

OXFORD INTERNATIONAL COLLEGE BRIGHTON

FIRST AID POLICY

(to be read in conjunction with Administering Medications Policy and the Allergy and Anaphylaxis Policy)

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1. Introduction

It is a requirement of the Education (Independent School Standards) (England) Regulations 2014 that schools in the independent sector have a written First Aid Policy. This policy is available to parents, students and staff on request and via the College website.

OIC Brighton will ensure, as far as is reasonably practicable, that First Aid arrangements will be managed in compliance with:

- [Health and Safety at Work etc. Act 1974](#) – Establishes the general duties of employers to ensure the health, safety, and welfare of employees and others.
- [Health and Safety \(First Aid\) Regulations 1981 \(SI 1981/917\)](#) – Sets out the requirements for first aid provision in the workplace.
- [HSE Guidance: L74 – First Aid at Work \(Third Edition, 2013\)](#) – Provides detailed guidance on complying with the First Aid Regulations, including updates reflected in 2018 and 2024.
- [DfE Guidance on First Aid for Schools, early years and Colleges](#) – Offers practical advice for educational settings on first aid arrangements and responsibilities.
- [Education \(Independent School Standards\) Regulations 2014 – Schedule, Paragraph 3\(6\)](#) – Requires independent schools to ensure appropriate arrangements for student welfare, including first aid.
- [National Minimum Standards for Boarding Schools May 2026 – GOV.UK \(PDF\)](#) National Minimum Standards for Boarding Schools.
Standard 7 – Boarders' health and wellbeing requires that the school has, and implements effectively, appropriate policies for the care of boarders who have medical conditions and/or are unwell, ensures that the physical and mental health and emotional wellbeing of boarders are promoted and prompt action is taken when health concerns are identified.

2. Definition

'First Aid' means the treatment of minor injuries which do not need treatment by a medical practitioner as well as treatment of more serious injuries prior to assistance from a medical practitioner for the purpose of preserving life and minimising the consequences of injury or illness.

'Staff' means any person working for the College and includes volunteers.

3. Aims of this policy

- 3.1 To ensure that the College has adequate, safe and effective First Aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2 To ensure that all staff, students and visitors are aware of the procedures in the event of any illness, accident or injury.
- 3.3 To ensure that First Aid provision is always available whilst people are on the College premises and whilst on visits organised by the College.
- 3.4 All visitors and contractors will be made aware of First Aid arrangements during induction or sign-in.
- 3.5 In the event of illness or injury, visitors and contractors will be treated by a qualified First Aider.
- 3.6 Contractors working on site for extended periods, summer camps and external hire groups will be asked to provide their own First Aid provision or liaise with the College Nurse for support.

3.7 The College will ensure:

- To ensure compliance with all recent and relevant legislation;
- To undertake suitable and sufficient assessments of First Aid needs;
- To identify and implement reasonably practicable arrangements for dealing with accidents;
- To provide competent persons for carrying out First Aid treatment;
- To conduct regular checks on First Aid equipment and the availability of consumables;
- To ensure all First Aid training is at the appropriate level and is updated regularly;
- To ensure all records appertaining to First Aid are accurate, accessible and stored efficiently;
- To ensure all First Aid policies and procedures on site are clear and available to all.
- That first aid provision is reviewed following any significant incident, inspection finding or change in operational requirements.

