club- QSC staff (included as part of lifeguard training)

In addition, the following departments also have a percentage of their staff qualified to the same level that could be called upon for first aid assistance if required:

- Art and Design Engineering
- BTT
- CCF
- Charterhouse Enterprises
- Estates
- Grounds & Gardeners
- IT
- Operations
- Science

17.2 **First Aid for Sport and Outdoor Education,** 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
- DofE Activities

As part of the approval process to undertake these activities, first aid support is one of the considerations made. The activity leader will ensure where relevant that there is sufficient specialist first aiders to cover the group, in accordance with recognised governing bodies' guidance.

It is possible that first aid cover may be provided by an external instructor joining the group i.e., not a member of the school staff. Where this is the proposed method for providing first aid, activity leaders must ensure that the external providers' first aid training is 'in date'.

17.3 **Anaphylaxis Training** All staff receive initial and annual refresher training in Anaphylaxis; this is currently provided by Kitt Medical via an online portal.

17.4 **Additional Training.** Specific guidance and recommendations for training in relation to specific conditions and illnesses (such as dealing with asthma, general illness, etc) is available from the HHC.

17.5 **Re-Training and Training Records.** The Training Manager within the HR Dept will maintain a record of all individual training and manage refresher training as required.

## FIRST AID ACTION(S) AND REPORTING

18. Initial First Aid actions are intended to help someone who is injured or ill, to keep them safe, and to cause no further harm until they are transferred to a medical professional or they recover. Anyone you treat should be encouraged to contact a medical professional for further advice irrespective of the level of injury or illness.

The following first aid procedures have been included as a reminder of the actions you should be considering in line with the training you have received when dealing with casualties

## 18.1 Life-Threatening Medical Emergencies and Serious Situations

***All Casualties.*** When any person onsite suffers from a life-threatening Medical Emergency e.g., cardiac arrest, severe anaphylactic shock, severe hemorrhage or spinal injuries, or when injuries are such that they cannot be treated on site, **AN AMBULANCE IS TO BE CALLED IN THE FIRST INSTANCE BY DIALLING 999.** ***Remember*** *If* dialing from a school desktop phone you need to dial 9 first for an outside line and then 999.

Once transferred from the BT operator the ambulance service dispatcher will ask the caller for relevant information and guide them on what to do next. Staff are to provide the ambulance service dispatcher with the mobile number of the security patrol officer and the relevant postcode. Security should then be contacted by the staff member to assist with the casualty and coordinate the arrival of the ambulance crew and direct them to the casualty.

Staff are issued with a Medical Emergency Communication Checklist to wear on their lanyard which guides them through the stages of what communication is required so they do not have to commit the process to memory.

***Important Note:*** Casualties with suspected serious fractures or back or neck injuries must not be moved unless the ambulance service or other suitably qualified medical personnel are present, unless they are in immediate danger (oncoming traffic etc). For the patient's safety, they must NOT be moved on the instructions of ANY unqualified bystander however well intended their actions are.

If the casualty with a suspected spinal injury is, or becomes unconscious as well, you should try and maintain their airway using the jaw thrust technique, do not tilt the head back. However, if you cannot maintain an open airway and they are struggling to breathe you may have to place them in the recovery position regardless of suspected injury. Use other qualified first aiders, if possible, to assist you in keeping the head and neck in line with the spine and maintaining an open airway as you turn them

## 18.2 Non-Life-Threatening illness or injury

***Pupils.*** Adults in charge of a pupil should seek the assistance of the closet qualified first aider to assess and / or treat the casualty. If further treatment or assessment is required, adults in charge should, whenever possible, accompany them to the HHC for treatment / assessment.

For pupils who have suffered a significant event, adults in charge should contact Security for assistance in the first instance. This assistance may include help to transfer the casualty to the HHC. While HHC staff may be called to provide advice and guidance in the treatment of the casualty, their attendance at an incident may not always be possible.

***Staff or Visitors.*** should be treated by the closest qualified first aider. If it is a significant event Security can also be called to assist with treatment of the casualty as they carry additional first aid equipment and supplies in their patrol vehicle. Anyone you treat should be encouraged to contact a medical professional for further advice irrespective of the level of injury or illness.

19. **Reporting Accidents / Injuries**. All accidents must be reported using the appropriate form on CharterNet. It is the responsibility of the adult in charge of a pupil at the time the injury was sustained to submit the form. (*See Accident, Near Miss and Incident and Sports Injury Reporting Policy)*

20. **Arrangements for Employees and Visiting Young Persons During School Holiday Periods.** First aid cover for anyone on site during holiday periods will be provided by members of Charterhouse 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 described above, but the HHC is not available during school holidays.

