

# SEVENOAKS SCHOOL

<i>Reference</i>	BF3
<i>Category</i>	(B) Operations, Resources and Compliance Related Policies
<i>Name</i>	Health and Safety Policy Arrangement: First Aid
<i>Purpose</i>	To ensure that we are providing a strong first aid provision across the (senior) school site so that we can look after our students, staff, parents and any other visitors to the site.
<i>Scope</i>	<p>All staff, students, boarders, visitors, contractors and any other individuals on the campus of Sevenoaks School (senior) and staff and students engaged in school activities off site.</p> <p>In the policy, the term 'school' refers to the Sevenoaks School (senior school).</p>
<i>Regulatory or legal requirement addressed by policy</i>	<p><i>Health and Safety at Work etc. Act, 1974, (hereafter the Act)</i></p> <p><i>The Health and Safety (First-Aid) Regulations, 1981 (hereafter the First Aid Regulations)</i></p> <p><i>School Premises (England) Regulations 2012</i></p> <p><i>First Aid in schools, early years and further education 2022, Department for Education guidance (hereafter the DfE guidance)</i></p> <p><i>Education (Independent Schools Standards) Regulations 2014</i></p> <p><i>The Independent School Standards Guidance for independent schools, 2019, Department for Education</i></p>
<i>Policies referred to</i>	<p>Medical Provision Policy</p> <p>Asthma Policy and Anaphylaxis Policy</p>
<i>Policy owned by</i>	Bursar
<i>Contributors</i>	Health and Safety Manager
<i>Date effective from</i>	May 2025
<i>Published on website</i>	Yes

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## 1 Introduction

- 1.1 The First Aid Regulations require the school to provide adequate and appropriate equipment, facilities and personnel to ensure their staff receive first aid if they are injured or taken ill at work. As recommended by these regulations and by the DfE guidance, the school will provide this support to other users of the site, including students and visitors.
- 1.2 This policy sets out how the school meets these legal and ethical requirements. Information on the practical application is available in the subordinate internal procedures and guidelines.
- 1.3 First aid is the skilled application of accepted principles and practices of treatment given to an individual in the event of injury or sudden illness. It is the approved method of treating a casualty using facilities and materials available at the time, until they are placed, if necessary, in the care of a medical professional. Sevenoaks School is committed to ensuring anyone on site is cared for in a safe, prompt and effective manner following injury or sudden illness, without bias or prejudice.
- 1.4 Sevenoaks School has undertaken and periodically reviews an assessment of needs for first aid equipment, facilities and personnel across its estate and activities to ensure that provisions are adequate, appropriate and sufficient.

## 2 Scope of the Policy

- 2.1 This policy applies to all the activities that the school undertakes and at all locations that they take place, including school trips and events.
- 2.2 The policy applies to staff involved in supporting third-party events but not external persons delivering or those attending such events or third-party hirers of our facilities.
- 2.3 The policy does not extend to external contractors working on the estate unless this is agreed in writing as part of the contract.

## 3 Roles and responsibilities

- 3.1 The Bursar is responsible for ensuring sufficient resources are available to meet the requirements of the organisation.
- 3.2 The Health and Safety Team, supported as necessary by representatives from the various departments, are responsible for:
  - periodically reviewing the assessment of needs to ensure that provision for first aid meets the requirements of the organisation;
  - preparing and reviewing the procedures that enable effective delivery of first aid in a timely manner;
  - procuring replacement and supplementary materials and equipment;
  - coordinating appropriate training;
  - disseminating sufficient information, instruction and training to all staff regarding the procedures in place for first aid, including the equipment, facilities and personnel.
- 3.3 Appointed first aiders are responsible for delivering first aid support in line with their training, ensuring that equipment and facilities in their area are well maintained and bringing any shortfalls to the attention of the Health and Safety Team.
- 3.4 The Health Centre staff provide support in the event of sudden illness or a serious incident resulting in injury on site and on-going support for student that are unwell. The support that they provide to students with existing medical conditions is outlined within the Medical Provision and related policies.
- 3.5 Trip leaders are responsible for ensuring they provide sufficient information regarding attending students and the foreseeable risks so that the Health Centre staff can prepare health details and medication for students and prepare appropriate first aid kit/s.
- 3.6 All residential Boarding House staff should maintain first aid training to First Aid at Work standard as a minimum.

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3.7 All staff are responsible for ensuring that persons on our school premises, or engaged in school activities, receive appropriate support in the event of injury or ill-health. They are also responsible for ensuring such incidents are recorded and brought to the attention of the Health and Safety Team.

3.8 All students are responsible for bringing to the attention of members of staff all injuries and incidences of illness that occur during their time at school or whilst engaged in school activities, including boarding.

## 4 Equipment

4.1 Equipment provided for the effective delivery of first aid includes, but is not limited to: defibrillators, first aid kits, bleed control kits, spinal boards and wheelchairs. Medication that may be required in a life-threatening emergency, including Ventolin inhalers and Adrenaline Auto-Injectors, are available in key locations, such as the Dining Room and Boarding Houses (see Asthma Policy and Anaphylaxis Policy).

4.2 First aid kits will be stocked with materials suitable for the foreseeable risk identified in the assessment of needs, for example, trauma dressings will be present in kits where activities undertaken locally may cause significant bleeds.

4.3 The equipment is located in positions where it can be deployed without undue delay, given the foreseeable risk identified in the assessment of needs. Suitable equipment should be taken when staff and students are undertaking activities away from the school premises, for example to away sports fixtures and on trips.

## 5 Facilities

5.1 The school operates a Health Centre that is operational 24/7 throughout the school year and during the day whilst events and activities are provided by the school during holidays.

5.2 The centre is equipped with consultation, treatment, recovery and recuperation rooms and equipment to manage a broad range of reasonably foreseeable medical conditions.

5.3 The centre is operated by a team of nurses who are trained and competent in providing emergency first aid treatment of casualties and those experiencing acute illness.

5.4 Each of the Boarding Houses has a designated sick room where students that are taken ill can rest and recuperate. In most cases, these are provided with en suite facilities.

## 6 Personnel

6.1 The assessment of needs considers the number of trained first aiders to ensure effective delivery of support in a timely manner, considering: geographical location; foreseeable risk; cover for absence; number of people present locally.

6.2 First aiders will receive training appropriate to the foreseeable risk within their areas of operation, for example, training for PE staff and those working in the Sennocke Centre will cover injuries likely to be sustained by participants in sporting activities.