4. Roles and Responsibility

- 4.1 The **Proprietors** of OIC Brighton, as the employer, have overall responsibility for the health and safety of all students, employees, contractors, visitors and anyone else on the College premises.
- 4.2 The **Board of Governors** has delegated responsibility for ensuring the College has a Health and Safety Policy (College website) and arrangements for First Aid.
- 4.3 As part of this, the **Board of Governors** is responsible for ensuring that there are suitable and sufficient risk assessments for the College and that the health and safety of employees, students and visitors, including contractors are regularly carried out, identifying measures taken for controlling any identified risks. Risk assessments will take into consideration, for example, the size and location of the College and any specific vulnerabilities of students and staff such as those with specific health needs and/or disabilities.
- 4.4 The **Principal** of OIC Brighton holds overall responsibility for ensuring the health and safety of students, staff, contractors, visitors, and all individuals present on College premises. This includes overseeing the implementation of the Health and Safety Policy and promoting effective collaboration among staff at all levels to support its successful operation.
- 4.5 **The Director of Boarding** is responsible for ensuring that this policy is put into practice (among other things through INSET and staff information and training) and that all staff and students (including those with reading and language difficulties) are aware of, and have access to, the policy and the College's Health and Safety Policy.
- 4.6 **The Director of Boarding** ensures First Aid coverage in all boarding houses outside of College hours including evenings and weekends.
- 4.7 **The Director of Boarding** will carry out a First Aid risk assessment annually and following any significant change or incident. The risk assessment will include an assessment of the College's insurance arrangements.
- 4.8 **The HSO** is responsible for reporting any incidents that meet RIDDOR criteria in accordance with regulatory requirements.
- 4.9 **The College Nurse** is responsible for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel. The College will ensure that an appropriately trained and qualified First Aider is available on site at all times when students are present and participating in College activities. The College Nurse will oversee arrangements to ensure appropriate First Aid cover is maintained.
- 4.10 **The College Nurse** is responsible for ensuring that students with medical needs have an Individual Healthcare Plan (IHCP) in place, developed in partnership with parents, healthcare professionals, and appropriate College staff.
- 4.11 **The College Nurse** provides guidance on condition-specific training and ensures the clinical accuracy and relevance of training materials and medical policies.
- 4.12 **The College Nurse** will liaise with the Finance team to replenish First Aid boxes and equipment around the College and the equipment taken off site. The College Nurse acts as the primary clinical point of contact within the College and provides guidance to staff on the implementation of medical and first aid procedures.
- 4.13 **The College Nurse** is responsible for helping to maintain the record of First Aid and Mental Health staff training certificates, monitoring expiry dates and schedule training as required.
- 4.14 **First Aiders will** have completed First Aid At Work (FAW) Level 3.

- 4.15 **Staff** who are not designated First Aiders still have responsibility as a duty of care for First Aid provision throughout the College. All staff should be aware of this policy, the College's Health and Safety Policy and Administering Medications Policy
- 4.16 **Students and staff** should ensure they are aware who the First Aiders are.
- 4.17 The Super Curriculum Manager is the Educational Visits Coordinator (EVC) and is responsible for ensuring appropriate first aid provision is included within trip planning and risk assessments.

5. First Aid boxes

- 5.1 The supplies contained within the First Aid boxes are intended solely for the immediate care and protection of individuals who are injured or unwell, prior to receiving a formal assessment and appropriate medical treatment. These items should be used to stabilise the patient, prevent further harm, and provide basic support until qualified personnel such as designated first aiders, paramedics, emergency services, or medical practitioners are able to take over. It is essential that staff administering first aid use the contents responsibly and in accordance with established first aid procedures, ensuring that the patient's safety and wellbeing are prioritised during this initial response phase.
- 5.2 First Aid boxes are marked with a white cross on a green background and are located around the college and are as near to hand washing facilities as is practicable.
- 5.3 The College Nurse conducts checks on all First Aid boxes at least half termly unless opened. The First Aid box checks are documented with the date that they are checked and retained for at least one year. Expiry dates and stock levels are verified during each audit.
- 5.4 If items from a First Aid box are used, they will be replaced. The College Nurse should be notified by scanning the QR code on the box and will ensure it is restocked accordingly.

6. Defibrillator (AED) Availability

- 6.1 OIC Brighton maintains two Automated External Defibrillators (AEDs) on site to support emergency cardiac care. AEDs are located outside the entrance to Student Services and outside Turing Boarding House. First Aiders are trained in the use of AEDs as part of their First Aid certification. The AEDs in use at the College are defibrillators, like those commonly found in public places. They provide clear audible and visual instructions and are designed to be used safely by any person responding to a cardiac emergency, without requiring specific AED training. AEDs will be inspected every month by the College Nurse and a member of the Estates Team using 'The Circuit' (National Defibrillator Monitoring Network) to ensure functionality and compliance. AED use will be recorded on Sphera.
- 6.2 The AED pads will be replaced after each use and batteries replaced annually per manufacturer's instructions and Resuscitation Council UK Resuscitation Guidelines.

