

RADLEY

First Aid

October 2025

First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces.

To ensure compliance with the Regulations on College site, the College provides sufficient numbers of trained personnel; from one day Emergency First Aid to fully qualified Registered nurses, Paramedics and Doctors, alongside equipment, facilities and information. These provisions ensure that someone competent in basic First Aid techniques can rapidly attend an incident during normal working hours (i.e. during term time) or outside normal working hours when a building is regularly occupied.

Appropriate First Aid arrangements are made for staff and students engaged in fieldwork or whilst engaging in sporting activities.

First Aiders are given additional responsibilities and will be released from the duties to attend any First Aid incident as required. They shall:

- Respond promptly to calls for assistance within their area
- Provide support within their competence
- Assist other First Aiders if necessary
- Summon further help, if necessary (See appendices 1, 2 and 3)
- Report all details of treatment provided and complete an accident form
- Check First Aid kits for which they are responsible, re supplies and expiry dates

The Employer has overall responsibility for the implementation of the First Aid Policy. The Nurse Practitioner and First Aid coordinator is appointed as the responsible person to operate the day-to-day organisation review and update this policy on behalf of Radley College, with input from The Operations Director, Head of Facilities and Compliance, Lead Nurse and Health and Safety Manager where required.

Each Departmental Head and Social residence management team are given the responsibility to ensure adequate First Aid cover (both personnel and supplies).

This policy statement and the entire procedural policy will be reviewed, amended, and updated as and when required. Communication of any such changes will be made known to all employees.

Responsible persons for Health and Safety Requirements

Overall and Final responsibility for First Aid Policy is that of:
The College Duty Holder - The Employer.

Day-to Day responsibilities for ensuring this policy is put into practise is delegated to:

Bursar

Estates Bursar

Lead Nurse

Nurse Practitioner and First Aid Coordinator

Head of Facilities and Compliance

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements
Risk Assessment to be completed annually for each department and the College on whole to ensure the correct cover is maintained during Term and Non-Term Times, Organised College Functions	Head of Facilities and Compliance HoDs Health and Safety Manager Nurse Practitioner and First Aid Coordinator	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments are reviewed annually for employees and visitors (HSE recommendation) to the College, or if working habits or conditions change, or a change in legislation.
To provide adequate training to ensure employees are competent to complete their duties at work As of October 2013, the regulation has changed regarding training provisions	Nurse Practitioner and First Aid Coordinator Lead Nurse	College staff to be given training via the qualified Nurse Practitioner and First Aid Coordinator, or designated accredited trainer. This shall be undertaken on site, with the College registered for training with the relevant bodies. HoDs to ensure they have sufficient First Aiders to cover all activities and at all times, Teaching, Sports, and Bursary Departments. Names of First Aiders to be displayed in prominent position within the Department. Copies/records of all College First Aiders, including Sports, to be kept by Nurse Practitioner and First Aid Coordinator and Head of Facilities and Compliance, with HR to have access to records.
Site Specific – Sports	Nurse Practitioner and First Aid Coordinator	To provide cover during sporting activities of Football and Hockey (Lent) and Rugby (Michaelmas). Cover during College Training Sessions and on Match Days for Rugby, Match days for Hockey and Football. Note. Rugby Match days - additional cover (mobile via medical buggies) of a specialist paramedic and paramedic. All staff engaged in coaching sport must be suitably First Aid trained and complete annual online concussion training.
Requirement for First Aid boxes and accident reporting books Accidents and ill health at work reported under RIDDOR	Bursar Estates Bursar Nurse Practitioner and First Aid Coordinator	First Aid boxes are located in departments throughout the campus. Location of boxes within department to be prominently displayed. HoDs/Sports Coaches are responsible to ensure termly check (correct contents, plus in date) and re-stock of their first aid kits, contacting the Health Centre for supplies.

