



RUGBY SCHOOL



## **Rugby School & Bilton Grange First Aid Policy**

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January 2024

## 1.0 INTRODUCTION

- 1.1 In accordance with the Health and Safety (First Aid) Regulations 1981, it is the priority of Rugby School Group UK to always ensure adequate and appropriate First Aid provision when there are people on the school premises, and for staff and students during off-site visits and activities.
- 1.2 The aim of this policy is to state the Group procedure for First Aid provision that reflects good practice in the Group and complies with our statutory obligations in line with the Health and Safety at Work Act, the Health and Safety (First Aid) Regulations 1981, the Management of Health and Safety at Work Regulations 1999 and any other applicable regulations

## 2.0 SCOPE

- 2.1 This policy applies to all Staff who work in the Rugby School Group UK and all associated subsidiaries of the Rugby School Group UK ('the Group') at Rugby School, Bilton Grange and Little Grange Nursery.
- 2.2 This policy must be read by all Staff of the Rugby School Group UK.

## 3.0 RESPONSIBILITIES

<i>Owner</i>	<i>Responsible for</i>
Governing Body	Oversight of First Aid provision for the Group. Ensuring policies and procedures exist to eliminate or reduce the risk of injury following incidents or ill health.
Chief Operating Officer/ Headmaster	Policy implementation
Health, Safety and Fire Officer	Maintaining and reviewing first aid policy and procedures, day to day compliance, providing relevant training to first aiders and induction to new starters, undertaking and maintaining first aid needs assessments and audits.
Head of Department/Prep/Pre-prep/ <b>*House master/mistress/parent, /Nursery Manager</b>	Ensuring the correct level of first aiders within the department. Termly management of Safe Start board. <b>*First aid trained</b>
Dhm	First aid trained
Matron	First aid trained
First Aider	Attend relevant first aid training, ensure first aid information for the department is kept up to date, maintenance of first aid kits, ensure Safe Start board is appropriately signed and up to date.

#### **4.0 IDENTIFICATION OF FIRST AID NEEDS**

- 4.1 The Health, Safety and Fire Officer, on behalf of the Governing Body and working with Heads of Departments (HoD's), is responsible for undertaking a First Aid Needs Assessment for the School, (*appendix 1*) and acting upon the results of this to ensure the relevant provision of Training, Equipment and Facilities are provided, as identified.
- 4.2 The First Aid Needs Assessment will be reviewed annually alongside the review of the policy, or in response to changes to people, process, or premises within the Group.
- 4.3 It is the responsibility of the HoD to alert the Health, Safety and Fire Officer when any such change occurs.

#### **5.0 IMPLEMENTATION OF FIRST AID NEEDS**

- 5.1 A central register will be held by the Health, Safety and Fire Officer detailing the level of First Aid provision currently held in each department, including names and certification of trained First Aiders, First Aid kit locations with required contents, and First Aid facilities, such as eye wash stations, defibrillators, and treatment rooms. This information will be made available to the School on the Health & Safety Portal (the Portal) via the Lander homepage.
- 5.2 Heads of Department for Rugby School, Heads of Prep and Pre-Prep for Bilton Grange, and the Nursery Manager for Little Grange, will review and confirm departmental First Aid Provision termly, as per Health and Safety Policy. This will be overseen and driven by the Health, Safety and Fire Officer.
- 5.3 The Health, Safety and Fire Officer will monitor and arrange First Aid Training at termly intervals when required, to ensure that nominated First Aiders across the Group remain confident and competent to support in an emergency, should the need arise.

#### **6.0 NOMINATED FIRST AIDERS**

- 6.1 As per job description, all Matrons (resident, non-resident, bank), House Parents, Nurses and Nursery Staff will be First Aid trained. All other departmental First Aid roles are voluntary.
- 6.2 First Aiders take a voluntary role in agreement with the Head of Department, who nominates them. Consideration should be given to covering all department operating hours when people are present, planned absence and unplanned or exceptional absence.
- 6.3 The level at which First Aiders are trained is determined within the First Aid Needs Assessment (*Appendix 1*) and largely depends on process and activity within the department itself.
- 6.4 Where there is no person available as a nominated First Aider within a department, the HoD must appoint a person/s to be responsible for contacting Emergency Services if required. This person will be the Appointed Person and does not require First Aid training.
- 6.5 The names and contact numbers of department First Aiders/Appointed Persons, along with the location of the nearest First Aid kit will be made available to all department members and visitors on the First Aid poster used by the Group, available on the Health and Safety Portal.

This will be displayed on the Safe Start notice board within each department, as per the Health and Safety Policy, and is subject to termly audit by the Health, Safety and Fire Officer.