7. Medical Centre Fridge Temperature Monitoring

- 7.1 To ensure the safe storage of temperature-sensitive medical supplies, the College Nurse is responsible for monitoring and recording the temperature of the medical centre fridge.
- 7.2 The fridge must be equipped with a reliable thermometer and checked daily during term time.
- 7.3 Temperature readings will be recorded on a designated log sheet or spreadsheet, which is reviewed weekly and stored securely.
- 7.4 The acceptable temperature range for medical storage is between 2°C and 8°C. Any readings outside this range must be reported immediately to the Estates Team.
- 7.5 The fridge must not be used for food or non-medical items.
- 7.6 Records of temperature logs will be retained for at least one year. Any temperature excursions and corrective actions will be documented by the College Nurse on the audit spreadsheet, and the medical fridge will be cleaned half termly.

8. Medical Waste Disposal

OIC Brighton is committed to ensuring that all medical waste is disposed of safely, legally, and in accordance with infection control standards.

- 8.1 All clinical waste, including used dressings, gloves, swabs, and sharps, must be disposed of in designated yellow clinical waste bins located in the medical centre.
- 8.2 Sharps (e.g. needles, lancets) must be placed in approved sharps containers immediately after use.
- 8.3 Clinical waste bins must be clearly labelled and kept separate from general waste.
- 8.4 The College Nurse is responsible for monitoring the use of clinical waste bins and arranging regular collection by a licensed waste contractor.
- 8.5 Collection is undertaken by a licensed hazardous waste contractor under a current waste transfer note retained for three years.
- 8.6 Waste collection records are kept by the waste collection company and can be obtained on request.
- 8.7 Staff must not dispose of medical waste in classroom or general office bins under any circumstances.
- 8.8 Any incidents involving improper disposal must be reported to the Estates Manager.

9. Staff with Medical Conditions

OIC Brighton recognises that some staff may have ongoing or chronic medical conditions that could require emergency intervention or reasonable adjustments in the workplace under the Equality Act 2010 and HSE Managing Health Conditions in the Workplace (2023). The College encourages staff to voluntarily disclose relevant medical information to the HR department in confidence, so that appropriate support and emergency planning can be arranged.

- 9.1 Risk assessments may be developed for staff with significant medical needs, in consultation with the staff member and HR. The College Nurse will be informed about these needs by HR.
- 9.2 Information will be shared with relevant personnel on a strict need-to-know basis, in accordance with data protection and confidentiality policies.
- 9.3 Staff with known medical conditions are encouraged to carry their own emergency medication (e.g., inhalers, EpiPens) and inform their line manager, HR and/or the College Nurse of its location.
- 9.4 HR will maintain a confidential record of staff disclosures and coordinate emergency planning with the College Nurse.

10. First Aid for Students with Disabilities

OIC Brighton is committed to providing inclusive and accessible first aid provision for students with physical, sensory, or cognitive disabilities. Where required, Personal Emergency Evacuation Plans (PEEPs) will be developed and implemented in conjunction with the College Fire Safety arrangements.

- 10.1 First Aid procedures will be adapted to meet the individual needs of students with disabilities, as outlined in their Individual Health Care Plans.
- 10.2 First Aiders will receive the necessary training in disability awareness and inclusive emergency response as and when required.
- 10.3 First Aid facilities will be reviewed to ensure accessibility, including consideration of mobility aids, communication needs, and physical access to treatment areas.

11. Mental Health First Aid

This section does not replace safeguarding procedures, which take precedence where there is any indication of abuse, neglect, self-harm or significant contextual safeguarding risk.

The College recognises the importance of mental health and emotional wellbeing as part of overall health. Any injury, illness, pattern of presentations, self-neglect, self-harm, unexplained injury, repeated attendance at the Medical Centre or medical concern that may indicate abuse, neglect or a safeguarding risk will be referred to the DSL and recorded on CPOMS.

- 11.1 The Designated Safeguarding Lead (DSL) serves as the Mental Health Lead and will coordinate mental health support and response.
- 11.2 Repeated unexplained or concerning medical incidents will be referred to the DSL as potential safeguarding concerns.
- 11.3 Selected staff will receive Mental Health First Aid training to identify and respond to mental health crises. Mental Health First Aid training records are retained by the College Nurse.
- 11.4 Students and staff experiencing mental health difficulties will be supported through appropriate referral pathways, including counselling services, external agencies, and safeguarding protocols.
- 11.5 Mental health emergencies must be escalated to the DSL immediately and logged on CPOMS.

