



KENT COLLEGE
WEST CAIRO

First Aid Policy-Procedures

Owner	School Doctor
Applied to	Junior School and Senior School
Date last reviewed	September 14 th , 2025
Date of next review	September 14 th , 2026
Committee approved by	Education, Welfare & Personnel
Review period	1 year

Definitions:

First Aid: This is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an ambulance, Health Care Professional or Doctor, or other appropriately qualified person.

The aims of First Aid are threefold:

1. To preserve life
2. To limit worsening of the condition
3. To promote recovery

First-Aider: This is someone who has completed a theoretical and practical instruction course and passed a professionally supervised examination on First Aid through an approved training provider.

Policy Statement:

The Education (Independent Schools Standards) (England) Regulations 2014 require that independent schools have and implement a satisfactory policy on first aid and provide appropriate facilities. This is to ensure adequate and appropriate first aid measures can be put in place as recommended in Regulation 3 (1) of the Health and Safety (First-Aid) Regulations 1981.

Kent College is committed to providing sufficient numbers of trained first aid personnel, equipment and information to ensure that any injured or taken ill person, on or off of campus can obtain immediate support. This policy covers the arrangements implemented to meet this commitment.

First Aid for Students at school will normally be provided by the Clinic Staff, which consist of The School Doctor, a qualified nurse and First Aid trained staff. Off campus it is the responsibility of the Group Leader to have a good working knowledge of first aid and ensure that an adequate first aid trip bag is taken as part of the trip risk assessment process. For adventure activities, visits abroad or residential visits it is required for at least one of the group's teachers to be a first aider. All adults in the group should know how to contact the emergency services.

Arrangements

The Clinic will ensure that there are sufficient numbers of First Aid staff on each site, that all First Aiders receive the correct training and are supported in how they are used within the workplace. A list of first aiders at Kent College senior and the Junior school is attached in appendix II. The Clinic will also be responsible for ensuring that First Aid arrangements are communicated to all on site in all Kent College buildings.

Kent College staff are responsible for alerting The Clinic to any issues regarding First Aid within their area of control, especially if there are changes where First Aiders leave or are moved away from their original designated areas.

A record of accidents/injuries is kept.

Accident and Injury Form

All reports of accidents and illnesses are confidentially stored by The Clinic team and parents are informed of any treatment received, on the same day or as soon as practicable.

First-Aider Arrangements

Kent College will ensure that:

1. Employees are actively encouraged to be First-Aiders where required.
2. There are adequate numbers of trained First Aiders on each school site. **See appendix II** (There will be a paediatric first aid trained member of staff onsite at all times when EYFS Students are present and will also accompany the EYFS off-site trips.)
3. Emergency phone contact during trips or school matches is the Clinic.
4. First Aiders are released to attend both emergency situations and training as required.

5. First Aiders are indemnified against personal litigation if they have acted in accordance with their training.
6. Provision for trips, sports fixtures and off-site activities; the Clinic will provide replenished first aid bags and trips bags for these activities. These are checked on every return to stock and are therefore ready for use.
7. For Students who suffer particular medical conditions (e.g. allergy) care plans and emergency medications are provided to the group leader for the trip.
8. The regular checks of First Aid Boxes in both schools occur in February and September to ensure they are replenished as necessary and expire dates checked. They are easily accessible in their location. Boxes are located as follows, around the school:

First Aiders Will Ensure:

1. They understand their own abilities and limitations in accordance with training received
2. Can safely assess a situation quickly and calmly summon help if necessary
3. Will pass on relevant information to the emergency services, Nursing Manager and school office as required
4. First Aiders will know who to contact regarding spillage of bodily fluids; clean up kits are held by the Site Team and members of the Domestic Team.