- 6.6 Nominated First Aiders/Appointed Persons are responsible for the termly check of First Aid Kits at the beginning of each term, (Health and Safety policy) and restocking these as appropriate at The San. Ice pack top ups are available via the Sports Department.

**7.0 FIRST AID KITS**

- 7.1 All general First Aid Kits will be identifiable with a white cross on a green background and are compliant with British Standard 8599-1:2019 or BS8599-2:2019 for motoring (*appendix 2*).
- 7.2 All Rugby School academic staff are issued with a personal first aid kit, which must always be kept with them during working hours, both on and off premises when on School business. The contents of the kits are determined by the level of risk during an individual’s work activities, including core sports and overnight trips. These belong to Group 10 within appendix 1 and are checked during departmental meetings.
- 7.3 Each department and boarding house within Rugby School and Bilton Grange, and Little Grange Nursery in its entirety will be allocated First Aid Kits with additional contents when required, as identified within the First Aid Needs Assessment, in relation to activities that occur specific to said building or department. The trained First Aider(s) within each department is responsible for the maintenance of this on a termly schedule within the Safe Start period (see Health and Safety Policy) and whenever contents are used.
- 7.4 The Health, Safety and Fire Officer will audit Safe Start activities each term, including but not limited to, First Aid Kit maintenance, in line with the Group Health & Safety policy.
- 7.5 All workplace transport must contain a Travel First Aid Kit. These are managed by the Head Porter and are subject to Safe Start termly checks and audit.

**8.0 ANAPHYLAXIS**

- 8.1 All students with known allergies, or any other condition requiring emergency medication, for example epilepsy, are subject to an individual Healthcare Plan in line with the Group’s Medical Care Policy. This is managed and implemented by Nurses at The San, Bilton Grange and Little Grange Nursery and will determine the level of care provided. For more information on other conditions, please see the Medical Care Policy.
- 8.2 In line with current MHRA guidance, any person prescribed an Auto Adrenaline Injector (AAI) should always carry two with them. The Group provides spares at the following locations, to mitigate risk of forgotten, expired, or broken pens in an emergency:

Rugby School	Bilton Grange
Sports Centre	Prep School Kitchen Servery
Collingwood Centre	Pre-Prep Surgery

The San Medical Centre	Little Grange Nursery Office
Science Department	
New Day House	
English Department, New Quad	

These are managed by The San and Bilton Grange Nurses, via the Medical Care Protocol and do not replace the need for individuals to carry their own.

- 8.3 All personal AAI's for Bilton Grange students are to be kept within the classroom they are using, in an orange bag attached to the inside of the door, as per the Medical Care Policy. This bag is to be handed to any person taking the student out of the classroom and must always accompany the student around the site.
- 8.4 The locations of all AAI's will be made available to members of and visitors to the School via the department Safe Start board, as per the Health and Safety Policy, and is subject to termly audit by the Health, Safety and Fire Officer.
- 8.5 For suspected anaphylaxis in persons with no known allergy, dial 999 immediately and request ambulance services. Use the department Safe Start board to locate the nearest spare AAI and administer only if advised to do so by Emergency Services.
- 8.6 All teaching staff must complete the EduCare module 'Understanding Anaphylaxis' upon induction to the Group and annually thereafter. This will form part of ongoing mandatory training. Practical Auto Adrenaline Injector training is available via Nurses at The San and Bilton Grange.

## 9.0 FIRST AID ON TRIPS

- 9.1 A suitable First Aid Kit must be taken on all trips away from the School. These are supplied on a loan basis by The San and Bilton Grange Nurses, should Group 10 provision be deemed insufficient.
- 9.2 Trips and off-site visits are to be assessed on an individual basis, using the First Aid Needs Assessment (*appendix 1*) and the risk assessment for the trip to determine the level of provision required. This is to be completed by the person arranging the trip and checked by the Educational Visits Coordinator. First Aid Kit requests should be submitted to The San or Nurses at Bilton Grange at least 7 days prior to the trip taking place, to allow sufficient time to assemble the required contents.
- 9.3 The relevant First Aid Kit will be available for collection from The San or Bilton Grange treatment room 48 hours prior to the trip commencing, unless otherwise advised, and will be signed out by the person collecting it.
- 9.4 If it is determined that an Automatic Adrenaline Injector is required as part of the kit, arrangements should be made for a suitably trained person to attend the trip.
- 9.5 Medication is not kept within First Aid Kits. This can be obtained separately, if required, via The San or Bilton Grange Nurses, as per the Medical Care Policy.

