Barton Peveril Sixth Form College

FIRST AID POLICY (STUDENTS)

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1. Purpose and Guiding Principles

The purpose of this policy is to outline the first aid arrangements at Barton Peveril College, ensuring robust procedures are in place to address the first aid requirements of students. The College is committed to ensuring that all students with medical conditions (physical and mental health) are supported to enable them to fully participate in college life, remain healthy, and achieve their academic potential. The college emphasises **individual student needs**, acknowledging that not all students with the same condition will have the same requirements.

Guiding Principles:

- Any person may contact emergency services in the event of a medical emergency.
- All medical information will be treated in **strict confidence**.
- Staff are **indemnified** for claims of negligence arising from first aid administration, provided they act within their employment scope, hold a current approved first aid qualification, and follow training guidance.
- **First Aid** is defined to exclude giving tablets or medicines, with exceptions for the life-saving use of **Adrenaline Auto-Injectors (AAI)** and the administration of **Aspirin 300mg** on ambulance advice for suspected heart attacks.
- First Aiders must hold valid certificates of competence (FAW or EFAW).
- First aid cover will be provided during college hours and at out-of-hours events.
- First Aiders are expected to wear **Personal Protective Equipment (PPE)** and operate within their training knowledge.
- First aid kits and **Automated External Defibrillators (AEDs)** are available throughout the college and regularly checked.
- First Aiders may support individuals in taking their own prescribed medication, but they do not administer medicines.

2. Scope

This policy addresses the first aid requirements of all students attending Barton Peveril College, including those with medical conditions (physical and mental health). It covers support within the college setting, including the physical environment, social, sporting, and educational activities, and off-site visits. It also covers the management and administration of medicines.

This policy strives to comply with relevant legislation and guidance, including the **Health & Safety (First Aid) Regulations 1981**, the **Equality Act 2010**, and the **Pupils and Families Act 2014** (Section 100). It is also based on the **Department of Education's Statutory guidance: supporting pupils at school with medical conditions.** Students can access this document on the MyBarton homepage, and all staff must be made aware of it at Induction.

3. Key Definitions

Term	Definition
First Aid	The treatment of minor injuries not requiring a healthcare professional, and serious injuries prior to professional assistance, to preserve life and minimise consequences. Excludes giving tablets or medicines, with exceptions for AAI and Aspirin 300mg (on ambulance advice).
First Aiders	Staff holding a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).
Staff	Any person employed by the College, volunteers, and self-employed people working on the premises.
Primary Contacts	The main guardians or parents of the student.
Individual Health Care Plans (IHCPs) / Education, Health and Care Plans (EHCPs)	Documents detailing the specific support an individual student needs for their medical condition, developed in consultation with various health professionals.
Controlled Drug	A type of medicine subject to stricter regulations due to its potential for misuse.
AAI / Epipens	Adrenaline Auto-Injectors: Emergency medication used for suspected anaphylaxis.

PEEPs	Personal Emergency Evacuation Plans: Plans designed to ensure the safety and evacuation of individuals with disabilities during emergencies.

4. Roles and Responsibilities

Role	Key Responsibilities
College Nurse	Holds current registration with the Nursing and Midwifery Council. Acts within The Code. **Chairs the First Aid Committee.** Produces the first aid roster. Manages storage, supervision, and administration of medicines (including emergency medicines and Controlled Drugs). Assesses, plans, implements, and evaluates day-to-day care for students. Acts as gatekeeper to the centralised staff training record and advises on re-validation.
First Aiders	Respond to first aid incidents during college hours and at out-of-hours events. Operate within their training knowledge. May administer AAI or Aspirin (on ambulance advice). **Must notify Reception or the College Nurse** if unable to cover a shift or if contact details/location changes. Automatically members of the First Aid Committee.
College Staff (General)	Have a duty of care to follow the policy, are made aware of individual student plans, and have access to advice, information, resources, and training.
Reception Staff	Contacted in the event of a first aid incident to then contact a First Aider (typically via radio). Provide first aid kits for college trips (excluding PE matches).

