



First Aid: Policy & Guidance

MEB

Last updated September 2018

Date	Person Conducting the Review	Changes Made
19 Sep 16	Ops Dir	Significant medical conditions of pupil population updated
14 Sep 17	Head Sister	Appendix 1
14 Sep 17	Head Sister	Appendix 2
4 Sep 18	Head Sister	Known Injuries, Illnesses and Incidents
		Number of First Aiders
		Significant Medical Conditions of Pupils
		Appendix 2 First Aid Kit Distribution
		Appendix 3 First Aid Provider Requirement

First Aid: Policy Guidance

This policy should be read in conjunction with specific medical guidelines/policies on

- Medical Care Policy
- First Aid Policy
- Accident Reporting Policy
- Management of care for pupils with asthma
- Management of care for pupils with severe allergies
- Management of care for pupils following concussion or suspected concussion
- Infection Control including body fluid spills & needle stick injuries
- Professional registration and revalidation for nurses

Scope

1. Summer Fields School has approximately 290 boys aged 4-13 and 140 employed staff. There is a legal requirement to ensure that the School has adequate first aid provision appropriate to the environment and activities undertaken both on site and when away on school sports or trips.
2. This policy and guidance directs the School's approach to analysing the risk and resultant first aid needs. It directs the production of a Risk Assessment to inform the planning for first aid cover and distribution of first aid kits.
3. Provision of primary health care within the School is covered in a separate policy and procedures. The first aid cover for specific activities and locations outside of the normal school routine will be covered within the associated risk assessment and identified within the control measures. The direction for this is covered in Summer Fields Health and Safety Policy.

Objectives

4. To ensure that adequate first aid cover is available to both staff, pupils and visitors in accordance with regulatory requirement and the School's first aid needs assessment.
5. To ensure that the School meets its legal responsibilities.

Guidance

6. The Headmaster, Operations Director and Head Sister will have responsibility for the implementation of this guidance.
7. **Headmaster** will.
 - Ensure that there are sufficient resources and priority placed for the adequate provision of first aid to the School.
8. **Operations Director** will:
 - Maintain the Summer Fields First Aid Policy and Guidance.
 - Maintain the Summer Fields First Aid Risk Assessment.
9. **Head Sister** will:
 - Conduct and review the School's First Aid Needs Assessment, informed by the First Aid Risk Assessment. To include:
 - First aid provider requirement by ratio and by activity.

- First aid training plan.
 - First aid kit distribution plan.
- Maintain first aid kits.
 - Coordinate first aid training.
 - Adjust the risk assessment and control measures based on accident and injury analysis.

10. **School Staff** will:

- Undertake first aid training to a level appropriate to their role and responsibilities.
- Know where the first aid kits are located.
- Administer first aid appropriate to their training.
- or know the location of the nearest first aid provider.

Guidance on When to Call an Ambulance

11. Call 999 in a medical emergency, when someone is seriously ill or injured and their life is at risk. Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- persistent, severe chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds

Call 999 immediately if you or someone else is having a heart attack or stroke. Every second counts with these conditions. Also call 999 if you think someone has had a major trauma. Major trauma is often the result of a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury. If in doubt call 999 and request an ambulance.

Ensure there is someone at the main entrance to direct the ambulance to the sports field.

First Aid Needs Risk Assessment

12. The First Aid Policy and Guidance will be reviewed annually.
13. The First Aid Needs Risk Assessment is to be reviewed annually included at Appendix A to the First Aid Policy and Guidance.
14. The First Aid Kit Distribution plan is to be reviewed annually and attached at Appendix B to the First Aid Policy and Guidance.
15. The First Aid Provider Requirement and Training Plan is to be reviewed annually and attached at Appendix C to the First Aid Policy and Guidance.

Maintenance of First Aid Kits

16. Static first aid kits are to be checked termly. First aiders are to inform Hobsons of any significant use or on noticing that they need replenishing.
17. Portable First Aid kits are to be checked before issue to trip or team takers who are then charged with the responsibility for their safe return.

Accident Reporting

18. Accident reporting is to be in accordance with the School Accident Policy.

Appendices:

1. Summer Fields First Aid Needs Risk Assessment.
2. Summer Fields First Aid Kit Distribution Plan.
3. Summer Fields First Aid Provider Requirement and Training Plan.