9.6 All loaned First Aid kits taken off site are to be returned and signed back into The San or Bilton Grange Nurses upon completion of the trip.

**10.0 DEFIBRILLATORS**

10.1 All First Aiders are trained on how to operate a defibrillator as part of the First Aid syllabus.

10.2 To access a defibrillator call 999 and request the ambulance service, quoting the unique identifier number on the yellow defibrillator case. The operator will then provide the access code to the external case and instructions for use.

10.3 There are defibrillators at the following points around the schools:

Rugby School	Bilton Grange
The Old Armoury	Quad Entrance - internal
James Pavilion	Swimming Pool
Sports Centre	
The San	

10.4 Locations of defibrillators will be made available to members of and visitors to the School via department Safe Start boards in line with the Health and Safety protocols, and are subject to termly audit by the Health, Safety and Fire Officer.

**11.0 INCIDENT REPORTING**

11.1 All Rugby School incidents must be reported to the Health and Safety team via the Incident Form on the Lander homepage, within 24 hours of the incident occurring, or as soon after as is possible, and by a person that witnessed the incident or was first on the scene. This includes, but is not limited to, incidents that occur whilst off-site and whilst on trips.

11.2 All Bilton Grange and Little Grange incidents must be recorded in-house, checked for trends, and escalated as necessary for remedial action. Parents of injured children must be notified at the earliest convenience. If an injury requires escalation to the School Nurse or any other medical intervention, it must also be reported via the Incident Form on Lander homepage. All incident information will be submitted to the Health and Safety team each term for review.

11.2 The Health and Safety team must be informed when the outcome of a previously reported incident changes or in response to any of the following circumstances:

11.2.1 An injury or symptoms worsen following an incident.

11.2.2 The outcome of the initial incident changes, i.e., an injury becomes apparent.

11.2.3 Escalation for the review or treatment of injuries takes place, including but not limited to:

- Referral to a Nurse, The San, GP, or other medical practitioner
- Diagnostic testing results and outcomes, including x-rays, scans, and assessments.
- Onset of concussion symptoms and outcomes of concussion assessments
- Prescribing of medication following the initial incident report submission.

- 11.3 Further incident information will be submitted to the Health and Safety team by any person referring or in attendance with a staff member, pupil or visitor that requires medical escalation following an initial incident. This includes, but is not limited to Boarding House Staff, Matrons/House Mothers Teaching Staff, O&A staff, and Sports Centre Staff.
- 11.5 The Health, Safety and Fire Officer will collect this data and use it to identify RIDDOR reportable incidents and trends that prompt further investigation, introducing control measures where possible to reduce the likelihood of recurrence. This information will form part of the termly Health & Safety Report that is shared and discussed during both Health & Safety, and Risk, Compliance and Safeguarding Committee meetings.

## **12.0 POLICY OWNER**

- 12.1 Health, Safety and Fire Officer.
- 12.2 Operations Department.

## **13.0 RELATED POLICIES AND GUIDANCE**

Guidance on the use of auto-injectors in schools, Department of Education

Medical Care Policy, Rugby School Group

Health & Safety policy, Rugby School Group

Safe Start Protocol, Rugby School Group

Health and Safety at Work etc Act 1974

First Aid at Work, The Health and Safety (First Aid) Regulations 1981

Management of Health and Safety at Work Regulations 1999

[www.gov.uk/drug-safety-update/adrenaline-auto-injector-advice-for-patients](http://www.gov.uk/drug-safety-update/adrenaline-auto-injector-advice-for-patients)

## **14.0 FURTHER INFORMATION**

Further information about this policy can be obtained from the Health, Safety and Fire Officer on [rsw@rugbyschool.net](mailto:rsw@rugbyschool.net).

**Appendix 1**

**First Aid Needs Assessment**

**Guidance**

**3**

10 In assessing their needs, employers should consider:

- the nature of the work and workplace hazards and risks;
- the nature of the workforce;
- the organisation’s history of accidents;
- the size of the organisation;
- the needs of travelling, remote and lone workers;
- work patterns;
- the distribution of the workforce;
- the remoteness of the site from emergency medical services;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of first-aiders and appointed persons;
- first-aid provision for non-employees.

11 Table 1 contains a checklist to help employers assess their needs and record relevant information. Appendix 1 can act as a record of first-aid provision. The HSE first-aid web pages also contain examples of needs assessment case studies for different industry sectors and levels of hazard, to help explain what the result of a first-aid needs assessment would look like.

**Table 1** Checklist for assessment of first-aid needs

Factor to consider	Space for notes	Impact on first-aid provision
<b>Hazards</b> (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?	Groups 1, 2, 5, 8.	The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	Groups 3, 4, 6, 7, 9.	You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.



