



# MARLBOROUGH COLLEGE

## First Aid Policy

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Lent 2023



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## **1. Introduction**

- 1.1 Marlborough College has a purpose-built Medical Centre which provides first aid and treatment for pupils who are unwell or injured, and is suitably equipped to deal with accidents or emergencies. This provision is available 24 hours a day, seven days a week, during term time. Staffed by a Medical Centre Manager and supported by a team of qualified nurses and paramedics, the Centre works in conjunction with the local GP Practice, the Kennet and Avon Medical Partnership (KAMP) within the framework of the NHS.
- 1.2 This policy has been written in accordance with the DfE Guidance on First Aid, Regulation 13 of the Education (Independent School Standards) Regulation 2019, the Health and Safety (First Aid) Regulations 1981 (HSE, L74, 3<sup>rd</sup> edition, 2013), the Independent Schools' Bursar Association (ISBA) First Aid Policy Guidance and Supporting Pupils at School with Medical Conditions (DfE, 2015) and Boarding Schools National Minimum Standards DfE (2022).

## **2. Aims of this policy**

- 2.1 to ensure that the College has adequate, safe and effective First Aid provision in order for pupils, staff and visitors to be well looked after in the event of any accident, injury or illness.
- 2.2 to ensure that all staff and pupils are aware of the procedures in the event of any accident, injury or illness.

## **3. Responsibilities**

- 3.1 The College will ensure that there is adequate and appropriate First Aid equipment, facilities and First Aid personnel on the College campus.
- 3.2 An up to date list of First Aiders is held by the HR Department.
- 3.3 The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
- 3.4 The HR department will First Aiders to undergo an updated training at least every three years to maintain their qualification.
- 3.5 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 and the process for summoning the Emergency Services.
- 3.6 All staff will use their best endeavours, at all times, to secure the well-being and welfare of pupils.

- 3.7 Marlborough College has a permanently manned Security Department with qualified First Aiders who can be called upon to assist and co-ordinate any response, including directing Emergency Services to a casualty.
- 3.8 A number of College staff are trained and qualified as First Aiders and are trained to give First Aid if required.
- 3.9 All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the College. First Aid kits are available in all teaching and support buildings, and Boarding Houses, and there are notices in each building which specify who the First Aiders are and where the First Aid kit is located for that building.
- 3.10 The Estates Department is responsible for ensuring First Aid kits are kept replenished, but staff are expected to check that kits are kept in good condition and well stocked. All requests for new supplies should be sent to the Estates Department. For all sports events, visits or trips away from the College, the Trip Leader will request a First Aid kit from the Medical Centre appropriate to the event, the number of pupils and the type of activity planned, to ensure that suitable medical provision is made for the health and welfare of the pupils and staff. All staff are made aware of pupils who suffer from serious medical conditions. If a pupil does not have their medication with them on the day of the event/trip/visit e.g. Adrenaline Auto Injector/inhaler, they will not be permitted to leave the College.
- 3.11 Nothing in this policy should affect the ability of any person to contact the Emergency Services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the Emergency Services in the event of a medical emergency before implementing the terms of this Policy, and make clear arrangements for the ambulance to report to the Security Office on the College's campus.

#### **4. Defibrillators**

- 4.1 Defibrillators are located in key points around the College campus, including the Medical Centre (list of locations available in Appendix 1). These can be used by anyone and training is not required as each defibrillator contains instructions on use and provides audible instructions.

#### **5. Accident report**

- 5.1 All accidents and incidents are reported, properly investigated and records kept by the Health and Safety Manager. The College has a procedure in place for ensuring that these records are reviewed regularly in order to minimise the likelihood of recurrence, and to identify emerging patterns.
- 5.2 When a pupil is admitted to the Medical Centre, or where a pupil has sustained a head injury, parents will be informed, usually by telephone. If parents have any worries or concerns about the health of their children they should contact the Medical Centre. The Medical Centre telephone number is 01672 892435. Letters should be addressed to: The College Medical Officer, The Medical Centre, Marlborough College, Marlborough, Wiltshire SN8 1PA.

## 6. Regulatory framework

6.1 This policy has been written in accordance with the following College policies:

6.1.1 Policy for the Care of Pupils who are Unwell;

6.1.2 Educational Visits Policy;

6.1.3 Health & Safety Policy;

6.1.4 Supervision Policy;

6.1.5 Welfare Plan Risk Assessment Policy.

## 7. Version control

Author:	Manager of the Medical Centre
Approved by:	The Master
Date:	Lent 2022
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## Appendix 1 Location of Automated External Defibrillators (AEDs)

Location	Further details to find the AEDs
Medical Centre X2	One in the lobby One in the treatment room
Barton Farm	Ground floor, main office
Porter's Lodge	Ground floor, main Security Office
Cricket Pavilion	Side entrance (west end)
Athletics Pavilion	Main entrance
Swimming Pool	Pool office on shelf
Gym	Front entrance foyer of the Gym