

## First Aid Policy

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"Don't withhold good from someone who deserves it, when it is in your power to do so."

*PROVERBS 3:27*

Ampleforth College

Persons responsible for Policy	Lead Nurse  Ampleforth College
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## 1 Authority and Circulation

1.1 This policy has been authorised by the following persons:

1.1.1 in relation to employees employed by St Laurence Education Trust (SLET), trustees who are directors of St Laurence Education Trust, those members of the Abbot's Advisory Committee who are directors of the St Laurence Education Trust.

This policy is available via the Ampleforth College website to parents and students and on the Ampleforth College intranet to all members of College Staff.

1.2 This policy and its arrangements comply with paragraph 14 of Schedule 1 of the Education (Independent College Standards) (England) Regulations 2010, the Health and Safety at Work etc Act 1974, subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the *First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance*.

1.3 This policy can be made available in large print or other accessible formats upon request.

## 2 Definitions

2.1 **Appointed Persons** are members of staff who are not qualified First Aiders who are responsible for looking after the first aid equipment and facilities and calling the emergency services if required. Appointed Persons should not administer first aid unless qualified to do so.

2.2 **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines.

2.3 **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in Emergency First Aid at Work.

2.4 **First Aid Guidance** is the *First Aid at Work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance* (Health and Safety Executive, 3rd edition 2013, *amended 2024*).

2.5 The **Lead Nurse/College Nurses** are responsible for First Aid provision within the College.

2.6 **The Infirmary** is located opposite St Aidan's House (Ampleforth College) and is clearly signposted and identifiable with a sign 'Infirmary' in white writing on a green background. It is used for the provision of medical and First Aid treatment when required. As far as is possible, the College reserves these buildings exclusively for giving medical or First Aid

treatment. The Infirmary is staffed by a combination of Registered Nurses and Health Care Assistants 24 hours a day, 7 days a week during Term Time and any other times students are on-site. The Infirmary has essential First Aid facilities. There is a defibrillator and adrenaline auto-injectors and other essential first aid equipment in the College Infirmary. There are further SLET defibrillators and adrenaline auto-injectors within the college precinct. See links below:

**Defibrillators:** [Defibrillators](#)

**Auto-Injectors:** [Auto-Injectors](#)

- 2.7 **College Doctor** means a Doctor from the Ampleforth Surgery who is contracted to provide medical services to students at the College and who is responsible for medical supervision.
- 2.8 **Staff** means any person employed by the College, volunteers at the College and self-employed people working on the premises.
- 2.9 The **College** means Ampleforth College.
- 2.10 The **College Nurses** are primarily located in the College Infirmary. All the Nurses, full and part-time, are registered with the Nursing and Midwifery Council (NMC) and hold valid Disclosure and Barring Service (DBS) certificate.

### **3 Aims**

- 3.1 To ensure that the College has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to receive First Aid in the event of any illness, accident or injury, no matter how major or minor.
- 3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
- 3.3 To identify and respond to the First Aid needs of the school.

### **4 Objectives**

- 4.1 To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the school and to maintain current qualifications for those people.
- 4.2 To give First Aid training to core staff who are Housemasters/Housemistresses, Assistant Housemasters/Housemistresses, House Matrons and staff who are caring for students overnight.
- 4.3 To provide relevant training and ensure monitoring of training needs currently provided by Human Resources.

- 4.4 To provide sufficient and appropriate resources and facilities.
- 4.5 To inform staff and parents of the College's First Aid arrangements.
- 4.6 To keep accident records and to report to the HSE as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in conjunction with the Health and Safety Manager.

## 5 Who is responsible?

- 5.1 The employers listed in paragraph 1.1 above have overall responsibility for ensuring that the College has adequate and appropriate First Aid equipment, facilities and First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- 5.2 The Headmaster delegates to Building Custodians and Heads of Academic Departments (Ampleforth College) the day-to-day responsibility for ensuring that there are adequate and appropriate first aid equipment, facilities and appropriately qualified First Aid personnel available to the College. In collaboration with the Lead Nurse, the Health and Safety Manager will regularly review the College's First Aid needs to ensure that the College's First Aid provision is adequate.
- 5.3 The Lead Nurse (Ampleforth College) is responsible for ensuring that all staff and students (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 5.4 The Headmaster delegates to the Lead Nurse/College Nurse responsibility for collating medical consent forms and important medical information for each student entering the College and ensuring the forms and information are accessible to staff as necessary. Consent for First Aid treatment is received from parents on admission to Ampleforth College.
- 5.5 The Human Resources Department is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid and their training is up-to-date.
- 5.6 **First Aiders:** The Lead Nurse/College Nurse is responsible for ensuring that the College has the minimum number of First Aid personnel (First Aiders and/or Appointed Persons). There will be at least one First Aider on the Ampleforth College site when children are present.
- 5.7 Staff are deemed accredited First Aiders if they have completed a First Aid Course with a competent training provider as advised by HSE publication GE1S3 and hold a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