Guidance 3	Factor to consider	Space for notes	Impact on first-aid provision
	Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	Groups 3, 6.	You should consider: <ul style="list-style-type: none"> <li>– providing first-aiders;</li> <li>– additional training for first-aiders to deal with injuries resulting from special hazards;</li> <li>– additional first-aid equipment;</li> <li>– precise location of first-aid equipment;</li> <li>– providing a first-aid room;</li> <li>– informing the emergency services of specific hazards etc in advance.</li> </ul>
	<b>Employees</b>		
	How many people are employed on site?	<p>2000+ people</p> <p>25+ per department staff and students</p> <p>First Aiders and Kits per department, Treatment room at The San and BG surgery.</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>– an appointed person to take charge of first-aid arrangements;</li> <li>– a suitably stocked first-aid box.</li> </ul> <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> <li>– first-aiders;</li> <li>– additional first-aid equipment;</li> <li>– a first-aid room.</li> </ul>
	Are there inexperienced workers on site, or employees with disabilities or particular health problems?	<p>Additional EpiPen training and spare pens.</p> <p>6 Defibrillators across 2 sites, with training included in EFAW. First Aid kits per department.</p>	You should consider: <ul style="list-style-type: none"> <li>– additional training for first-aiders;</li> <li>– additional first-aid equipment;</li> <li>– local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.</li> </ul>

Guidance	3	Factor to consider	Space for notes	Impact on first-aid provision
<b>Accidents and ill-health record</b>				
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		<p>Sports related injuries, RS</p> <p>Slips, trips and falls, LGN</p> <p>Cardiac arrest, RS &amp; BG</p>	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	
<b>Working arrangements</b>				
Do you have employees who travel a lot, work remotely or work alone?		Cleaning, Porters, Security, Maintenance, Building Services, Gardens, Grounds.	You should consider: <ul style="list-style-type: none"> <li>– issuing personal first-aid kits;</li> <li>– issuing personal communicators/mobile phones to employees.</li> </ul>	
Do any of your employees work shifts or out-of-hours?		Cleaning, Porters, Security, Drivers, Maintenance, Building Services.	You should ensure there is adequate first-aid provision at all times people are at work.	
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?		Yes, multi building site. First Aiders per building required.	You should consider the need for provision in each building or on each floor.	
Is your workplace remote from emergency medical services?		Not remote, could have difficulty locating exact building - Postcodes required per department for reference.	You should: <ul style="list-style-type: none"> <li>– inform the emergency services of your location;</li> <li>– consider special arrangements with the emergency services;</li> <li>– consider emergency transport requirements.</li> </ul>	
Do any of your employees work at sites occupied by other employers?		No.	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		Contingency provision to be made per department to cover all operational hours.	You should consider: <ul style="list-style-type: none"> <li>– what cover is needed for annual leave and other planned absences;</li> <li>– what cover is needed for unplanned and exceptional absences.</li> </ul>	

**Guidance** **3**

Factor to consider	Space for notes	Impact on first-aid provision
<b>Non-employees</b>		
Do members of the public or non-employees visit your premises?	Visiting Schools, Parents, General Public Macready Theatre, Sports Centre, Admissions, Events, Sports.	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

<b>Grouping &gt;</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>	<b>Group 5</b>
	Office Environment	Physical Activity	Chemicals	Transport	Lone workers
	Bursary Classics Economics & Business English Estates Exams Geography History IT & Computing Learning & Development Maths Modern Languages Music Philosophy Planning & Development Politics Reprographics School Shop	Drama Dance PE Sport * Sports Centre	Biology Chemistry Art Physics CCF Cleaning*	Drivers	Porters Security
<b>Associated Risk &gt;</b>	<b>Normal Risk</b>	<b>Risk of sports injury</b>	<b>Risk of chemical injury</b>	<b>Risk of collision</b>	<b>Risk of injury whilst isolated</b>
<b>First Aid Kit Type &gt;</b>	BS8859 - 1	BS8859 - 1 Plus Sports	BS8859 - 1 Plus Chemical	BS8859 - 2 Motoring	BS8859 - 1 Plus Personal Issue
<b>Quantity &gt;</b>	1	1	1	1	1
<b>Location &gt;</b>	Per floor level	Per floor plus mobile	Per room	Per vehicle	Per office/Per person
<b>First Aid Training Type &gt;</b>	EFAW	EFAW,* Outdoor	EFAW, COSHH Chemical Hazards	EFAW, First Aid for Drivers	EFAW, Lone working (ROSPA)
<b>No of suitably trained people &gt;</b>					
<b>required at any one time (min) &gt;</b>	1	1	1 per floor level	1 per vehicle	1
<b>Additional resources &gt;</b>			Eye wash station per level Shower station per level		

