



First Aid Policy

This policy is written as an extension to the Epsom College Health and Safety Policy previously endorsed by the Board of Governors of Epsom College.

Policy Statement

Epsom College will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981, Education (Independent School Standards) (England) Regulations 2003.

Management of first aid arrangements will be undertaken in such a way as to provide adequate arrangements for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid treatment. Arrangements will be such that first aid may be offered to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

Aims/Objectives

- To ensure compliance with all relevant legislation
- To undertake suitable and sufficient assessments of first aid needs
- To identify and implement reasonably practicable arrangements for dealing with first aid accidents
- To provide sufficient numbers of competent persons for carrying out first aid treatment
- To conduct regular checks on first aid equipment and the availability of consumables

Responsibilities

- The Headmaster and Bursar, working through the School's Health and Safety Committee will ensure that the appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- The Senior Management Team will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.

- The Heads of Department will ensure that these policies and procedures are communicated, implemented and adhered to on a sustainable basis in their respective areas of responsibility.
- The General Services Manager in close Co-operation with the Senior Medical Centre Sister and Director of Extra Curricular Activity will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- The Senior Medical Centre Sister will ensure that suitable equipment, facilities and consumables are provided for first aid treatment. There are 2 x Defibrillator units - 1 is located in the Sports Hall, and 1 is located near Reception)
- The Safety Co-ordinator will ensure that suitable first aid notices are displayed, which detail names of first aiders and contact information
- First Aiders will ensure that all first aid treatments are recorded on the appropriate College form and such notices passed in the first instance to the Medical Centre for review and filing.
- The Bursar will ensure that arrangements are in place for a suitable budget for training and re-training of first aiders.
- The Schools Health and Safety Committee will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.

Arrangements

- Records of assessments will be held by the Senior Medical Centre Sister.
- Levels of sufficiently competent staff to be reviewed on an annual basis by the General Services Manager.
- Who is trained as a first aider? - will be on the recommendation of the Head of Department to the Bursar.
- Training for first aiders will be carried out by suitably competent and qualified external organisations.