



# First Aid Policy and Procedures

Policy date:	September 2023
Reviewed and Updated:	September 2024; 2025
Date of next review:	September 2026
Owner:	Deputy Head
Intended audience:	Pupils, Parents, Staff
Location:	School Portal and Website

## **1. Introduction**

- 1.1 The policy outlines the arrangements at Haileybury Malta to ensure that the School has adequate First Aid arrangements in place for its pupils, staff and visitors. This policy provides a framework to facilitate the care of a sick or injured pupil whilst in the care of the School or a sick or injured member of staff. Haileybury Malta aims to ensure First Aid provision is available at all times during the school day.
- 1.2 The Health and Safety (First Aid) Regulations 1981 require the School as an employer to provide adequate and appropriate First Aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. The Independent School Standards Regulations (ISSRs) demand that the School ensures that First Aid is administered in a timely and competent manner by the creation and effective implementation of a written First Aid Policy.

## **2. Definitions and Clarifications**

- A *First Aider* is someone who has completed the 'First Aid at Work' (three day) training course and is competent to provide First Aid treatment.
- An *appointed person*, having completed the Emergency First Aid at Work (one day) course, can provide the initial emergency response in a First Aid situation, whilst waiting for, and/or summoning additional First Aid assistance e.g. from an appointed First Aider or the ambulance service. The First Aider or appointed person would typically be responsible for calling the emergency services in the event of a serious injury or illness.
- The purpose of First Aid is to reduce the effects of an injury or illness. Haileybury Malta has undertaken an assessment of First Aid needs and associated risk assessment to determine adequate and appropriate provision.
- The "First Aid at Work" qualification does not include giving tablets or medicines to treat illness. Within Haileybury Malta, this falls within the remit of the First Aider, with parental permission and guidance, and only if required.

## **3. Legal Indemnity of First Aiders**

- 3.1 It is unlikely that First Aid personnel giving assistance to a pupil, colleague or visitor will become subject to legal action as a result of the deterioration in the individual's condition. However, the School will guard against this possibility through its insurance policies. These provide indemnification for any trained member of staff who assists an individual on the School site or in a School activity who becomes ill or is injured.

## **4. Responsibilities**

- 4.1 The First Aider is responsible for overseeing the overall provision of First Aid at all the times the School is occupied. The First Aider will work with the SMT to ensure suitable arrangements are in place.
- 4.2 In conjunction with the SMT, the First Aider will make an assessment of First Aid needs appropriate to the circumstances of Haileybury Malta.
- 4.3 The SMT will provide advice regarding First Aid requirements and training to ensure appropriate staff complete the required First Aid training.
- 4.4 Relevant staff will meet regularly with SMT to review First Aid arrangements and plan for upcoming activities requiring dedicated First Aid provision.

- 4.5 Subject staff/Heads of Department should ensure First Aid requirements are considered within their risk assessments for regular tasks and all foreseeable risks associated with the work of the department, including identifying staff training requirements and liaising with the SMT on this matter.
- 4.6 Heads of Department should ensure their members of staff are aware of and implement the arrangements for First Aid and details in this policy.

#### First Aiders

- 4.7 First Aiders and appointed persons must ensure their nearest First Aid kit is easily accessible and well stocked. First aiders are expected to assist in a flexible approach if called upon to provide First Aid treatment e.g. they may be required to attend a different location to where they are working, in order to provide First Aid.

#### All Haileybury Malta Staff

- 4.8 All staff must ensure they are aware of and follow the First Aid arrangements at Haileybury Malta:
- The member of staff that a pupil first approaches to inform of an injury is responsible for completing an accident form.
  - If an injury occurs to a pupil or a member of the public on the School's premises that results in their removal from site for hospital treatment, this must be immediately reported to the SMT via telephone or in person.
  - If a pupil becomes unwell, ensure they are escorted by an adult or another pupil to the School Secretary's office.
  - If they discover an injured person, take responsibility for their care.

### **5. Pupil Welfare at Haileybury Malta**

- 5.1 The School will carry out all First Aid measures in the event of an accident or emergency.
- 5.2 Where a pupil has a medical condition which may suddenly surface at school or on a school trip, relevant staff are given access to appropriate information to assist with managing the situation via iSAMS. Parents are required to provide this information on joining the School. This is especially important where the pupil has to have special medicine close at hand or administered by the First Aider.
- 5.3 Pupils are cared for at the School Secretary office if they are unwell and unable to attend lessons.