**FURTHER INFORMATION**

Further information may be found at DFE information webpage https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education or from the H&S Manager: Telephone: 01483 291664 e-mail: davidhackett@charterhouse.org.uk

**APPENDICES**

**Appendix One: Outcome of First Aid Needs Assessment**

| **Authorisation and Review Record** | |
|---|---|
| **Author** | B G Mennie, H&S Manager |
| **Date** | Jan 17 |
| **Review Period** | Annual |
| **Next Review** | **Reviewed By:** |
| Sep 2017-Sep 2023 | BGM |
| Sep 24 | D P Hackett New H&S Manager appointed April 2024 |
| Sep 25 | DPH |
| Sep 26 | HM Dinsmore New H&S Assistant/DPH |
| Sep 27 | |

## Appendix One: Outcome of First Aid Needs Assessment

| Department | Specific Risk / Risk Level | Level of training required by at least one staff member present or within a short distance. Any additional measures/items required? |
|---|---|---|
| **Boarding Houses** | Pupils, staff, visitors. Medium risk | First Aid at Work – All Assistant Heads of House and their reliefs<br>Emergency First Aid at Work – where possible All Heads of House<br>Other Resident Staff - Basic First Aid<br>Tutors- Basic First Aid<br>First Aid Kit available in House. |
| **General Academic and Support Departments** | Lower risk activities (teaching, training in classroom environments) | Basic First Aid (Beaks).<br>Access to First Aid kit |
| **Design and Engineering** | Higher risk activities | Emergency First Aid at Work - Head of Department (or nominated person)<br>Basic First Aid (Beaks).<br>First Aid Kit available in the building<br>Defibrillator available in the building |
| **Estates Department Grounds and Gardeners** | Higher risk activities, lone work | First Aid at Work.<br>Emergency First Aid at Work.<br>Estates, Grounds and Gardeners vehicles must carry First Aid Kits.<br>First Aid Kits must contain all necessary items for work being carried out. |
| **Health Centre** | Exposure to all types of illnesses and injury types | First Aid at Work.<br>Defibrillator present and staff updated annually.<br>All Health Centre Staff undertake and pass Basic Life Support and Anaphylaxis training annually. |
| **Sciences** | Higher risk activities | Emergency First Aid at Work - Head of Department (or nominated person)<br>Basic First Aid (Beaks).<br>First Aid Kit available in the building |
| **Art** | Higher risk activities | Emergency First Aid at Work - Head of Department (or nominated person)<br>Basic First Aid (Beaks).<br>First Aid Kit available in the building |
| **Sport (On and off site)** | Higher risk activities | First Aid for Sports Coaches (Specific sports staff)<br>Basic First Aid (academic staff).<br>Any additional First Aid training advised or required by the relevant sporting body.<br>Additional items within first aid boxes should include ice packs and sprays plus any other items considered necessary by the Head of Department and Health Centre.<br>Pitch side medics/first aiders as required by risk assessment for higher risk sports. |

| | | |
|---|---|---|
| **Sports Centre** | The General Public, higher risk activities | First Aid at Work.<br>Emergency First Aid at Work |
| | | First Aid Kit available in the building<br>Defibrillator available in the building |
| **Catering** | Higher risk activities, lone work | First Aid at Work<br>Emergency First Aid at Work<br>Catering vans must carry first aid boxes.<br>First aid kits in catering department should contain, where appropriate, burns dressings, eye washes and additional wound dressings and blue catering plasters.<br>The kit may also contain any other items (excluding medications) considered necessary by HH.<br>HH provides first aid training to its nominated staff and shares the records with the school. |
| **Operations including Cleaning and Portering** | Higher risk activities<br>Work with chemicals<br>Manual handling | First Aid at Work for the Operations Manager,<br>First Aid at Work or Emergency First Aid at Work offered to supervisory staff and others.<br>Staff members must know where first aid kits are held in their relevant departments.<br>Where work may not be carried out in easy reach of a first aid box, one must be carried with the staff member. Porterage vehicles must carry a first aid box. |
| **Security** | The General Public – all types of injury, lone work. | First Aid at Work<br>Emergency First Aid at Work<br>First Aid Kit and Defibrillator available in the patrol vehicle |
| **Specific on or off-site activities / trips – Including Outdoor Education** | medium to high-risk activities<br><br>Falls, heat exhaustion, contact with water, hypothermia, road accidents | Outdoor First Aid (Specific hazardous activity leaders)<br>Basic First Aid (Beaks).<br>Any additional First Aid Training advised or required by the relevant governing body or the Health and Safety Manager.<br>First Aid Kit in school minibuses and others available on request from the Operations department.<br>(Excluding medications which should be kept where required separate to the first Aid kit). Other items considered necessary by the Activity Leader / Head of Department/ Head of House in consultation with the Lead Nurse.<br>Where first aid cover is provided by an external instructor, or the venue the activity leader is responsible for checking that the relevant first aid qualifications are held and are in date. |
| **CCF** | medium to high-risk activities associated with military training | First Aid at Work<br>First Aid Kit available in the building |
| **Theatre** | medium to high-risk activities<br>scenery construction<br>fall from height<br>lone working | Emergency First Aid at Work<br>First Aid Kit available in the building |

| | | |
|---|---|---|
| **Laundry** | medium to high-risk activities<br>Use of commercial grade chemicals | Emergency First Aid at Work<br>First Aid Kit available in the building |
| **Charterhouse Enterprises** | Younger children<br>Higher risk activities | Where Chartehouse Enterprises is involved in any of the activities listed above during the holiday periods the Commercial Director is to ensure that the same level of first aid cover is provided. Where this cover is provided by the client the Commercial Director is responsible for checking that the relevant first aid qualifications are held and are in date. |
| **Lone workers (general)** | Falling ill or being injured whilst alone at work. | Where possible Emergency First Aid at Work.<br>Where work may not be carried out in easy reach of a first aid box, one must be carried with the lone worker.<br>**Note:** Charterhouse defines lone working as "a situation where a person has neither visual nor audible communication with someone else who can summon assistance in the event of an accident, illness or other emergency. |