- 5.8 A list of First Aiders' names, locations and telephone extensions is also maintained centrally within Human Resources.
- 5.9 The main duties of First Aiders are to give immediate First Aid to students, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Lead Nurse/College Nurse and Human Resources.
- 5.10 First Aiders should undergo update training at least every three years.
- 5.11 All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of First Aid. All staff will use their best endeavours, at all times, to secure the welfare of the students.
- 5.12 **Anyone on College Premises:** anyone on the College premises is expected to take reasonable care for their own and others' safety. All visitors on the Ampleforth College site have access to a phone in the Main Building, next to which are displayed contact details for First Aiders, Infirmary staff and the emergency services. If an adult is injured, then a First Aider or emergency services will be contacted, as appropriate. If staff are not present in the office, there is a sign to the right of the main door showing details of what to do in the event of an accident.

## 6 First Aid Boxes

- 6.1 First Aid boxes are marked with a white cross on a green background and are provided by the Building Custodians and Heads of Department (Ampleforth College). It is their responsibility to ensure that they are fully replenished. Refills are available from the Infirmary, but the department will be billed for this by the Infirmary. Alternatively, each department can make their own provision. They should be stocked in accordance with BSI standard BS 8599: Workplace First Aid kits and the suggested guidelines in paragraph 36 of the First Aid Guidance. For more information please see <https://www.hse.gov.uk/firstaid/faqs.htm#first-aid-box>.
- 6.2 Every House and department at Ampleforth College is required to have a First Aid kit and its location must be known to all who work there. This is the responsibility of the Building Custodian and the relevant Head of Department.
- 6.3 **Defibrillators** are available at Ampleforth College. They are situated in the College Infirmary and Cricket Pavilion. They are regularly checked for expiry date and battery life by appointed persons and checks are recorded in a logbook. Batteries and pads are replaced when needed. A member of the College Infirmary staff will check the defibrillators monthly and record on the spreadsheet.
- 6.4 **Adrenaline Auto-Injectors** are available at Ampleforth College. They are situated in the College Infirmary, the Refectory, Reception, Cricket Pavilion, St Albans Sports Centre,

New Music School and Windmill. A member of the College Infirmary staff will check the adrenaline auto-injectors monthly and record on the spreadsheet.

- 6.5 **College Minibuses:** The College's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box is stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).

- 6.6 **Off-site Activities:** First Aid kits for any off-site activities are kept in the Infirmary and must be taken on every trip. The infirmary will advise and tailor the First Aid Kit to the risks to and vulnerabilities of students attending the trip.

## 7 Information on Students

- 7.1 Parents provide written consent for the administration of First Aid and medical treatment on their child's admission to the College.

## 8 Procedures for Students with Medical Conditions such as Asthma, Epilepsy, Diabetes etc.

- 8.1 All staff receive emergency First Aid training on a rolling programme.
- 8.2 A record is maintained of students who need to have access to asthma inhalers, auto injectors (for anaphylaxis) injections or similar and this information is displayed on the staff common room notice board.
- 8.3 There is a database on the ISAMS system with details of individuals at risk of certain conditions, including asthma or anaphylactic shock, which can be viewed by Infirmary staff and House Matrons. All staff are alerted to the existence of a medical condition with a red flag next to the individual's name on ISAMS but they are not able to access the private medical information. A list of students with severe medical conditions is circulated and published on the Staff Common Room noticeboard. Updates on particular medical cases will be given at staff briefings, where appropriate. Upper Building are updated when information is needed about food allergies.
- 8.4 Staff taking students on out-of-school trips will need to e-mail the Infirmary with the names of individuals they will be taking at least 24 hours prior to the trip so that adequate First Aid equipment is available for individuals at potential risk. Staff taking students away from school will be provided with the relevant students' medical information. At least one member of staff on a trip should be 1<sup>st</sup> Aid qualified.
- 8.5 In the case of tours or activities where a thorough health check needs to be carried out on students prior to embarking on a trip (such as long distance altitude walking/climbing or diving) the Infirmary must have the names of these students no later than 6 months, and before any payment is made by the students for the trip to assess fitness to attend trip and carry out medical checks as required.