12. Requirements for Trips

- 12.1 First Aid boxes for any off-site activities are kept in the Medical Centre.
- 12.2 The member of staff leading the trip will collect a First Aid bag and ensure it is fully stocked before leaving the College site.
- 12.3 The College Nurse should be notified when the First Aid box has been returned following a trip. The First Aid box will be checked and re-stocked by the College Nurse.
- 12.4 If attending the premises of a third party, the staff leader should be provided with relevant information of the First Aid arrangements prior to attending and made familiar with the arrangements on their arrival at the third-party venue. If they are not happy with arrangements provided by the third party and they do not feel in a position to make their own arrangements that would cover them to an adequate level, the trip will be cancelled.
- 12.5 All First Aid provisions for excursions are covered in the risk assessments completed by staff prior to the excursion. Each risk assessment must name a qualified First Aider and that medication management follows the Administering Medications Policy.
- 12.6 International visits must ensure access to local emergency medical services and appropriate travel insurance arrangements are in place before departure.

13. Requirement for sports matches

- 13.1 A minimum of one suitably qualified First Aider must be present at the pitch during all on-site sports fixtures. All sports staff are required to hold, at a minimum, a one-day Emergency First Aid at Work certificate. A fully stocked First Aid kit must accompany all fixtures, and First Aid provision must be explicitly considered within the fixture's risk assessment.

14. Information about students

OIC Brighton takes student privacy and confidentiality very seriously. The College Nurse will be responsible for sharing information to other staff on a need-to-know basis and will be processes in accordance with UK GDPR, the Data Protection Act 2018 and the College's Data Protection Policy.

- 14.1 Parents must provide consent for the administration of First Aid and medical treatment by College staff to their child before the child is admitted to the College. See 19.5 in regard to Loco Parentis in the absence of consent.
- 14.2 Medical information on students is held within the College's Management Information Systems – iSAMs.
- 14.3 The non-sensitive medical information on each student is available to relevant staff for the purposes of ensuring that they have knowledge about students that they are responsible for to ensure safe and effective care

15. Policy for students with medical conditions that are known to the college

- 15.1 Students with medical conditions will have an Individual Healthcare Plan (IHCP) developed collaboratively with parents, healthcare professionals, and relevant College staff. Each IHCP outlines the student's specific care needs, emergency procedures, and the responsibilities of staff in supporting their health and wellbeing. These plans are essential for students with

long-term or complex conditions such as diabetes, epilepsy, or severe allergies. IHCPs are reviewed regularly and updated as necessary to reflect any changes. First Aiders and other designated staff will be informed of relevant IHCPs and provided with appropriate training. All plans are securely stored in iSAMS and CPOMS, and access is restricted to those who need the information to ensure safe and effective care.

- 15.2 The College will take all reasonable steps to ensure that students with medical conditions can access and enjoy the same opportunities at College as their peers. No student will be denied access to education, educational visits, sporting activities, enrichment activities, examinations or other aspects of College life because of a medical condition unless a risk assessment, completed in consultation with parents and relevant healthcare professionals, demonstrates that participation would not be safe or appropriate. Where necessary, reasonable adjustments and support measures will be put in place to enable participation.
- 15.3 Boarding staff will undertake regular checks to ensure prescribed emergency medication remains available, accessible and within expiry dates whilst students are resident in boarding accommodation.
- 15.4 A photographic list of students with known allergens and/or medical conditions is provided to designated staff to support health and safety across the College. This list is reviewed and updated regularly throughout the academic year and is securely stored in the Medical Centre, Boarding House Offices, and food service areas including the kitchen and café.
- 15.5 The College Nurse will support and provide in-service training as appropriate for First Aiders and other members of the team in the emergency treatment of students with medical conditions.
- 15.6 Students with permission may self-administer medication (e.g., insulin, inhalers) under supervision, as outlined in their IHCP.
- 15.7 Controlled drugs will be stored securely in accordance with legal requirements and issued and/or administered as prescribed and by authorised and trained staff only.