Circulation for comment and input:

Health and Safety Committee, Headmaster, Deputy Headmaster, Operations Director, Senior Sister, Head of Activities, Director of Studies, Director of Sport, Domestic Bursar, Clerk of Works, Head of Grounds, School Keeper, Head Sister.

Publication:

Hard copies: Policies file in Staff Room, all Lodges, Staff Handbook, Cyber Copies to SF policies cc All Staff

Appendix 1

Summer Fields First Aid Needs Risk Assessment

This form should be used in conjunction with **Guide to Carrying Out a First Aid Needs Assessment**.

To use: complete information for your department/area in Part 1 - **Assessment Factors**, record your conclusions in Part 2 - **Outcome of Assessment**, then determine requirements in Part 3 - **First Aid Facilities Required**.

1. Assessment Factors

Location Name:	Summer Fields School	Date: 04.09.18
Assessed by:	M. Boardman	Position: Head Sister
Department	Hobsons – Medical Centre	

NATURE OF HAZARDS AND SEVERITY OF RISK	
Hazards <i>List known hazards/risks</i>	Description <i>Describe the hazard</i>
Boys with allergies & known medical conditions	See Appendix
Proximity of staff/pupils from Medical Centre & First Aid Kits when in Far	Far fields are a long distance from medical and first aid provision which may delay assessment & treatment of pupils & staff.

NATURE OF HAZARDS AND SEVERITY OF RISK	
Hazards <i>List known hazards/risks</i>	Description <i>Describe the hazard</i>
Fields	Difficult access for emergency services.
Overnight school trips in remote locations and trips abroad	Distance from medical and first aid provision in remote locations and when abroad may delay assessment and treatment of illness and injury and access to emergency medical care.
Machinery/chemicals used on school site – kitchens, laundry, maintenance, grounds.	Use of machinery and chemicals on-site may lead to increased risk of accidents for users if used out-side of guidelines and procedures.
Some areas/activities in the school are known to be at higher risk of accidents or where accidents are sustained more frequently due to number of pupils and size of site.	High risk areas include science labs, DT room, sports hall, swimming pools and sports pitches/playing fields (especially during large fixture). Adventure playground. School premises in the evening and weekends during free time.
Pool Club – Unsupervised sessions	Elderly/adult visitors who use pool alone during pool club sessions.

KNOWN INJURIES, ILLNESSES AND INCIDENTS	
Incidents resulting in injury <i>List the injuries that have occurred in the area</i>	Description <i>Provide a brief description of how they occurred</i>
Exacerbation of asthma	Sports,
Cuts, grazes, lacerations, bruises, nose bleeds, trapped fingers	Sports hall/courts, pitches, astro, golf, cricket nets, pool area, away matches, free time games, classrooms & corridors, lodges
Eye injury	Cricket ball
Burns	DT room, dining room, Science lab
Concussion, head injury, fractures, ligament/cartilage damage	Sports pitches, adventure playground, away matches, free time games/play, tree climbing
Allergic reaction	Bites & stings, food with nuts brought in by parent at away match
Slips/trips	Corridors, pool area, Lobby area, sports hall, free time games
Incidents not resulting in injury <i>List incidents that have occurred in the area that could have resulted in injury but did not</i>	Description <i>Provide a brief description of the incident</i>

LOCATION, SIZE AND LAYOUT OF THE WORKPLACE	
Item	Detail <i>Provide details</i>
Current location of first aid kit(s)	See separate appendix (35 in situ & 25 portable)
Maximum distance from any room in the building/department, to the nearest first aid kit.	200 yards max inside Outside – River to plantation/golf pavilion/outdoor pool.
Number of floors in the building	4 (Upper Lodge/Counsellors Room)

NUMBER AND DISTRIBUTION OF PEOPLE NORMALLY WITHIN THE LOCATION/DEPARTMENT									
Please indicate which of the following categories of people may be present in the location									
Teaching staff	√	Boys	√	Visitors	√	Admin staff	√	Support staff	√
For those categories which you have ticked, please complete the following information, otherwise mark the									

NUMBER AND DISTRIBUTION OF PEOPLE NORMALLY WITHIN THE LOCATION/DEPARTMENT

section n/a

TEACHING STAFF (Including Lodge parents & Head of LS)