- 8.6 Where appropriate, individual students will be given responsibility for keeping lifesaving equipment with them and their suitability for this arrangement will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Infirmary or by the House/College Nurse for easy access.
- 8.7 Safeguarding: all staff are reminded of the importance of adherence to the Infirmary Prudence Code and the process of self-referral when working with children and adults at risk. This information is available on the school's intranet.
- 8.8 All staff are requested to familiarise themselves with the above-mentioned documentation.

## **9 Procedure in the Event of Illness**

- 9.1 If a student is unwell during lessons, then he or she should consult the member of staff in charge who will assess the situation and decide on the next course of action. The student will be accompanied to the Infirmary if appropriate. Injured students who are in obvious pain or distress should never be directed to make their own way to the Infirmary and should be accompanied by an adult.
- 9.2 The member of staff in charge will telephone the Infirmary (**01439 766760**) or **email [infirmary@ampleforth.org.uk](mailto:infirmary@ampleforth.org.uk)** in order to indicate that the student should be expected. If it is an emergency, staff may use the **emergency line (01439 766442)**. The College Nurse will decide on the next course of action and provide the First Aid as required. **There is also a walkie-talkie available at all times and the Infirmary can be contacted on this day and night (set to channel 1).**
- 9.3 A student should be accompanied by a responsible person to the Infirmary in the following circumstances: after dark; following a faint; suspected head injury; suspected fracture; or in any circumstance in which allowing a student to go unaccompanied would put him/her at risk. (See also Prudence Codes Page Preface regarding emergency responses.)
- 9.4 Staff may visit the College Nurse in the event of an emergency but must arrange to see their own GP for long term conditions.

## **10 Procedure in the Event of an Accident or Injury**

- 10.1 If an accident occurs, then either the member of staff supervising the class or the Housemaster/Housemistress should be informed. That person will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, a College Nurse should be called for as soon as is possible. See contact numbers above. Appointed Persons or First Aiders can also be called for if necessary and should be called if a College Nurse is not available immediately. **However, minor the injury, a College Nurse should always be informed, even if not called to attend. This will enable the correct records and accident reports to be completed.**

10.2 In the event that the First Aider does not consider that they can deal adequately with the presenting condition by the administration of First Aid, they should arrange for the injured person to access appropriate medical treatment immediately.

10.3 **Ambulances: 999 or 112 (all mobiles will work with these numbers even if there is no network coverage)**

Staff should always call an ambulance in the following circumstances:

- a significant head injury (<https://www.sja.org.uk/get-advice/first-aid-advice/head-injuries/> )
- seizure, unconsciousness or concussion;
- difficulty in breathing and/or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture;
- choking;
- drowning;
- hypothermia;
- septic shock;
- in the event that the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

10.4 If an ambulance is called, a College Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident scene. This may involve contacting Security or placing an appropriate person to direct the ambulance from where it is coming. The Ambulance Service will always request the Postcode (YO62 4HA - Ampleforth College).

10.5 Arrangements should be made to ensure that a student is accompanied in the ambulance (or the ambulance followed to hospital) by a member of staff if it is not possible to contact the parents in time.



10.6 For accidents happening offsite, please refer to the Educational Visits Policy on the school's intranet.

10.7 Following an accident or injury, the reporting procedures in section 14 should be followed.

## **11 Procedure in the Event of Contact with Blood or other Bodily Fluids**

11.1 The First Aider should take the following precautions to avoid risk of infection:

11.1.1 cover any cuts and grazes on their own skin with a waterproof dressing;

11.1.2 wear suitable disposable gloves when dealing with blood or other bodily fluids;

11.1.3 use suitable eye protection and a disposable apron where splashing may occur;

11.1.4 use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;

11.1.5 wash hands after every procedure.

11.2 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

11.2.1 wash splashes off skin with soap and running water;

11.2.2 wash splashes out of eyes with tap water or an eye wash bottle;

11.2.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

11.2.4 record details of the contamination;

11.2.5 report the incident to a College Nurse and take medical advice if appropriate. The College Nurse will then arrange for the proper containment, clear up and cleansing of the spillage site.

## **12 Mental Health First Aid**

Mental Health First Aid Training will be provided to key members of staff in the school as part of the regular training programme. This will take into account various mental health issues and how to deal with students in distress at first point of contact.

## **13 First Aid in the Sports Department**

13.1 There will be trained First Aiders pitch side at all home matches. For away fixtures, the host team will provide First Aid cover. The Head of Sport will confirm this as part of pre-match planning. A member of sports staff supervising sports must carry a walkie talkie, set

to Channel 1, when there are sports activities- fixtures and training- happening on-site. For away fixtures a member of sports staff accompanying the trip must carry a method of communication, e.g. mobile phone, with contact numbers for the College Infirmary/Lead Nurse.