	Lead Nurse Health and Safety Manager HoDs	Accident recording and RIDDOR reports completed by Health and Safety Manager or HoDs in their absence. Nurse Practitioner and First Aid Coordinator to inform away schools of injuries that their pupils have sustained.
College Trips	Don responsible for trip Health Centre nurse	Trip leader, in conjunction with the Health Centre, to ensure all relevant medical information is known prior to departure, information from ISAMS. Necessary medication e.g. AAls, salbutamol should go with the boys. Trip list should be provided to Health Centre for checking and allocation of trip First Aid bag. Trip Risk Assessment completed by H&S for trips abroad. Where sports teams are playing away ensure there is effective and sufficient First Aid cover.
Supporting pupils at school with Medical Conditions.	Lead Nurse	Individual care plans are accessed via the school database, see also Managing and Administering Medication policy & Managing Medical Conditions policy.
Annual Policy Review	Nurse Practitioner and First Aid Coordinator Lead Nurse Health and Safety Manager	To review annually and advise all College staff of relevant changes.

First Aid Procedures

This should be read in conjunction with the Managing and Administering Medication Policy, Infection Control Policy, Managing Medical conditions Policy and Safeguarding Policy.

First Aid is defined as the help that is given to a sick or injured person until full medical treatment is available. The law states that appropriate equipment, facilities, and personnel be available (Health and Safety (First Aid) regulations, 1981).

Radley College gives First Aid training to staff to ensure this care can be given to pupils, staff, and visitors always, including out of term time.

This procedure aims to cement the learning that takes place in the training that is given out and to signpost where help can be sought.

Defibrillators

There are 5 defibrillators on site, and they are located at –

- Health Centre
- Sports Centre
- Bursary (outside on rear wall)
- Strengthening and Conditioning Suite (in coded cabinet on external wall)
- The Boathouse (in coded cabinet on external wall)

The codes for the cabinets can be obtained either by dialling 999 or from within the College calendar. The defibrillators at the boathouse and on bursary are both registered on The Circuit.

AAIs

There are AAIs strategically placed throughout the College site in secured boxes. These are to be used in the case of emergency, with the preference being for people to carry and use their own AAI. If the emergency AAIs are used, the Health Centre should be contacted so it can be replaced. A list of the location sites can be found in Appendix 6. This can also be accessed in the Health Centre SharePoint page

First Aiders

Individual departments will display who their First Aiders are in a prominent position and will also signpost their First Aid kits. Individual departments will have a risk assessment with the Health and Safety Manager, with a suggestion of what provision of First Aid cover should be implemented. A checklist of the first aid contents will be situated with each first aid kit. First aid kits will need to be checked termly by a nominated person from each

department and sign off sheet completed. A list of the whereabouts of the first aid kits around College can be seen [here](#)

An up-to-date register of members of staff who have been trained in First Aid is held by the Nurse Practitioner and First Aid Coordinator. HR will also have access to this in line with compliance requirements. A link to the list will also be visible on the staff hub SharePoint page.

Spillages of bodily fluid

These should be dealt with by a qualified First Aider promptly. Any area contaminated with blood, vomit, urine, and excrement should be cordoned off and spillage kits utilised. The First Aider should wear appropriate PPE (gloves, apron etc). See Infection Control Policy for more information.

Responsibility of the parents

Parents should alert the Health Centre AND Tutor, Sub Tutor, and PHM (Pastoral House Mistresses) of ALL chronic medical conditions that the pupil has, including any medication taken, enabling the school to act appropriately.

Responsibility of staff working in a Social (boarding house)

Staff who work in a Social should liaise directly with the Health Centre and inform them of any medical conditions that they are alerted to.

Responsibility of the Health Centre

Health Centre staff will liaise with parents and those working in Socials to ensure that all appropriate people are aware of any chronic conditions. Nurses will document this on the school database (ISAMS). Nurses will also ensure that relevant information is provided for school trips.

Care plans are to be used on the school database for ongoing management of chronic conditions, and these are accessible for Nurses and PHM's, who will manage the stable case.

Responsibility of all staff

In addition to the general responsibility of all staff to familiarise themselves with the first aid policies of the school such that they can act in the best interest of all boys with a medical condition, they must also take personal responsibility for any medical condition they themselves have which may influence the carrying out of their duties.

They must pay particular attention to the following issues:

- The security of any medicines they have in the vicinity of any boys
- Whether any medication might affect their ability to drive vehicles, participate in any high-risk activities, or operate machinery
- Any other risk that personal medication might have in their exercise of their duties

All staff should discuss any concerns with their Line Manager, +/- HR, +/- Occupational Health, passing on information appropriately. Where staff are taking medication, if this impacts on their driving capability, taking part in high-risk activities or operating machinery, an assessment should be made as to whether it is appropriate for them to undertake those roles. This decision should be made in consultation with HOD, HR, and Occupational Health (if appropriate).

