



Myddelton College

First Aid Policy

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Contacts:

Glan Clwyd Hospital, Rhuddlan Road, Bodelwyddan, Rhyl, LL18 5UJ 01745 583910
Denbigh Infirmary, Ruthin Road, Denbigh LL16 3ES 01745 818100
Bronyffynnon Surgery 24 Bridge Street, Denbigh, LL16 3TF 01745 814422
Beech House Surgery, 69 Vale Street, Denbigh LL16 3AY 01745 01745 812863
Hollies Dental Practice 65 Vale Street, Denbigh, LL16 3AP 01745 81319

First Aiders:

An up to date poster with staff photographs can be found on walls and in rooms around the College Site

This Myddelton College First Aid Policy is guided by:

Department for Education Guidance: First Aid in Schools, Early Years and Further Education
(Updated 14 February 2022)
Health and Safety (First Aid) Regulations 1981
Health and Safety at Work etc. Act 1974 and associated regulations
School Premises (England) Regulations 2012
Independent Schools Standards and Regulations (Wales) – 2024

Pupil Medical Information:

To ensure staff have timely access to essential pupil health information, all medical details, including Individual Healthcare Plans (IHPs), allergy alerts, and emergency protocols, are securely stored on the Myddelton College Team Site on SharePoint. Staff are required to consult this platform regularly to stay informed about students' medical needs, particularly when planning activities, trips, or providing first aid. Access to this information is restricted to authorised personnel to maintain confidentiality and comply with data protection regulations.

Medical Waste Disposal

To ensure the safe and hygienic disposal of medical waste, all such materials—including used dressings, gloves, and other contaminated items—must be disposed of in the designated clinical waste bin located in the First Aid Room. This bin is lined with yellow clinical waste bags, in accordance with UK health and safety regulations, and is collected by an authorised clinical waste disposal service. Staff are reminded not to dispose of medical waste in general waste bins to prevent health risks and ensure compliance with legal requirements.

1. Introduction

Myddelton College recognises its responsibility for providing adequate and appropriate equipment, facilities and personnel to ensure pupils and employees receive immediate attention if they are injured or taken ill.

While the regulations do not require the school to provide first aid for anyone other than their own pupils and employees, Myddelton College will offer first-aid to support visiting pupils and visitors if it is accepted and, in the case of children, approved by their parents.

The Headteacher has responsibility for the implementation of this policy.

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders or appointed person(s) are in the school and where to locate them
- Assisting with completion of accident, incident and near miss reporting for all incidents they attend or witness
- Informing the Headteacher, Health and Safety Officer or their line manager of any specific health conditions or first aid needs

First aid provision is available while pupils and staff are on school premises. It will also be available when staff and pupils are working elsewhere on school activities including any off-site activity such as educational visits. Myddelton College will endeavour to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs' assessment. This does not apply to work placements as work experience students become the responsibility of the placement provider.

As a minimum, Myddelton College will provide:

- a suitable first aid container stocked in accordance with the findings of the first aid needs' assessment,
- an appointed person or designated first aider(s) to take charge of first aid arrangements,
- information for staff detailing the location of equipment, facilities and personnel.

Where the school's needs' assessment of first aid identifies that a designated first aider is not required, the minimum requirement will be to nominate a member of staff to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services

when and if required. Arrangements are made for this appointed person to be available to undertake these duties as appropriate.

Teachers and other staff working with pupils and students are requested to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Myddelton College has regard for health and safety advice, and thus informs pupils about basic first aid in PSHE classes, for example dealing with common injuries. Older pupils are taught further first aid, for example how to administer CPR and the purpose of defibrillators.

First aid needs' assessments

Myddelton College will, annually, review the first aid policy using data linked to the previous year's overview and first-aid records. It will also carry out a first aid needs' assessment to help inform that policy. A record is kept of all incidents dealt with by school's first aiders and appointed persons to help inform the development of the policy and any subsequent first aid needs' assessments.

Information from health and safety risk assessments will also inform these first aid needs' assessments. Identifying the likely causes of accidents or injuries will be taken into account to help the Headteacher and first-aid staff to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required.