Treatments

The Health and Safety (First-Aid) Regulations 1981 and training programmes do not include references on how to diagnose and administer tablets (excluding aspirin which may be given when a heart attack is suspected, but not to children under the age of 16 yrs without instructions from a doctor). Medicines and tablets, hot or cold sprays or the application of specialist bandages such as Tubigrip are not part of the First Aider's training, this type of treatment falls outside the scope of "First Aid". Therefore, First Aiders may not give these types of treatment. Any giving of medication should be referred to the Clinic. The exception to this, is on a school trip when basic medications can be administered (they should be recorded), e.g. Paracetamol, ibuprofen or antihistamines.

In a medical emergency during term-time the Clinic should be contacted but to help preserve life the First Aider should call 123 immediately.

Refresher Training

The Clinic will review when certificates are due to lapse in order to arrange refresher training. Certificates will be checked by the appointed person.

Action in the Event of a Medical Emergency

1. Contact Clinic, contact First Aider in the department to assist immediately to start immediate treatment if required
2. Clinic will Call an ambulance and give the following information:

- a. Contact number and address of site
- b. Nature of emergency, number of casualties etc.
- 3. Inform Reception (and the Site Team where relevant) to expect an ambulance.
- 4. For non-urgent cases who need to visit hospital or go home, school staff or Clinic staff will arrange an escort. The escort may travel by Kent College approved Taxi.
- 5. All staff employed by Kent College are trained in safeguarding procedures.
- 6. Inform the Clinic / Site Team of significant incidents in case any remedial action is required.
- 7. Ensure that an online accident form is completed. The Clinic will inform parents as soon as is reasonably practical when first aid has been administered, (if necessary) or in the case of EYFS, where any accident, illness, injury or administration of medicines has occurred.

Equipment and Facilities

The School will ensure that:

- a. There are adequate resources to ensure compliance with this First Aid Policy on all Kent College sites
- b. First Aid equipment is supplied via The Clinic where installed.
- c. Eyewash facilities are available in high-risk areas, e.g. science labs.

Major Emergencies

First Aiders are not expected to perform any special duties during major emergencies beyond their normal first aid duties. Where practicable, in the event of a building evacuation, First Aiders should take their First Aid box with them but bear in mind that emergency services will arrive within a short time and will deal with any casualties.

1. Objectives

- 1.1. To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
- 1.2. To ensure that accidents can be appropriately investigated.
- 1.3. To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

2. Guidance

- 2.1. The School Doctor and / or Nurse will assess the nature of the accident and the reporting requirements.
- 2.2. The Clinic is responsible for maintaining an accurate record of all accidents that happen to Students, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the online accident form.
- 2.3. Completed accident forms are forwarded to the School Doctor. The pupil's tutor, House Parent will be informed accordingly. The forms are to be kept for a minimum of 3 years and categorised (Students, staff, visitors). The records are confidentially stored online by the School Clinic to ensure compliance with the Data Protection Act.

- 2.4. Accident reports will be considered at meetings of the School Health and Safety Committee where the accident is of a nature that the wider community should be aware.
- 2.5. All accidents reported by the school will be investigated. This will normally be undertaken by the Clinic in Term-time and the School Doctor during School holidays and may include the taking of witness statements, photographs and the production of a written report.
- 2.6. For serious incidents the The Business Manager should consider obtaining legal advice at the outset of any investigation.
- 2.7. The Business Manager will contact the school insurer where any incident is felt likely to result in a claim.
- 2.8. The Clinic is responsible for arranging the escorting of Students to hospital and will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial matter.

Appendix II Lists of First Aiders in School

EY School First Aiders

Evette Adel

Amir Sami

Junior School First Aiders

Katie Boon

Hassab Abo El-Sood

Senior School First Aiders

Robin Silk

SUPPORTING INFORMATION

Relevant Legislation:

Health and Safety at Work etc. Act 1974

Health and Safety (First-Aid) Regulations 1981

Management of Health and Safety at Work Regulations 1999

The Education (Independent School Standards) Regulation 2014

Guidance Documents:

Health and Safety (First-Aid) Regulations 1981: Approved Code of Practice "*First-Aid at Work*"

Guidance Booklet:

"First-Aid Training & Qualifications for the purposes of the Health and Safety (First-Aid) Regulations. 1981".