16. Procedure in the event of illness

- 16.1 If a student feels unwell, they should go to the College Nurse during College hours. If a student is unwell during a lesson, they should tell the member of staff in charge who will allow them to visit the College Nurse.
- 16.2 If a student feels unwell, outside of College Hours they should consult a member of the boarding team.
- 16.3 If a student feels unwell whilst on a College trip they should let the Trip leader know.
- 16.4 In the event a member of staff on a trip feels unwell they should contact the College for advice.
- 16.5 If a member of teaching staff is unwell, they should advise their line manager and the Director of Academic Operations to ensure that appropriate cover is arranged.
- 16.6 Any member of staff who is unwell must notify their line manager in accordance with the Staff Absence Procedure.

17. First Aid During Infectious Disease Outbreaks

17.1 During periods of increased risk from infectious diseases such as COVID-19, seasonal influenza, or other outbreaks the College will implement enhanced first aid and infection control protocols to safeguard the health of students and staff. These measures will be guided by the UK Health Security Agency's Health Protection in Children and Young People Settings (HPECS) framework, which provides best practice recommendations for managing infectious disease outbreaks, reducing transmission, and ensuring continuity of care in educational environments.

For full guidance, refer to the [Health Protection in Children and Young People Settings, including education](#)

17.2 First Aiders must wear appropriate PPE (e.g., gloves, masks, aprons) when treating individuals.

17.3 Any student presenting with symptoms of a communicable or infectious disease may be isolated following assessment by the College Nurse or other appropriate member of staff. Isolation arrangements must be managed in accordance with the College Infection Control Policy, which details requirements for accommodation, supervision, medical oversight, welfare support, cleaning, catering provision, parental communication, and outbreak management.

17.4 First Aid equipment will be disinfected after each use, and disposable items will be used where possible.

17.5 Staff will receive updated guidance and training on infection control measures as needed.

18. Procedure in the event of an accident or injury

18.1 If an accident or medical emergency occurs, the member of staff in charge will assess the situation and determine the appropriate course of action. However, where there is an immediate risk to life, serious injury, or urgent medical need, **any person on site is authorised to call an ambulance immediately by dialling 999**. The College Nurse and/or a qualified First Aider will be alerted and involved as appropriate. The location used for the ambulance is (What3words) ///state.baguette.lateral

18.2 Parents and Guardians will be informed as soon as reasonably practicable of any significant head injury, suspected concussion, hospital attendance or medical emergency involving their child.

18.3 During periods when the Cleaning or Maintenance Teams are not on site, College staff will be responsible for making any spillage safe. Trained designated staff will be authorised to clean minor spillages using appropriate spill kits and PPE. All other spillages will be isolated using warning signage and escalated to the cleaning contractor or site team as appropriate. Staff will not be expected to deal with hazardous substances, bodily fluids, or situations beyond their training.

18.4 If an accident occurs off College site during an activity managed by a member of College staff, then that member of staff should liaise with the staff at the site (if appropriate) and take the appropriate course of action that may include calling an ambulance.

- 18.5 The member of staff in charge has responsibility to complete an Accident Report on Sphera within 24 hours or when reasonably possible to account for offsite and/or international trips and activities.
- 18.6 The College will contact parents/guardians in the event of an emergency. (See section 12.4 'Reporting to parents').
- 18.7 During a lockdown or evacuation, First Aiders should, whenever possible, take the nearest First Aid kit with them.

19. Accident reporting and record keeping, including RIDDOR

- 19.1 **Recording Injuries, Accidents and Near Misses:** All injuries, accidents and near misses regardless of severity must be recorded on Sphera and will clearly identify actions taken, persons involved, follow-up actions and outcomes.
- 19.2 **Recording Injuries, Accidents, Near Misses and Illnesses:** Student injuries, illnesses, safeguarding-related medical concerns and welfare incidents should be recorded on CPOMS where appropriate.
- 19.3 **Record Retention:** Staff incident records must be retained for 7 years. Student records should be kept until the student reaches the age of 25 or, in the event of a safeguarding related injury, accident, near miss or illness, records must be kept for a minimum of 75 years.
- 19.4 **Any accident /incident that requires a student, staff, visitor and contractor to be taken to hospital** by car or ambulance must be recorded on Sphera as soon as possible. From these reports, contact will be made to authorities as required.
- 19.5 **Reporting to parents:** In the event of an accident, a senior member of staff or the College Nurse will make every reasonable effort to contact a student's parent(s) or guardian as soon as possible by telephone. For minor incidents, notification may be provided by email. By accepting a place at the College, parents authorise those acting *in loco parentis* to consent, on the advice of a suitably qualified medical professional, to any emergency medical treatment deemed necessary for their child, including the administration of a general anaesthetic and/or surgical procedures, should the College be unable to contact them in sufficient time. Parents will be informed as soon as possible of any serious or significant injury, accident, or illness involving their child.
- 19.6 **Reporting to the Health and Safety Executive (HSE)**
The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain incidents to the HSE. These include:

- **Work-related fatalities.**
- **Specified injuries (e.g. fractures other than fingers, thumbs and toes; amputations; loss of sight; serious burns; scalping requiring hospital treatment).**
- **Over-seven-day injuries: Incidents where a staff member is unable to perform their normal duties for more than seven consecutive days.**
- **Diagnosed occupational diseases (e.g. certain poisonings, skin diseases, lung diseases, infections such as tuberculosis or hepatitis, and occupational cancers).**

- **Dangerous occurrences: Specific near-miss events with the potential to cause harm (e.g. explosion or fire causing work stoppage, accidental release of hazardous substances).**
- **Accidents involving students or visitors must be reported if the person is:**
 - Killed, or
 - Taken directly from the site of the accident to hospital, and the incident arises out of or in connection with:
 - Any College activity (on or off premises),
 - The way the activity was organised or managed (e.g. supervision of a trip),
 - Equipment, machinery or substances used,
 - The design or condition of the premises.

Reporting method:

RIDDOR submissions are made by the Health & Safety Officer and reviewed termly by the Health & Safety Committee. Reports must be submitted online via the HSE's RIDDOR portal. The previous method of reporting via the Incident Contact Centre (ICC) phone line is no longer in use.

For full guidance and to submit a report, visit: <https://www.hse.gov.uk/riddor/index.htm>.

20. Monitoring

- 20.1 The HSO will conduct a monthly review of the College's Sphera First Aid records to identify trends, highlight areas for improvement, and assess potential training or resource needs. Serious incidents and trends will be reviewed by the Health and Safety Committee and The Board of Governors to identify lessons learned and implement improvements where required.

21. Policy Review

- 21.1 The Board of Governors, in conjunction with the Principal and Vice Principal, Director of Boarding will review the College's First Aid needs (at least annually), and particularly after any major medical incident, regulatory change, or inspection feedback to ensure the provision is adequate.

22. Medication Protocols – Inhalers and Adrenaline Auto-Injectors (AAs)

- 22.1 This guidance should be read in conjunction with the Administering Medicines Policy and the Allergy and Anaphylaxis Policy. OIC Brighton is committed to safeguarding the health and wellbeing of students and staff with asthma or severe allergies that require emergency medication. This includes the use of Salbutamol inhalers and adrenaline auto-injectors (AAs), such as EpiPens. The College ensures appropriate procedures are in place for the safe storage, access, and administration of these medications, and staff are trained to respond effectively in emergency situations.
- 22.2 In the event of an emergency, a senior member of staff or the College Nurse will attempt to contact a student's parents or guardian as soon as possible by telephone. However, in accepting a place at the college, parents authorise the above (acting in 'loco parentis') to give consent on the advice of an appropriately qualified medical specialist to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure, if the College is unable to contact them in time. Parents will be informed of all serious or significant injuries, accidents or illness involving their child as soon as possible.

22.3 College staff have a duty of care and may act in loco parentis in place of a parent when responding to medical emergencies. This includes administering emergency treatment to preserve life or prevent serious harm. Staff are legally protected when acting in good faith during such situations, even if prior parental consent has not been obtained.

22.4 Students and staff are expected to always carry their personal inhalers or AAI with them. Where agreed in advance with the College Nurse, a spare inhaler or AAI may be stored in the Medical Centre for individual use. Emergency inhalers and AAIs are positioned in strategic, lockable locations throughout the College to ensure rapid access in case of need.

22.5 These are checked on a monthly basis by the College Nurse.

22.6 In line with the **The Human Medicines (Amendment) (No. 2) Regulations 2014 (SI 2014/1878)**, from 1 October 2014, schools were permitted to purchase and hold salbutamol inhalers without a prescription for emergency use.