Please indicate (for each day), the number of TEACHING staff who <i>may be</i> working in the location at any given time.	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	≈ 50 →	→	→	→	→	→ Until 4pm Then as Sunday	Duty Team, LP & gappers
TEACHING staff hours	Working from:		7.30 onwards		Until:		6.30/8.30
TEACHING staff annual working weeks	Term time only		√	38 weeks /year		52 weeks / year	
Are any TEACHING staff subject to lone working? If yes, please list them below, and indicate the days, hours and times of lone working							
Employee:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
1. Some drivers/away match takers eg sculling, squash, tennis, golf, fixtures	Variable days						
2. Some coaches/teachers – squash, golf, clays, extra swimming coaches	Variable days					X	X

BOYS

Please indicate (for each day), the number of BOYS who <i>may be</i> present in the location at any given time.	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	≈ 290	→	→	→	→	→	→
BOYS' hours	From:		07:20am		Until:		20.25pm
BOYS' annual weeks	Term time only		√	38 weeks /year		52 weeks / year	
Are BOYS ever present in the location without direct supervision? Yes – evening & weekends If yes, how many, and at what times?	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	≈ 215 Number s	Reduce	From	7.15pm			

VISITORS/VISITING STAFF (LS; Peri's – music, activities, languages; Counsellor) Pool Club

Please indicate (for each day), the number of VISITORS/VISITING STAFF who may be present in the location at any given time.	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	≈ 25 →	→	→	→	→		
For large numbers of VISITORS/VISITING STAFF please specify the normal times of arrival and departure	Mon	Tues	Wed	Thu	Fri	Sat	Sun
	Variable depending on event.						
Please list any specific occasions where there are likely to be large numbers of visitors to the location, and give brief details of the event:							
Occasion	Date(s)		Event Details				

1. Prize giving		End of Terms
2. Sports Day		Summer Term
3. School Functions/Events/Concerts		On-going
4. Rugby Tournaments		Lent Term
5. Pre-prep football tournaments		Variable
6. End of term pick up		End of each term

ADMIN STAFF

Please indicate (for each day), the number of ADMIN staff who <i>may be</i> working in the location at any given time.	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
	≈ 10 →	→	→	→	→	2-3	1		
ADMIN DEPT hours	Working from:		7.30/9am	Until:		5pm/8pm			
ADMIN DEPT annual working weeks	Term time only		38 weeks /year		52 weeks / year		√		
Are there any ADMIN staff subject to regular lone working during term time ?									
If yes, please list them below, and indicate the days, hours and times of lone working									
Employee:	Details:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. Housekeeping Staff	Variable		√	√	√	√	√	√	√
2. Maintenance Staff	Variable		√	√	√	√	√	√	√
3. Grounds Staff	Variable		√	√	√	√	√	√	√
Are any ADMIN staff subject to lone working during non-term time ?									
If yes, please list them below, and indicate the days, hours and times of lone working									
Employee:	Details:		Mon	Tue	Wed	Thu	Fri	Sat	Sun
1. Housekeeping Staff	Variable		√	√	√	√	√	√	√
2. Maintenance Staff	Variable		√	√	√	√	√	√	√
3. Grounds Staff	Variable		√	√	√	√	√	√	√

SUPPORT STAFF

Please indicate (for each day), the number of HOUSEKEEPING staff who <i>may be</i> working in the location at any given time.	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	11-14	→	→	→	→	Contract Cleaners	
Please indicate (for each day), the number of MAINTENANCE staff who <i>may be</i> working in the location at any given time	4	→	→	→	→	1 Plus	1 On-call
	4	→	→	→	→	½ day	
Please indicate (for each day), the number of OTHER SUPPORT staff who <i>may be</i> working in the location at any given time	15					11	9

HOUSEKEEPING DEPT hours	Working from:	06.25	Until:	8pm				
MAINTENANCE DEPT hours	Working from:	08.00	Until:	5pm				
GROUNDS DEPT hours	Working from:	09.00	Until:	5pm				
OTHER SUPPORT DEPT hours	Working from:	07.00	Until:	8.30pm				
HOUSEKEEPING working weeks								
Term time only		38 weeks /year		52 weeks / year				
				√				
MAINTENANCE working weeks								
Term time only		38 weeks /year		52 weeks / year				
				√				
GROUNDS working weeks								
Term time only		38 weeks /year		52 weeks / year				
				√				
OTHER working weeks - Variable								
Term time only	√	38 weeks /year		52 weeks / year				
				√				
Are any SUPPORT staff subject to regular lone working or overtime during term time ?								
If yes, please list them below, and indicate the days, hours and times of lone working								
Employee:	Details:	Mo n	Tu e	Wed	Thu	Fri	Sat	Sun
1.Sister	Late & night shifts	√	√	√	√	√	√	√
2.Housekeeping Staff	Variable	√	√	√	√	√		
3.Maintenance	Variable	√	√	√	√	√	√	√
4. Ground & maintenance	Variable	√	√	√	√	√		
Are any SUPPORT staff subject to non-routine overtime? If yes, please give details								
Are any SUPPORT staff subject to lone working during non-term time ?								
If yes, please list them below, and indicate the days, hours and times of lone working								
Employee:	Details:	Mo n	Tu e	Wed	Thu	Fri	Sat	Sun
1.Maintenance	Variable	√	√	√	√	√	√	√
2. Ground & maintenance	Variable	√	√	√	√	√		