### **6. First Aid Arrangements at Haileybury Malta**

- 6.1 In an emergency the following procedures should be followed:

#### **In a life-threatening emergency**

Call an ambulance on 196. Haileybury Malta's address is 71 and 72 Triq Hal Tarxien, Hal Tarxien, TXN 1095

Use What 3 Words to provide a precise location. The What 3 Words location of the school entrance is [///friction.pools.calculating](#)

Term time: call the School Office on +356 7714 6676

## **If general First Aid is required**

Contact the nearest qualified First Aider.

If there is no First Aider in the immediate vicinity, ring the School Office: +356 7714 6676

This number is only to be used when emergency First Aid is required, i.e. a pupil, colleague or visitor is significantly injured/unwell.

- 6.2 An appropriate member of staff is responsible for escorting a pupil to hospital, depending who is overseeing the situation. A member of staff will always stay with a pupil in hospital as appropriate, and until further arrangements are implemented.

## **7. Access to First Aid Equipment/Kits**

- 7.1 There are a number of First Aid kits around the School. Each appointed First Aider will also have easy access to a First Aid kit and keep it suitably stocked. Each department is responsible for maintaining their First Aid kit.
- 7.2 Audits of First Aid kits will be completed at least annually.
- 7.3 Additional First Aid kits or stock is available via the School Office.

## **8. First Aid on School Trips and Co-Curricular Activities**

- 8.1 Planning for all school trips requires a risk assessment to be completed, which must include details of First Aid provision. First Aid will be provided either by Haileybury Malta staff or by an identified provision at the site being visited. The risk assessment should identify any specific hazards requiring dedicated First Aid provision. First Aid provision must include all times when pupils are on a school trip. For example if First Aid is provided by a trip/activity organiser whilst pupils are at an activity centre, Haileybury Malta staff must also ensure appropriate First Aid and care arrangements are in place for pupils when they are in their overnight accommodation.
- 8.2 The teacher responsible for the trip must liaise with the First Aider to ensure that, before departure, pupils identified as requiring special medical items have got them (e.g. asthma inhalers, allergy epipens). Tablets or medicine are likely to be kept in First Aid kits whilst on school excursions. Details of pupil medical needs are also found on iSAMS system for planning trips.
- 8.3 The First Aider will provide First Aid kits for school trips; the trip leader must:
- provide the First Aider with sufficient notice of when a specific First Aid kit is required; and
  - include a pupil list for the excursion to ensure specific medical needs for individuals can be catered for
- 8.4 Risk assessments for co-curricular activities will include consideration of First Aid provision, particularly if the activity is taking place in a remote location. The First Aider should be made aware of co-curricular activities that they might reasonably be expected to attend to provide First Aid treatment.

## **9. First Aid for School PE and Sports Training**

- 9.1 First Aid during the school day will be covered by sports teaching staff and qualified First Aiders.
- 9.2 Sports Coaches overseeing sports training and PE lessons must be capable of responding confidently and correctly to a First Aid incident in their training session.

- 9.3 The emergency First Aid number, +356 7714 6676 should be used to request further First Aid assistance. The First Aider, where possible, will attend the incident.

#### **10. First Aid for Home Sports Fixtures**

- 10.1 First Aid cover for sports fixtures is overseen and arranged by the First Aider and PE/Activities Coordinator.
- 10.2 Haileybury Malta staff will be responsible for ensuring injured pupils are appropriately escorted where necessary, as directed by the medic e.g. in an ambulance or back to the School Secretary's Office.
- 10.3 The School Secretary's Office will be open during fixtures to receive injured pupils if required and for administration purposes; however immediate First Aid treatment will be given pitch side.

#### **11. First Aid Provision at Haileybury Malta Events**

- 11.1 The person organising an event on school premises will ensure that First Aid provision (i.e. appropriate trained First Aiders and equipment) is considered and implemented as part of the overall event risk assessment. The School Office should be advised of such events and requirements. If any support or guidance is required, please contact member of the SMT.

#### **12. First Aid in the Science Department**

- 12.1 Science teachers will complete the necessary training to be qualified First Aiders, using their specialist knowledge to provide suitable First Aid treatment in the Science Department.