22.7 Each emergency inhaler kit includes:

- A Salbutamol metered-dose inhaler
- A spacer device
- Instructions for use

22.8 Students at risk of anaphylaxis must carry a **clearly labelled AAI**. In extreme emergencies, adrenaline auto-injectors may be administered without the direction of a medical practitioner to preserve life.

22.9 The College maintains emergency AAIs for use in such situations. Each emergency AAI kit includes:

- An adrenaline auto-injector (EpiPen)
- Instructions for use

22.10 As part of first aid training First Aiders will receive training in recognising asthma attacks and anaphylaxis.

22.11 Emergency Protocol

- **Immediately contact the College Nurse** as the first point of response.
- If the Nurse is unavailable, **seek assistance from a trained First Aider**.
- If neither is available and the situation is urgent, **administer the emergency medication only if you feel confident and competent to do so**, in line with your duty of care.
- **Call emergency services** if symptoms do not improve or worsen.
- **Record the incident** within 24 hours of the incident or as soon as is reasonably possible on Sphera and CPOMS and notify HSO if RIDDOR notification is required.

These procedures align with the Department for Education's statutory guidance, which states that "*any member of school staff may be asked to provide support to pupils with medical conditions, including administering emergency medication, but they are not obliged to do so unless specified in their contract.*" In emergencies, staff have a **common law duty of care** to act as a reasonably prudent parent would. For full details, refer to the [DfE guidance: Supporting pupils at school with medical conditions](#).

23.Guidelines for Spillages of bodily fluids

This guidance is provided for OIC Brighton employees who may be dealing with, or be responsible for, the cleaning up of bodily fluids as part of their work within the College. The best way to prevent possible infection is to avoid contact with body fluids. However, as this is not always possible, these hygiene guidelines will help employees to deal with bodily fluids safely.

23.1 Procedure

- Bodily Fluids spillage kits are available from the College Nurse in the Medical Centre; the onsite cleaning and boarding teams stock the emergency spillage compound.
- Before dealing with anybody fluid spillage you **must** wear disposable gloves and apron.
- Use emergency spillage compound and follow instructions on label.
- Use paper towels to wipe up spillage and then discard into yellow clinical wastebag.
- Take off your apron while still wearing the gloves and dispose of it into yellow clinical waste bag. Then, with your gloves still on, wash your hands in hot soapy water, dry with absorbent paper towel and remove your gloves by peeling them off from the inside out and dispose of them in the yellow clinical waste bag.
- Wash and dry hands thoroughly in hot soapy water.
- Infected waste must be disposed of as clinical waste in a proper clinical waste sack. Contact the College Nurse who will collect the sack and store in a yellow hazardous waste bin in a safe and secure location.
- Any exposure to blood or bodily fluids through broken skin, eyes, mouth or needle-stick injury must be reported immediately to the College Nurse and recorded on Sphera.

Please note that emergency spillage compound may damage soft furnishings, and carpet so should not be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

23.2 Soiled clothing

- Do not manually rinse/soak soiled items.
- Flush any solid material (vomit, faeces), into the toilet, carefully avoiding any splashing.
- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- In a boarding house use the pre-wash/slucice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.

23.3 Blood spills on clothing

- Change clothes (immediately if possible).
- Do not manually rinse/soak.
- Place clothing in a sealed, waterproof bag for the parent/guardian to collect.
- Place the plastic bag in a yellow clinical waste bag.
- In a boarding house use the pre-wash/slucice cycle followed by a hot wash.
- Wash hands with liquid soap and dry with paper towels.

24. First Aider Training and Duties

OIC Brighton is dedicated to ensuring that all staff responsible for the care, supervision, and support of students receive appropriate First Aid training. This commitment is in line with the Health and Safety (First Aid) Regulations 1981 and guided by the Health and Safety Executive's publication L74: First Aid at Work (Third Edition, 2013), incorporating updates reflected in the 2024 guidance and the specific needs of a boarding College environment.