Nominated Member of Staff (Equipment)	Orders and replenishes first aid equipment. Checks all kits annually (end of college year) and maintains a register of kits taken off-site.
Human Resources (HR)	Holds the centralised record for staff first aid training and manages the application procedure for courses.
Physical Education (PE) Staff	Responsible for re-stocking pitch-side first aid kits from college supplies. Should undergo EFAW training if first-aid trained but not on the roster.
Health & Safety Coordinator (THSC)	Collaborates on implementing and reviewing policies. Must be made aware of any RIDDOR-reportable incidents. Receives electronic alerts for first aid incidents.
Health and Safety Committee	Reviews all First Aid and Accident data annually to monitor and act on emerging trends.
Estates Department	Responsible for checking of AEDs to ensure they are functioning and their additional contents are present during college holidays.
Security Staff	Radioed to meet ambulances on arrival and escort them to the casualty's location.
Students	Provide information about their condition, are involved in discussions about support, and notify the college of any changes in medical history or medication.

Primary Contacts	Complete the Medicine Form for students needing medication stored. Are responsible for disposing of medicines that are no longer required/expired.

5. Training

- Certification**:** All First Aiders must hold a valid **FAW** or **EFAW** certificate from a regulated provider. Roster First Aiders will hold FAW.
- High-Risk Departments**:** Departments at higher risk (Appendix 1: Art & Design, Catering, Estates, Learning Support, Performing Arts, PE, Reception, Science) must have staff in situ with an **EFAW** qualification.
- Induction and Refreshers**:** All new rostered First Aiders require an induction with the College Nurse. The College Nurse offers annual **Anaphylaxis** and **AED refresher sessions** to First Aid Committee members.
- General Staff Training**:** All staff are trained annually on **emergency procedures** for students with medical conditions. Specific training on conditions (e.g., allergy, medical matters). **Individual Healthcare Plans (IHCPs)** can be provided to relevant staff if appropriate.
- Training Records: The College Nurse advises staff on qualification expiry, using the centralised record held by the College Nurse and HR department.

6. The Policy

6.1. Confidentiality and Indemnity

- Confidentiality: All medical information will be treated in strict confidence. Information will only be shared in accordance with college policy or if there are safeguarding concerns.
- Indemnity: Barton Peveril College fully indemnifies staff against claims for negligence arising from first aid administration, provided the staff are acting within the scope of their employment, hold a current approved first aid qualification, and are following the guidance of their training.

6.2. First Aid Cover and the First Aid Committee

- Cover Provision: First Aiders are available to respond to incidents during college hours i.e. **Monday to Friday 08:30 - 16:00** and at out-of-hours events. First aid cover will be provided according to a roster with at least one first aider on call at any time. Cover is **not** provided for outside agencies hiring the premises.

- First aiders: The college nurse chairs the First Aid committee which meets bi-annually. All staff on the roster are automatically committee members and department First Aiders are also invited.

All rostered First Aiders are automatically members and receive an annual one-off payment, reviewed by the Senior Leadership Team (SLT) annually.

6.3. First Aid Equipment and Waste Disposal

Kits: First aid kits (marked with a white cross on a green background) are available throughout the college (location list available). The College Nurse advises on content based on HSE guidance. Department First Aiders check kits every term and alert Reception/Nominated Person if supplies are needed. The Nominated Member of Staff performs an annual check and re-orders.

AEDs and Bleed Control: The main AED is in the Rose building (outside R1), and a second is outside the security office (M1, Mountbatten building). The College Nurse checks the AEDs weekly during term time and Estates check AEDs weekly during college holidays. A community access Bleed Control Kit is outside R1 in the Rose Building.

Waste Disposal**:** All clinical waste is disposed of in the clinical waste bin or the sharps bin situated in the medical room within the Health & Wellbeing Department. The sharps bin and clinical waste are collected at regular intervals by the college's waste disposal contractor.

6.4. First Aid Reporting

All first aid incidents (including staff and visitors) should be reported on the college intranet. Incidents off-campus must be recorded in the first aid reporting booklet and transcribed onto the intranet at the first available opportunity.

The Accident Book is kept on top of the lockable drawer unit under the First Aid Room desk.

The College Nurse informs the Health & Safety Manager of any **RIDDOR-reportable incidents**.