2. Outcome of Assessment

OUTCOME	
Item	Description
	<i>Briefly provide a description based on the information obtained from the assessment</i>
People exposed	<ul style="list-style-type: none"> Pupils with known medical and psychological health needs whose condition may change quickly (eg asthmatic, severe allergies, seizures) Pupils & staff undertaking high risk activities at a distance from main school eg clays, rugby on far pitches Pupils & staff on trips in remotes locations or abroad e.g. camping trips Staff who use machinery & chemicals in their daily work Pupils & staff who work in high risk areas (e.g. Science Labs/DT room/maintenance). Pupils who participate in activities with a high frequency of accidents (e.g. free time & contact sports) especially when supervision levels maybe reduced (e.g. away matches & evenings/weekends) Pupils who participate in contact sports where large numbers may be involved e.g. rugby match fixtures and tournaments.

OUTCOME	
	<ul style="list-style-type: none"> • Pupils who use indoor/outdoor swimming pools - lessons & free-time • Visitors to the school who use facilities on their own e.g. pool club • Staff who are subject to lone working, especially those at a distance from the main school building e.g. grounds staff
Injuries/adverse outcomes that may occur	<ul style="list-style-type: none"> • Delayed assessment of an injury, accident or change in condition resulting in a delay in treatment/medical assistance • Delay in communication to Hobsons Medical Centre/local medical services to summon emergency services • Inability to contact a first aider or provide first aid if an individual has an accident or sustains an injury whilst on their own
Risk controls	<p>During term time first aid cover is provided 24/7 for staff, pupils and visitors to the school through Hobsons Medical Centre.</p> <p>Trip/activity/rugby match takers are also trained to provide first aid to pupils for whom they are responsible within their level of competence.</p> <p>Mini-bus drivers, duty masters and Lodge Parents/takers are trained to provide first aid in case of accident or injury in Lodge or when level of staff support is reduced</p> <p>Pupils with significant health needs have a care plan which details the type of monitoring/care required in school and on overnight trips</p> <p>Pupils with severe allergies have EpiPen packs in Lodge and bum-bags in Hobsons and the bag will be taken on away matches, school trips and leave outs and returned promptly to Hobsons on arrival back in school.</p> <p>Pupils with asthma will carry blue inhalers with them in school and a spare inhaler will be included in first aid kits for away trips and matches.</p> <p>First Aid Kits are located in high risk areas for immediate access and relevant teachers trained to an appropriate level to deal with an injury if needed</p> <p>First aid kits are located at other medium/low risk areas in the school buildings & grounds and portable kits are taken by team/activity leaders to the far fields.</p> <p>Portable first aid kits are provided for all trips & matches off school site individualized to the trip/pupil group.</p> <p>An additional Pitch side first aider is provided for home fixtures for contact sport home fixtures.</p> <p>First Aider provision is increased for large events, especially contact sport events when number of visitors on the school site is high and/or when frequency of injury may be higher.</p> <p>Access of emergency vehicles to school events will be considered especially for large events or when an event is at a distance from the Medical Centre e.g. sports day, Hay Feast etc.</p> <p>Lifesaving courses are provided for all pool supervisors & a level 3 First Aider is responsible for this area, training & supervision. Two life-savers are always present in the pool areas to supervise pupils.</p> <p>Pool Club – members are advised not to use facilities alone in case of emergency and members are made familiar with first aid and emergency contacts on joining. Consider panic alarm system & AED for the future.</p> <p>Staff subject to lone working have immediate telephone/walkie-talkie provision and are aware of contacts in case of emergency.</p> <p>Training and instruction on machinery and COSHH is given where needed</p>