The needs of pupils, staff and visitors are considered when making such assessments and when putting in place appropriate first aid provision.

Provision is planned to ensure that first aid can be administered without delay should the occasion arise, and be available at all times. Arrangements will, wherever possible, take account of absences of a first aider or appointed person and reflect alternative work practices.

Myddelton College will review first aid needs after any major changes, to include changes to staff or premises, to make sure provision remains appropriate.

The Headteacher will ensure that staff, pupils and parents and carers are aware of the school's first aid arrangements.

2. Parental contact

It is the aim of the school to contact parents, carers or guardians as soon as is reasonably possible if there is a need to offer or avail pupils of First Aid or treatment off site.

Whilst the priority will always be the pupil, or member of staff, receiving care and welfare, there could be delays contacting the parent or carers/guardians quickly and easily. The following might contribute to delay

- First Aid treatment being given
- Emotional support
- Waiting time for an ambulance
- Safeguarding others
- Distance if on a school trip or equivalent
- Establishing all the facts
- Accessing contact details and 'getting through' to parents/carers/guardians

3. First aiders

To qualify as a Myddelton College first aider, a member of staff will undertake appropriate training delivered by a competent training provider and hold a valid first aid certificate.

When selecting a first aider, we take into account the following factors:

- reliability and communication skills,
- aptitude and ability to absorb new knowledge and learn new skills,
- ability to cope with stressful and physically demanding emergency procedures,
- availability to respond to an emergency immediately.

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits,
- when appropriate, ensure that an ambulance or other professional medical help is called.

Appointed person (Mrs Helen Roberts)

Where a first aider is not present, the needs assessment identifies that the senior person takes charge of the first aid arrangements. Appointed persons do not need to have a first aid qualification although they may benefit from training. Their role is to take charge when someone is injured or becomes ill, to look after the first aid equipment, and to ensure that an ambulance or other professional medical help is summoned when appropriate

4. First aid training

The school's named first aiders should have received the appropriate first aid training delivered by a competent first aid training provider.

Where first aid provision is intended to cover specific needs, like PE and games, or Learning through the Outdoors, we strongly recommend first aiders have additional training above the minimum requirement. Myddelton College recognises that standard first aid at work training courses do not include resuscitation procedures for children, for example.

First aid certificates are usually valid for 3 years. Myddelton College will arrange for retraining before certificates expire and it is expected that first-aid certificate holders will remind the Headteacher if the expiry date nears. It is strongly recommended that first aiders undertake regular and appropriate refresher training to maintain their skills and keep up to date with any changes in procedures.

Specific training will be given when, for example information about the use of epipens is needed.

Where a pupil or staff member requires First Aid, the First Aider will need to assess a situation and the needs of the injured party before any action is taken. This might include, for example, where the injured party has fallen and there is potential for a bone to be broken, or the injured party has sustained a head injury and time is required to determine whether there has been concussion.

The First Aider is trained to respond with due care once an assessment by 'those at the scene' have decided how to proceed. First Aiders are aware that they should have as their priority the need to call for specialist medical help once the immediate needs of the pupil or staff member are addressed.

5. Recording and reporting

Myddelton College will keep a record of all incidents involving staff and pupils (and visitors) who require and receive first aid. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record will be readily accessible, and details recorded will include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

This record does not replace the statutory accident book. All significant incidents including those required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be recorded in the accident book. **All reportable incidents will be recorded by the First Aid at Work Responsible Person – this is currently Helen Roberts.**

Myddelton College has specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR. HSE will be notified of fatal and major injuries, and dangerous occurrences without delay. See the HSE RIDDOR advice for more details.

6. Injuries to anyone who has been involved in an accident at the school

Injuries to anyone who has been involved in an accident at the school or on an activity organised by the school are reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident, Myddelton College will consult the HSE general RIDDOR guidance.

Information for staff

Myddelton College will inform staff and pupils, and others of its first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders or appointed person

staff and pupils will be informed both in assemblies, staff meetings and notices how to contact a first aider or appointed person urgently should the need arise.