The Health and Safety Officer and College Nurse receive electronic notification alerts for all incidents. All data is reviewed annually by the Health and Safety Committee.

6.5. Unwell / Injured Students (Non-Emergency)

- Students who do not require a First Aider can sign out at Reception if they feel unwell enough to stay at college.
- Students temporarily unable to attend lessons can rest in the Health and Wellbeing area if deemed safe, until recovered or collected.
- If a student is sent home due to illness/injury, their safe passage must be determined. Parents/Primary Contacts must be informed, and may be required to collect the student.
- For students who have head injuries, Parents/Primary Contacts must be informed directly (call, email, or voicemail). If unfit to travel, they must stay on site until collected.

6.6. Hospital Procedure (Non-Ambulance)

If the First Aider determines a student needs to go to the hospital, but an ambulance is not warranted:

1. Every effort must be made to reach a **Primary Contact** who can transport them.
2. If this is not possible, a member of staff (ideally a First Aider of the same sex for safeguarding) will accompany the student.
3. The accompanying staff member must take a mobile phone, any necessary first aid equipment, and money for the visit.
4. Staff should stay with the casualty at the hospital until a Primary Contact arrives or their presence is no longer required.
5. College will reimburse any costs incurred.

6.7. Emergency Procedure and Ambulance Request

- An ambulance must be summoned at the earliest opportunity for any student who becomes seriously ill or requires emergency administration of medicines.
- The attending First Aider is responsible for ensuring the ambulance is called.
- Parents/Primary Contacts must be informed at the earliest possible opportunity in the event of serious illness or injury.
- A responsible person (preferably known to the student) will stay with the student until a Primary Contact arrives, or accompany a student taken to hospital by ambulance. **Staff must not transport students to the hospital in their own car.**

To Request an Ambulance – Dial 999:

1. Your telephone number and name.
2. Your location: **Barton Peveril College, Chestnut Avenue, Eastleigh, SO50 5ZA.**
3. Provide the exact location of the casualty on campus.
4. Provide the name of the casualty and a brief description of symptoms.
5. Inform Ambulance Control of the best entrance to use (Chestnut Avenue or Tennyson Road) and state that the crew will be met and taken to the casualty.
6. Radio Estates staff or Security to meet the ambulance.

7. Students with Medical Conditions

7.1. Commitment to Support

The college is committed to:

- Ensuring students' needs are considered for full involvement in social, sporting, and educational activities.
- Making the physical environment accessible and accommodating for off-site visits.
- Being aware of and addressing potential social problems (e.g., bullying) related to medical conditions.
- Conducting **Risk Assessments** as part of planning for college-wide and individual student needs.

7.2. Identifying Needs and Record Keeping

- All students complete the medical section of the college application form prior to enrolment.
- Students are responsible for maintaining and updating their medical information on the college database, with regular reminders provided.
- The College Nurse receives an automatic electronic notification of any amendment to a student's medical information.
- The college may use an **IHCP** or **EHCP** to record support needs. These plans are developed with the student, Primary Contact, College Nurse, and relevant healthcare services.
- There is a centralised register of these plans, which are reviewed at least annually or when a student's needs change.
- The College Nurse completes and encrypts nurse consultation notes electronically.

7.3. Risk Assessments and PEEPs

- A risk assessment aims to enable the college to take necessary measures for the safety and health of students with conditions. It may be completed even without an IHCP if there is a significant risk of triggers, the condition is life-threatening, or the student has limited mobility/recent surgery.
- All medical risk assessments are held by the College Nurse.
- Risk assessments are also completed prior to all college trips. The **Trip Leader** must liaise with the College Nurse before residential and overseas trips.
- **PEEPs (Personal Emergency Evacuation Plans)**: Students or staff requiring a PEEP must notify the College Nurse and are provided with a PEEP document. The College Nurse adds a PEEP note to Focus for students which notifies relevant staff.

8. Control and Administration of Medicines

8.1. Policy on Carrying Medicines

- It is the college policy **not** to take responsibility for the administration of prescribed or over-the-counter medicines.

- The responsibility to carry medicines rests with students. Students are advised to bring in any required medications sufficient for the day and keep them safely about their person.