Grouping >	Group 6	Group 7	Group 8	Group 9	Group 10
	<b>Machinery &amp; Equipment</b>	<b>Medical</b>	<b>Boarding Houses</b>	<b>Trips</b>	<b>Academic Staff</b>
	Building Services Gardens/Grounds * Maintenance CCF Design	The San Nurses	Bradley Cotton Dean Griffin Kilbracken Mitchell Rupert Brooke School Field School House Sheriff Southfield Stanley Town Tudor Whitelaw Bilton Grange* Little Grange*	Sports Expedition Remote Location Trekking/Hiking Exploration	<b>Home and away</b> Low risk sport/ Occasional day trip  <b>Pitch Side</b> Pitch side/ Core Sports/ Overnight trips  <b>Ultimate</b> Directors/ Lead staff members in each area on core sports sessions
<b>Associated Risk &gt;</b>	<b>Risk of bleed/critical injury</b>	<b>Normal Risk</b>	<b>Normal Risk</b>	<b>Various risks</b>	<b>Various Risks</b>
<b>First Aid Kit Type &gt;</b>	BS8859 - 1 Plus Critical Injury Pack	BS8859 - 1	BS8859 - 1	BS8859 - 1 Plus Sports/Critical Injury/Personal	BS8859 - 1 Basic/ Pitch Side/ Ultimate
<b>Quantity &gt;</b>	1	1	1	1	1
<b>Location &gt;</b>	Per office/Per person	Per floor level	Per floor level	Per trip	Per person
<b>First Aid Training Type &gt;</b>	EFAW, Forestry, Building & Construction	FAW, paediatric	EFAW, *paediatric	Outdoor First Aid	Various
<b>No of suitably trained people &gt;</b>					
<b>required at any one time (min) &gt;</b>	1	All	1 (All Matrons)	1	Various
<b>Additional resources &gt;</b>		Treatment room Oxygen		Spare Epipens	
		First Aid supplies			






**Appendix 2**




**British Standard 8599, First Aid kits**

 <b>BS8599-1:2019 Workplace First Aid Kit Contents</b>					
Kit component	New workplace first aid kit contents			New travel & motoring kit contents	Personal issue kit contents
	Small	Medium	Large		
Conforming bandage	1	2	2	1X Guidance leaflet	1X guidance leaflet, 1X contents list, 1X l. sterile dressing, 1X triangular bandage, 10X plasters, 4X alcohol-free wipes, 2X nitrile gloves (pairs), 1X resus shield, 1X foil blanket, 1X clothing cutters
Guidance leaflet	1	1	1	1X Contents list	
Contents list	1	1	1	1X Med. sterile dressing	
Medium sterile dressing	2	4	6	1X Triangular bandage	<b>Critical injury pack contents</b> 1X guidance leaflet, 1X contents list, 2X nitrile gloves (pairs), cutters, 2X large trauma dressing, 2X haemostatic dressing, 1X foil blanket, 1X clothing, 1X tourniquet
Large sterile dressing	2	3	4	10X Plasters	
Triangular bandage	2	3	4	10X Alcohol-free moist wipes	
Eye pad sterile dressing	2	3	4	2X Nitrile gloves	
Plasters	40	60	100	1X Resuscitation shield	
Alcohol-free moist cleansing wipes	20	30	40	1X Foil blanket	
Adhesive tape roll	1	2	3	2X Burn dressing	
Nitrile disposable gloves (pairs)	6	9	12	1X Clothing cutters	
Sterile finger dressing	2	3	4	1X Adherent dressing	
Resuscitation face shield	1	1	2	1X Medium trauma dressing	
Foil blanket	1	2	3		
Burn dressing	1	2	2		
Clothing cutters	1	1	1		

**Guidance on quantity of First Aid kits per group**

Number of people	Small	Medium	Large
			
<b>Groups 1, 2, 5, 7, 8.</b>			
Less than 25	1		
25-100		1	
100 +			1
<b>Groups 3, 6, 9.</b>			
Less than 5	1		
5-25		1	
25 +			1

**Guidance on quantity of First Aid kit for Group 4 – Transport**

Number of Passengers/Vehicle Type	<u>Small</u>	<u>Medium</u>	<u>Large</u>
<b>Group 4</b>			
1-3 passengers / Motorcycle, Moped, Quad	1		
1-8 passengers / Car, Van, Taxi, Commercial Vehicle		1	
1-16 passengers/ Minibus, Small Bus			1
17+ passengers / Bus, Coach			2