Staff and pupils are made aware of the procedures for monitoring and reviewing the school's first aid needs. The information published is shown on notices which are clear and easy to understand; these are shared with staff and pupils, and where necessary contractors and visitors to the school as appropriate.

First aid notices are posted in prominent positions around the school. The inclusion of first aid information during induction training helps to make sure new staff and pupils are made aware of first aid arrangements.

Myddelton College will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment. These are made available and are easily accessible. Should any member of the school community identify a shortage in the provision of such materials and equipment, it is their responsibility to inform the Headteacher immediately.

7. First aid containers

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. Myddelton College provides at least one fully stocked first aid container for each boarding house as well as the main school and sports centre. All first aid containers are marked with a white cross on a green background.

The school first aid needs assessment helps determine what is provided; if any person identifies the shortage of any item or an important item which is not included in this list, it is their responsibility to inform the appointed person.

First aid items should include:

- a leaflet giving general advice on first aid – HSE information is available
- individually wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium sized individually wrapped sterile unmedicated wound dressings
- large sterile individually wrapped unmedicated wound dressings
- pairs of disposable gloves

Each first aid kit will normally be kept near to hand washing facilities.

Myddelton College's first aid notices identify the first aider responsible for regularly checking the contents of first aid containers. The first aid kits will be restocked as soon as possible after use; should any person discover that a first-aid kit not been restocked, they should inform the Headteacher immediately. Items should be discarded safely after the expiry date has passed.

8. Travelling first aid containers

Before undertaking any off-site activities or educational visits, the visit leader and the assistant staff members should jointly assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities.

The minimum travelling first aid kit should be:

- a leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings
- large sterile unmedicated dressing
- triangular bandages individually wrapped and preferably sterile
- safety pins
- individually wrapped moist cleansing wipes
- pairs of disposable gloves

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition.

The first aid kit should contain:

The following items must be kept in the first aid box:

- antiseptic wipes, foil packed
- conforming disposable bandage (not less than 7.5 cm wide)
- triangular bandages
- packet of 24 assorted adhesive dressings
- large sterile unmedicated ambulance dressings (not less than 15.0 cm x 20.0 cm)
- sterile eye pads, with attachments
- assorted safety pins
- pair of rustless blunt-ended scissors
- automated external defibrillators

Myddelton College has an automated external defibrillator (AED) as part of their first aid equipment, it is situated outside the College lower gate (Church Gate) in order that it can also be used by members of the public.

9. Accommodation

Myddelton College provides a suitable first aid room. This room is reserved exclusively for the provision of first aid **and is situated on the ground floor next to the finance office**

The room can be used for medical examination and treatment of pupils, and for the short-term care of sick or injured pupils. In addition, the school provides a sick bay for boarders who are unwell, this is in Howell's House.

10. Medicines administration in schools

First aid provision does not include giving tablets or medicines.

Whilst some pupils will have long-term and complex medical conditions, or carry their own medication (for example, an inhaler for asthma or adrenaline for intra-muscular use in anaphylaxis), the role of a first aider is generally limited (where appropriate) to helping pupils who need to take their own medication to do so.

Please refer to Myddelton College's policy on the storage and administration of medicines.

Some pupils may need to have access to life saving prescription drugs in an emergency; the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication is only be given by those trained to do so. However, where a first aid needs' assessment identifies medication which may be required to be administered in an emergency, only first aiders with additional training, and with permission from the Headteacher may do so. They will need to be satisfied, prior to giving approval, that the first aider is aware of the symptoms and conditions to administer lifesaving medication in such an emergency situation.

11. Mental health

Myddelton College recognises the importance of supporting those with mental health and well-being difficulties.

The school will do its best, with the specific support and agreement of parents, to support any young person who might have an underlying mental health problem.

Whilst education staff, specifically Heads of Section and tutors, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one, only appropriately trained professionals will attempt to make a diagnosis of a mental health condition.

First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe. However, this is not a requirement made of any member of staff, both teaching and support.

School staff are not mental health professionals. Should Myddelton College staff and pupils experience more serious mental health problems, Myddelton College will expect their families to be able to access support from sources which include professionals working in specialist Children and Adolescent Mental Health Services (CAMHS), voluntary organisations and local GP practices.