8.2. Storage and Controlled Drugs

- The exception is for **Controlled Drugs**, where the College Nurse may store them following a risk assessment in collaboration with the Primary Contact. Controlled drugs are securely stored using a **double lock system**.
- The **Medicine Form** must be completed by Primary Contacts and students who need any medication (prescribed or over-the-counter) to be stored at the college.
- The College Nurse checks expiry dates of stored medicines regularly
- The College Nurse records the fridge temperatures on a daily basis to ensure the optimum temperature is maintained during term time. During college holidays students are required to take their medication home.

8.3. Emergency Medicine Administration (AAI and Salbutamol)

- The college purchases and keeps emergency **Adrenaline Auto-Injectors (AAI)** and **Salbutamol reliever inhalers** as per government guidance.
- These are only used for students **already prescribed** these medications and who have provided consent (via the medical form). The college will always try to use the student's prescribed medicine first.
- The emergency AAI kit contains 1 Epipen 300mcg, instructions, and a list/photos of students permitted to use it.
- The emergency asthma kit contains 1 Salbutamol metered dose inhaler, a plastic spacer, instructions, and a list of permitted students.
- Aspirin 300mg is kept in the Medical room and is only to be given on the **instruction of the emergency services**.

8.4. Medication Errors and Disposal

- Medication Errors: If an error occurs, the College Nurse must be notified **immediately**, and the Primary Contact must be notified. An Accident Form must be completed, and an investigation carried out.
- Disposal: It is the **Primary Contact's responsibility** to ensure that all medicines no longer required or expired are collected

9. Clinical Governance

- The College Nurse attends Continuing Professional Development (CPD) training and College Nurse Network meetings (which incorporate clinical supervision).
- Any **untoward incident** must be recorded and reported to the Line Manager.
- Medical equipment (e.g., weighing scales, sphygmomanometer) is **calibrated annually**.
- The AED, College AAI, and Salbutamol inhalers are checked **weekly** by the College Nurse in term-time and by the Estates department in college holidays.

10. Specific Medical Conditions (Summary of Key Points)

- Allergy (AAI): Students are responsible for carrying **two AAI** and oral anti-histamine tablets at all times. They will not be allowed on college trips without them. Staff are trained to administer the students prescribed AAI or the college's generic AAI (with consent) for life-saving purposes.
- Asthma: Students are responsible for carrying a reliever inhaler with them at all times. The college holds a small supply of emergency Salbutamol inhalers for use by trained staff if the student has consented and has been prescribed this medication and their own inhaler is unavailable.
- Head Injury: Any injury to the head is assessed, treated, and recorded by a First Aider. Parents/carers are contacted to inform them of the injury and advised to take the student home for monitoring. An ambulance is called immediately for a significant head injury. All students are given a head injury advice sheet.
- Functional Neurological Disorder (FND): The College Nurse and relevant staff will risk assess and agree a care plan. Where a consultant's plan specifies not to call an ambulance, the Primary Contact will be called immediately. If the Primary Contact is **not** on site within **thirty minutes,** an ambulance will be called (treating it as an epileptic seizure).

References:

Nursing & Midwifery Council. (2018). *The code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. London: Nursing & Midwifery Council

Public Health England (2017). *Health protection in schools and other childcare settings* [Online] Available at: https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities (Accessed 04 June 2019)

GOV.UK (2015). *Guidance on the use of emergency salbutamol inhalers in schools* [Online] Available at: https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools (Accessed 04 June 2019)

Nursing and Midwifery Council (2016). *Revalidation* [Online] Available at: http://revalidation.nmc.org.uk/what-you-need-to-do/ (Accessed 04 June 2019)

11. Annex(es)

Appendix 1: List of High Risk departments
Appendix 2: First Aider flowchart
Appendix 3: First Aid Kit content
Appendix 4: First Aid risk assessment

Appendix 1:
Art and Design

Catering
Estates
Learning Support
Performing Arts
PE
Reception
Science

Appendix 2:

First Aiders' flowchart

Appendix 3:

First Aid kit content

Appendix 4:

BP First Aid Needs Assessment .docx