- 13.2 In the event of a head injury the pitchside SCAT which includes the modified 'Maddocks' questions is used pitch side by the First Aider. SCAT is a standardized tool (Sport Concussion Assessment Tool) for evaluating injured athletes for concussion and can be used with athletes aged from 13 years and older. For younger persons, aged 12 and under, the child-SCAT is used but the questions are modified for this age group. SCAT5 can be used only by medical and other health professionals as a monitoring tool in suspected or confirmed concussion cases.

- 13.3 **Location of First Aid Equipment:** The Head of Sport is responsible for providing First Aid boxes and bags for the relevant sporting areas within the College. They are responsible for making all staff aware of where these are located. Signs will be displayed on the notice board at the entrance of the relevant sporting areas indicating where First Aid kits can be found.

First Aid bags which can be used by team managers for home and away fixtures are available from the Infirmary.

- 13.4 **Away Fixtures:** A medical bag should be taken with the travelling team. It is good practice for staff to confirm with the host school in advance that there is adequate First Aid cover in place, and, in any event, a risk assessment should be carried out before the visit. If an incident occurs, medical treatment should be sought from the host school First Aid staff. If necessary, the student should be taken to the nearest Accident and Emergency Department by a member of staff.

## 14 Reporting

- 14.1 The First Aider should provide details to the Infirmary of First Aid provision.
- 14.2 All injuries, accidents and illnesses, however minor, must be reported to the Lead Nurse/College Nurse and he or she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents are kept informed as necessary. The Lead Nurse/College Nurse will refer to the Medical Committee and Health and Safety Manager details of accidents requiring reports for the purposes of insurance and to put strategies in place to prevent recurrence. The Health and Safety Manager will report accidents to the HSE, as required by RIDDOR.
- 14.3 **Infirmary Accident and Illness Recording:** All injuries, accidents, illnesses and dangerous occurrences, however minor, must be recorded on the Infirmary Computer System. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. What

happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least 3 years or if the person injured is a minor (under 18), until they are 21.

- 14.4 **Accident Report Form:** The Housemaster/Housemistress, Matron, supervising teacher, College Nurse or the member of staff who witnessed the event will fill in an on-line accident report form for every serious or significant accident that occurs on or off the Ampleforth College site if in connection with the College. Available from <https://ampleforth.sharepoint.com/sites/intranet/SitePages/Health-&-Safety.aspx> . A copy is sent to the Health and Safety Manager. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 14.5 **Reporting to Parents:** In the event of accident, injury or mental health issue, parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headmaster if necessary. The Headmaster is always informed of an injury or mental health issue which, in the opinion of the Lead Nurse, may be life threatening or life disabling.
- 14.6 **Reporting to HSE:** The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (**RIDDOR**) to report certain injuries, diseases and dangerous occurrences to the HSE.
- 14.7 Where there is a death or major injury this should be reported by the Health and Safety Manager who will call the Incident Contact Centre (ICC) on 0845 300 99 23 (Monday to Friday 8:30 am - 5:00 pm). All other reportable injuries should be reported online at <http://www.hse.gov.uk/riddor/report.htm>.

#### 14.7.1 HSE Reportable Accidents (Staff)

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs);
- work-related accidents which prevent the injured person from continuing with his/her normal work for more than seven days must be reported within 15 days (note that even though over three-day injuries no longer need to be reported, a record must still be retained);
- cases of work-related diseases notified to the College by a Doctor (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer);

- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### 14.7.2 HSE Reportable Accidents (Students and Visitors)

- Accidents which result in the death of a person that arose out of or in connection with the College's work activities;
- Accidents which result in an injury that arose out of or in connection with the College's work activities and the person is taken from the scene of the accident to hospital. Sports Injuries are not routinely reportable under RIDDOR - for more information on how and what to report to the HSE, please refer to the HSE's Information Sheet EDIS1 which can be found at: <http://www.hse.gov.uk/pubns/edis1.pdf>

To report an accident or injury online, please contact The Health and Safety Manager.

- 14.8 The Medical Committee and the Health and Safety Manager will organise a termly review of the Infirmary Accident and Illness records in order to take note of trends and areas requiring development. The information may help identify training or other needs and be useful for investigative or insurance purposes. In addition, the Health and Safety Manager will arrange for a review of all procedures following any major incident to check whether the procedures were sufficiently robust to deal with the major occurrence or whether lessons learned should inform the development of practice and systems.