[First aid at work: The Health and Safety \(First-Aid\) Regulations 1981. Guidance on Regulations L74](#)



24.1 All designated First Aiders must hold a valid certificate in:

- First Aid at Work (FAW) – 3-day course for staff with primary responsibility for student welfare or working in higher-risk settings.
- All qualified First Aiders wear a clearly identifiable First Aid pin whilst on duty to assist staff, students and visitors in locating first aid support quickly when required.
- A list of First Aiders is available on the Health & Safety Board outside Reception and posters with pictures of the First Aiders are displayed around the College.
- Mental Health First Aid training is encouraged for staff in pastoral, boarding, and safeguarding roles to support emotional wellbeing and crisis response.
- Additional condition-specific training (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be provided to relevant staff based on the medical needs of students.
- The main duty of First Aiders is to give immediate First Aid to students, staff, visitors and contractors when needed and to ensure that an ambulance or other professional medical help is called when necessary.
- First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the College Nurse, HR Manager & HSO.
- The College will ensure that at least one suitably qualified First Aider is available on site whenever students are present, including during teaching hours, boarding time, extracurricular activities and educational visits.
- The First Aiders will undergo update training within every three-year period. All new staff are made aware of the First Aid procedures (which include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the College's first-aid needs) and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, always (particular in an emergency), to secure the welfare of the students.
- All staff have a responsibility to familiarise themselves with this policy, administration of medication and the Health and Safety Policy.
- The College is keen for as many staff as possible to possess some knowledge of First Aid and to have enough knowledge to consider hazards in relation to the subjects taught by them.
- The opportunity to take part in First Aid training is offered to all new staff as part of their induction. New boarding and PE staff are expected to attend First Aid courses as early as possible in their employment. All staff should take precaution to avoid infection and must follow basic hygiene procedures.
- Training records will be retained centrally and be available for inspection.

- Anyone on the College premises is expected to take reasonable care for their own and others' safety.

25. First Aid Boxes Contents and Locations

The College Nurse maintains appropriately stocked first aid boxes in appropriate locations across the campus. Details of the locations and contents are recorded in the 'First Aid Contents Box Check' which is available to all staff.

26. First Aid Monitoring Staff Responsibilities

Frequency	Item	Responsibility
Daily	Log and check medical centre fridge temperature (2°C to 8°C range)	College Nurse
Weekly	Confirm clinical waste bins are emptied and replaced	College Nurse
	Verify sharps containers are secure and not overfilled	College Nurse
	Check emergency medication available in documented locations	College Nurse
Monthly	Check training matrix for upcoming certificate expiries	Student Services Officer (SSO) College Nurse
	Confirm infection control supplies are stocked	College Nurse
	Review accident/treatment records on Sphera for trends and reported to H&S Committee	HSO
	Inspect AEDs every month using 'The Circuit' monitoring system	College Nurse
	Update and share student photo list of Medical/Dietary information as necessary	College Nurse
Half Termly	Check contents of First Aid boxes and kits across all College areas	College Nurse
	Check expiry dates on emergency EpiPens/inhalers	
Annual	Review and update IHCPs where appropriate	College Nurse
	Audit First Aid training records	College Nurse/SSO
	Schedule training for expiring certifications and refresher courses	College Nurse/SSO
	Review clinical waste disposal procedures and contractor compliance	HSO
	Renew consent forms for returning students and send new forms to enrolling students and update iSAMS with medical info and update IHCPs and upload documents into iSAMS	College Nurse/SSO
	Review staff medical condition disclosures and emergency plans with HR & staff member	College Nurse
Before Each Trip	Review First Aid provision in trip risk assessments	College Nurse
After Each Trip	Audit first aid bag usage and restocking after trips	College Nurse
As Required	Log all accidents, injuries, near misses detailing actions on Sphera and CPOMS	All Staff
	Serious First Aid incidents undergo root cause analysis, and learning outcomes are shared during termly H&S Committee Meetings	HSO
	Log student illness on CPOMS	All Staff
	Log medicine administered on iSAMS immediately after administration (refer to Administering of Medicine Policy)	Admin of medicine trained staff
	Log infection control incidents on Sphera with follow-up actions	College Nurse/HSO
	Log Emergency Spillage Compound usage and location on Sphera	All Staff
	Inform Health & Safety Officer of RIDDOR-reportable incidents	College Nurse/HSO
	Restock First Aid boxes using checklists after usage notification	College Nurse

	Update Individual Health Care Plans (IHCPs) for students as necessary	College Nurse
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