OUTCOME	
	on induction and up-dated regularly by HOD
Level of Risk	Variable from High to low depending on area of school and activity/sport See and individual activity & trip risk assessments. See spreadsheet for levels of risk identified for different areas of the school

3. First aid facilities required

FACILITIES	
Facilities/Resources	Detail <i>Provide details of the required facilities/resources</i>
Number of first aiders	<p>First aider (level 3) on duty in Hobsons to provide first aid cover to school community from 7.30am – 8.30pm during term time.</p> <p>First aiders (level 2) on duty/call in Hobsons/Lodges when staff & pupils are sleeping.</p> <p>First aider (level 3) based in pool area & 2 trained life-savers on duty for pupil swims.</p> <p>First Aiders (level 3) in Pre-Prep</p> <p>Away trip/activities/rugby match takers – minimum of 1 first aider</p> <p>Abroad/remote UK trip – minimum of 1 first aider</p> <p>Other first aiders in school during term time include trip, activity & match takers, senior matron, duty masters and mini-bus drivers.</p> <p>Out of school term first aid is provided by admin staff x 1 & Maintenance team x 2.</p> <p>For a special event with visitors a minimum of 2 Identifiable First Aiders will be present at the event and with 1 further first aider based in Hobsons (may be increased depending on severity of risk)</p> <p>For regular contact sports fixtures there will be 1 identifiable first aider pitch side & 1 first aider in Hobsons in addition to match takers.</p>
Competencies of first aiders	<p>Level 3 - Day sisters, abroad & remote trip takers, swimming teacher.</p> <p>Level 2 - Night sisters, lodge parents, senior matron, duty masters & out of term-time first aiders</p> <p>Level 2 - Local trips/activities/away matches/mini-bus drivers</p> <p>Rugby First Aid – All rugby match takers & pitch side first aiders.</p>
Number and location of first aid kits	<p>See Attached spreadsheets</p> <p>Signs are required for location of nearest first aid kits & first aiders</p>
Contents of first aid kits	<p>See Appendix 2</p> <p>Contents of static kits checked termly.</p> <p>Portable kits checked after each use.</p> <p>The school has one AED.</p>
Provision of first aid information in languages other than English	N/A

4. Significant Medical Conditions of Pupil Population

Summer Fields has a pupil population of approx. 250 pupils with the following known medical conditions which should have been taken into account when planning first aid provision and staff training, as at September 2016:

- Severe allergy requiring prescribed adrenaline pens x 5 pupils
- Asthma x 18 pupils
- Diabetes Type 1 x 1 pupil
- Controlled medication or medication requiring special precautions x 2 pupils
- Complex/chronic medical conditions, requiring close monitoring x 1 pupils

5. Contents of First Aid Kits

Mini Bus First Aid Kits:

Resuscitation face shield	Sterile dressings (6)
Clinical waste bag	Absorbent dressing pads
Hand cleaning gel	Nitrile gloves large
Saline wash pods (5)	Scissors
Strapping tape	Ice pack
Cotton bandage	Micropore tape
Triangular bandage (2)	Gauze swabs
Eye pads (2)	Safety pins
Burnshield dressing	Disposable foil blanket
First aid advice leaflet	Contents list
Moist cleaning wipes	Sterile dressing (pad and bandage)
Various plasters	

Standard First Aid Kits:

Resuscitation face shield	Sterile dressings (6)
Clinical waste bag	Absorbent dressing pads
Hand cleaning gel	Nitrile gloves large
Saline wash pods (5)	Scissors
Strapping tape	Ice pack
Cotton bandage	Micropore tape
Triangular bandage (2)	Gauze swabs
Eye pads (2)	Safety pins
First aid advice leaflet	Disposable foil blanket
Moist cleaning wipes	(portable kits)
Various plasters	Contents list
	Sterile dressing (pad and bandage)

Appendix 2

First Aid Kit – Distribution Plan

Location	First Aid box	Remarks
Lodges and Boys' Welfare		
Borva	1	
Cottage	1	
Front Lodge	1	
Lower House	1	
Mayfield	1	
Savages	1	
Upper House	1	
Hobson's	2	Plus all portable kits
Grounds & Sports Facilities		