Emergency Phone Numbers

Emergency Ambulance – 999

Out of Hours Service - 111

Health Centre – 01235 543113

Health Centre Mobile (if Nurse out of building) – 07768 - 668242

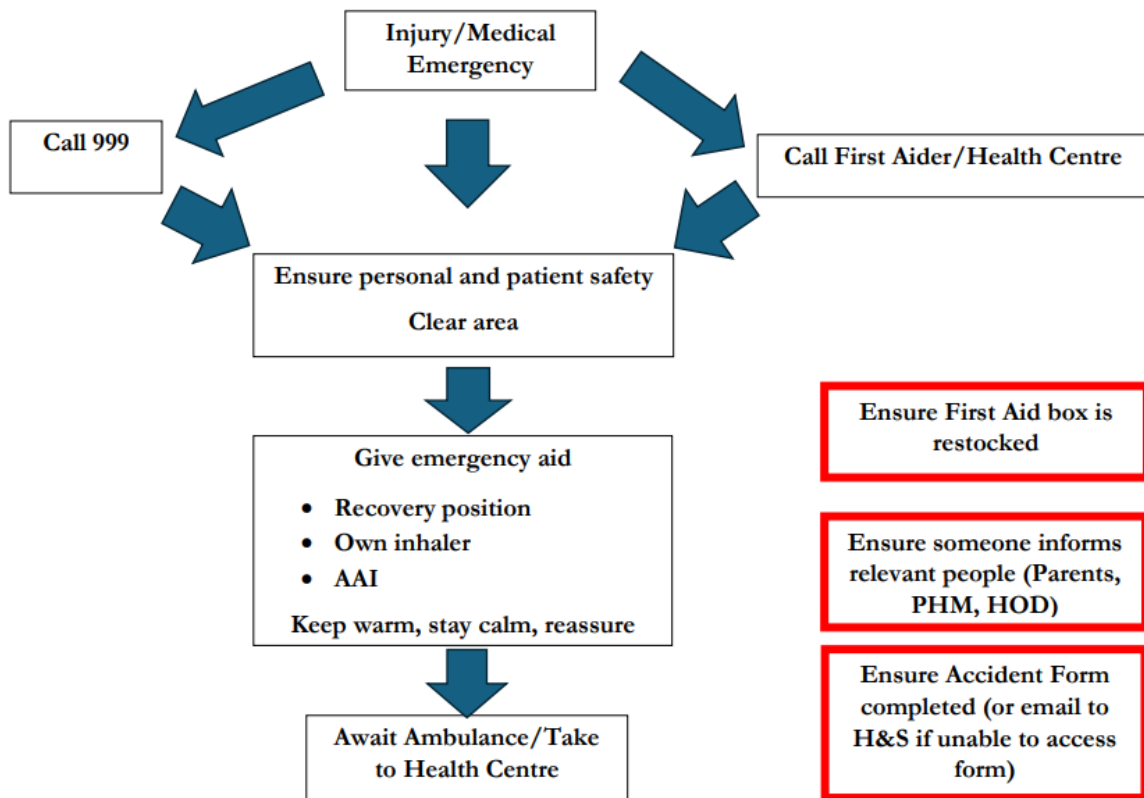
Pitch side Nurse – 07715 994655

Long Furlong Medical Centre – 01235 522379

Abingdon MIU – 01865 - 903476

John Radcliffe Hospital – 0300 304 7777 or 01865 – 741

Appendix 1



Appendix 2

Protocol for summoning an emergency ambulance.

- Call an ambulance as soon as it is identified that one is required. Do not wait for the school nurse to arrive.
- Maintain care of the patient at all times. The most competent First Aider or Health Care Professional should take care of the person until the ambulance arrives.