12. PPE Procedure for First Aid Incidents

To ensure the safety of both staff and pupils during first aid interventions, all staff must adhere to the following PPE protocol:

1. Preparation Before Attending

Hand Hygiene: Clean hands and wrists thoroughly using alcohol-based hand rub or soap and water.

Personal Readiness: Tie back long hair, remove jewellery, and ensure appropriate PPE sizes are available

2. Donning PPE (Putting On)

Apron: Put on a disposable apron and tie securely at the waist if dealing with any body fluids

Face Mask: Wear a fluid-resistant surgical mask, ensuring it covers the nose, mouth, and chin snugly if you feel there is a risk of cross-contamination via any airborne disease

Eye Protection: If there's a risk of splashes or respiratory droplets, don appropriate eye protection such as goggles or a face shield.

Gloves: Wear disposable gloves

3. During the Incident

Avoid Touching Face: Refrain from touching the face or adjusting PPE unnecessarily.

Maintain PPE Integrity: If any PPE becomes damaged or contaminated, replace it immediately.

4. Doffing PPE (Removing)

Gloves: Remove gloves first by peeling them off from the wrist and turning them inside out. Dispose of them safely.

Hand Hygiene: Clean hands and wrists immediately after removing gloves.

Apron: Untie or break the apron ties, pull it away from the body, and roll it inside out before disposal.

Eye Protection: Remove by handling the side arms or straps, avoiding contact with the front. Clean reusable eye protection according to manufacturer instructions or dispose of single-use items appropriately.

Face Mask: Remove by untying or unlooping from behind the ears, avoiding touching the front. Dispose of safely.

Final Hand Hygiene: Thoroughly clean hands and wrists after all PPE has been removed.

5. Disposal of PPE

Waste Segregation: All used PPE must be disposed of in designated clinical waste bins located within the first aid room.

Waste Handling: Ensure that waste bags are securely sealed and disposed of according to the college's waste management protocols.

Adhering to this procedure minimizes the risk of cross-contamination and ensures a safe environment for both staff and pupils. Regular training and updates on PPE protocols will be provided to all relevant staff members.

13. Staff Qualifications

NAME	QUALIFICATION	EXPIRY DATE
Helen Roberts	Emergency First Aid (3 day)	11/2/28
Dann Webb	Outdoor First Aid (16 hrs) Including EFAW	9/2/28
Tom Eddy	Wilderness First Aid 16hrs	17/4/27
Mike Pearson	Emergency First Aid (1 day)	1/4/27
Amy McCormick	Emergency First Aid (1 day)	10/1/28
Nikki Evans	Emergency First Aid (1 day)	1/4/27
John Priest	Emergency First Aid (1 day)	1/4/27
Kerry Evans	Emergency First Aid (1 day)	1/4/27
Miles Herridge	Emergency Paediatric First Aid	1/12/25

Alison Hamilton	Emergency First Aid (1 day)	11/2/28
Natasha Williams	Emergency Paediatric First Aid	1/12/25
Sarah Priest	Emergency First Aid (1 day)	11/2/28
Mark Rogerson	Emergency Paediatric First Aid	1/12/25
Lesley Corner	Emergency First Aid (1 day)	11/2/28
Eloise Davies	Mental Health First Aid	6/4/28

14. Locations of first aid bags

Basement	Ground Floor	First floor	Second floor	Sports Centre
On wall outside CL2	Estates – tool room	On wall in between Lab 4 and Lab 5	Sixth form common room in kitchen cupboard	On wall in foyer
On wall in Pre-Prep Classroom	LTTO store (back of kitchen)	Lab 4		In PE office
	First Aid room	Lab 5		
	Staff room	Lab 6		
	Library door	On wall outside CL12		
	The Kitchen	LTTO drying room		
	Lab 1			
	Lab 2			
	Lab 3			

Myddelton College has an automated external defibrillator (AED) as part of their first aid equipment, it is situated outside the College lower gate (Church Gate) in order that it can also be used by members of the public.