Cricket Pavilion	1	
Golf Pavilion	1	
Swimming Pool - Outdoor	1	
Playing Fields	Portable	Collect from Hobsons for all high risk sports/activities
Swimming Pool - Indoor	1	
Sports Hall	1	Office
Model Train Shed	1 mini kit	
Public Areas		
School Office	1	
Macmillan Hall (Lobby)	1	
Chapel	1	Vestry
Classrooms and Specialist Teaching Areas		
Art & pottery	1	
Bolton	1	Lower Lobby
Design technology	1	Including eye wash kit
Science laboratories	3	Including eye wash kit
Pre-Prep	6	3 standard and 3 mini kits
Transport & Educational Visits		
Educational visits & Away Matches	Portable	From Hobsons
Abroad & Overnight trips	Portable	From Hobsons
Minibuses	3 boxes	Additional burns dressings
Support Departments		
Bursary	1	
Grounds department	1	
Catering department	1	
Maintenance department	1	
Laundry department	1	
Tractor Shed	1	
Matrons room/Salata Pavilion	1	
Academic staff room	1	Black Hole

Appendix 3

Summer Fields First Aid Provider Requirement and Training Plan

Provision of First Aid

1. **Rationale.** The number of first aiders and level of first aid training is determined by the size of the pupil and staff population, the nature and size of an event and whether the event takes place on or off the school site. The table below lists the requirements for First Aid.

School Activity	Level 3 First Aider First Aid at Work	Level 2 First Aider Emergency FAW	Specific Rugby First Aid
In school - day	1 (Nurse)	1 minimum	
In school - night		1 Hobsons (Nurse) 1 Lodge Parent	
On-site high risk sports match; e.g. rugby, football	2 Pitch side	1 in Hobsons	All Rugby Match Takers Lent Term

On-Site but remote activity / Sport; e.g. Golf, Shooting etc.	1 Hobsons	1 at Remote location	
Out of term time office hours		1 Admin or maintenance staff	
Large events on-site; e.g. fireworks, sports day etc.	1-2 at event or 1 at event & 1 in Hobsons	1 at event or in Hobsons	
School Trip - remote UK	Ideally 1 on trip	1 on trip or 2 if no level 3	
School trips abroad	Ideally 1 on trip	1 on trip or 2 if no level 3	
Local school trip or away match		1 per team/class	All Rugby Match Takers Lent Term

First Aid Training Plan

2. **Rationale.** The level of first aid training required is determined by the severity of the risk of accidents and injury, the nature of the pupil/staff population, the frequency and type of accidents experienced and the nature of the activity/sport/trip undertaken on & off-site.
3. **Level 3 Training.** Level 3 training is required by Sisters who provide first aid cover to the school during the day, at rugby matches and large events. Level 3 training is also recommended for staff who accompany pupils on trips abroad and to remote areas. Level 3 training is provided externally off-site and the qualification is renewable every 3 years.
4. **Level 2 Training.** Level 2 training is recommended for night sisters, lodge parents, senior matron, rugby match takers, duty masters, admin/maintenance staff who work out-side of term time, coaches/teachers who run activities/sports remotely from the main school building and teachers who take trips abroad or in remote locations in the UK. Level 2 training is provided in school by an external provider and the qualification is renewable every 3 years.
5. **Rugby First Aid Training.** Rugby First Aid Training is recommended annually for all rugby first aiders and rugby match takers due to the higher risk of injury and accidents associated with this sport.
6. **Annual Updates.** All staff who have completed a level 2 or 3 first aid course are recommended to have annual up-dates. This is an uncertified course so can be delivered in house.
7. **Training Coordination.** First aid training is to be coordinated by the Head Sister with training records retained by the HR Manager, as at Sep 2017 the school had the following first aid trained personnel. **For accuracy the names are maintained on the staff training data base.**

- 1 x Emergency First Aid
- 1 x First Aid
- 48 x First Aid Level 2
- 7 x First Aid Level 3
- 12 x Rugby First Aid

Rational - First Aid Cover Required For	Level 3 First Aid Training	Level 2 First Aid Training	Rugby First Aid
Hobsons	Day Sisters	Night Sisters	Pitch side First Aiders
Lodges		Lodge Parents	
Trips abroad	Trip Taker x 1	All Trip Takers	
Remote UK trips	Trip Taker x 1	All Trip Takers	
Evening / weekend cover		Senior Matron Duty Masters	
Rugby match takers			All rugby match takers

Holiday cover		Admin Staff x 1 Maintenance staff x 2	
On-site remote sport		All coaches & teachers who work remotely from main school building	