When calling an ambulance, the following information is required:

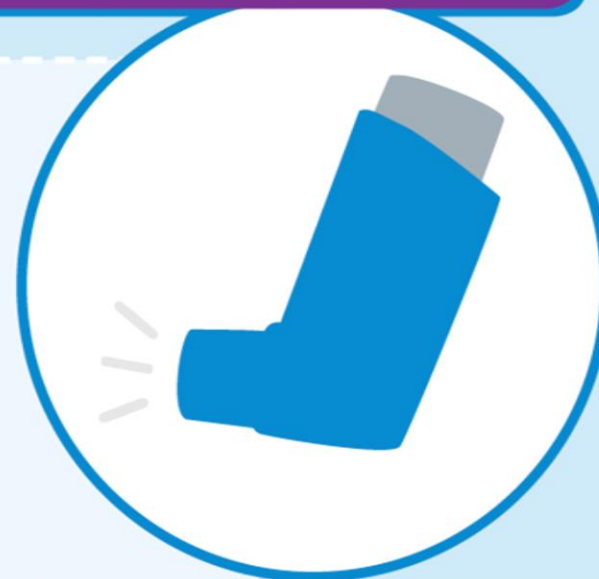
- Name and age of casualty, including date of birth
- Location
- Relevant past medical history (allergies and notable conditions are logged as alerts on ISAMS for pupils)
- If the patient is not in the Health Centre, alert the Lodge that an ambulance has been called, and organise for someone to meet the ambulance at the front gates if possible and direct the ambulance to the scene
- If the best entrance is on Sugworth Lane, advise the ambulance service that the combination lock is 2468. If the ambulance comes to the main entrance send 2 boys to Bursary to meet the Ambulance
- Inform the pupil's PHM, Tutor, and sub-tutor. Contact parents or next of kin as soon as possible
- If possible, provide a print-out summary of the pupil's medical health records available from the Health Centre
- Ensure the incident is documented and debrief with relevant parties if necessary

Appendix 3 Categories of First Aid

Minor Injury/Able to return to play	Minor Injury/ unable to return to play but urgent medical treatment not required	Injury/Unable to return to play and urgent medical help required	Injury Requiring Emergency Medical Treatment
• Inform referee and coach prior to returning to play • Player to be advised to stop playing should symptoms return • Complete documentation of injury on ISAMS and EMIS	• Ensure comfort and safety of pupil • Transfer pupil to Health Centre • Complete documentation on ISAMS and EMIS • Liaise with PHM, Tutor and parents • If required book follow up with GP, nurse or Nurse Practitioner and First Aid Coordinator	• Ensure comfort and safety of pupil • Contact PHM to request the pupil is taken to MIU/Urgent care/ED • Contact parents and Tutor to advise of the pupil's condition • Document the incident on ISAMS and EMIS • Print medical summary for PHM to take with pupil	• First Aider to call 999 • If injury occurs on Smithson's combination lock is 2,4,6,8 Send 2 boys to direct an ambulance • Otherwise send 2 boys to Bursary to direct ambulance • Contact Health Centre to liaise with PHM, parents and Tutor. • Ensure documentation is completed

What to do in an asthma attack

- 1 **Sit up** – don't lie down. Try to keep calm.
- 2 **Take one puff of your reliever inhaler** (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 **If you feel worse** at any point while you're using your inhaler OR you don't feel better after 10 puffs OR you're worried at any time, **call 999 for an ambulance**.
- 4 **If the ambulance is taking longer than 15 minutes** you can repeat step 2.



IMPORTANT! Asthma attack advice is different if you are on the **Symbicort SMART** or the **Fostair MART** regime. Please speak to your GP or asthma nurse to get the correct information.

Any asthma questions or concerns?

Speak to our expert Helpline nurses,
Monday to Friday from 9am to 5pm

0300 222 5800

www.asthma.org.uk



Appendix 5

EpiPen instructions



Jext Instructions



Emerade Instructions



HOLD FOR 5 SECONDS

Massage the injection site gently, then call 999, ask for an ambulance stating "Anaphylaxis". Avoid any sudden change in position, and do not stand up, even if you are feeling better

Appendix 6 AAI Location Information

Location	Position
A Social	Cocoa room
B Social	Outside Tutor's flat
C Social	Central office
D Social	Entrance to Social
E Social	Outside Tutor's office
F Social	Outside PHM's flat
G Social	Tutor's office
H Social	Outside PHM office
J Social	Main Foyer
K Social	Foyer
L Social	Foyer
Shop	Behind the counter
Coffee Shop	Behind the counter
Dining Hall	Behind the serving counter
Bursary	With the defib
Boathouse	With the defib
Countryside Centre	In office (mobile if out with pack)
Leisure Centre	With defib

2 EpiPens in pitch side bag

2 EpiPens in nurses' bag

2 EpiPens in anaphylaxis kit in Health Centre