#### **13. Visitors and Contractors**

- 13.1 Haileybury Malta will ensure the provision of First Aid and required numbers of First Aiders includes general visitors to the School.
- 13.2 Visitors are provided with details of First Aid arrangements when they sign in at reception. Visitors or their host should follow emergency First Aid procedures as detailed above, if First Aid treatment is required.

#### **14. First Aid Training**

- 14.1 First aid training is provided by Malta Red Cross. Courses are timed to fit around teaching and operational commitments and take place at Haileybury Malta or at Malta Red Cross Headquarters. All First Aid training courses include the use of automated defibrillators and the emergency use of adrenaline auto- injectors (e.g. EpiPen). In line with the First Aid needs assessment and risk assessment, the following roles require dedicated First Aid training:
- Appointed First Aiders - approved 'First Aid at Work' training (three day course).
  - All Haileybury Malta teachers – Emergency First Aid (one day).
- 14.2 Opportunities for refresher training will be provided on a regular basis. Significant updates on First Aid requirements are also provided to First Aid staff e.g. changes to First Aid practices.
- 14.3 A list of appointed First Aiders is created via SIMS and published to staff on the portal and on notice boards around the School.

**15. Defibrillators**

- 15.1 All First Aid training courses include the use of defibrillators. However, automated defibrillators are designed to be used by anyone (trained or not), therefore all staff are encouraged to use the defibrillator if it is required. The nearest defibrillator is located at the College of the Immaculate Conception, opposite the school.
- 15.2 Annual checks are made of the defibrillators. The defibrillators sound an alarm when the battery or pads should be replaced.

**16. Emergency Use Adrenaline Auto-Injectors (known as adrenaline pens)**

- 16.1 Adrenaline Auto Injectors are kept for emergency use in the Staff Room. These can be used by pupils or staff if they suffer a severe allergic reaction (known as 'anaphylaxis') and do not have an Auto-injector with them.
- 16.2 In the event of such a severe allergic reaction an ambulance must be called: Dial 196 and inform the controller that the patient is suffering from anaphylaxis.
- 16.3 The First Aider will oversee the provision of the Adrenaline Auto-injectors. Annual checks are made of the Adrenaline Auto-injectors.

## **18. Provision of intimate care**

- 18.1 Intimate care includes any procedure which involves the examination, washing, touching or treatment of any area of a pupil's body that would normally remain covered and private.
- 18.2 Pupils in KS1 and KS2 are encouraged to develop a high level of self-care and independence. Staff will encourage pupils to attend to their own personal needs wherever this is possible and safe to do so, by providing guidance.
- 18.3 If intimate care is required, privacy for the pupil will be provided in an area, where other pupils have been removed.
- 18.4 Where regular assistance with intimate care is required (e.g. for the application of creams), this will only be undertaken on the instruction of parents/carers and in line with their instructions, and will only be undertaken by those appropriately qualified on the school staff and with due regard to the pupil's privacy and dignity.
- 18.5 In the event of a toileting accident, a pupil will be given support that recognises their need for privacy and dignity. If needed, support will be given by no more than one member of staff (usually for the younger pupils), but where possible pupils will be encouraged and supported to change themselves.
- 18.6 Intimate care will most normally be provided by a member of the KS1 team or a qualified first aider, and usually, to maintain privacy, on a one-to-one basis. The member of staff will ensure that a second member of staff is aware of where they are and what they are doing, but will not normally ask that member of staff to attend, in order to maintain the pupil's privacy and dignity.
- 18.7 Where there is a need for an older pupil (Year 3 and above) to be examined by a first aider following an accident, a second member of staff of the appropriate gender may be asked to attend, but only with the permission of the pupil and if at all possible, the pupil's parents/carers. If in any doubt, any such examination will be left to the parents/carers or the emergency services unless the urgency to provide first aid overrides all other considerations.
- 18.8 In the event of intimate care being given, parents/carers will be informed. These procedures also apply to all wrap-round care provided by the school including after-school clubs.

## **17. Policies and forms associated with this procedure**

- Haileybury Malta Accident/Incident Report Form.
- Accident Reporting and Investigation Policy (including Investigation form).
- Care of Pupils with Specific Health Needs Policy.
- Infection Prevention and Control Policy.

## **18. References**

- Health and Safety (First Aid) Regulations 1981.
- Health and Safety at Work etc. Act 1974.
- HSE Home page: [First aid at work](#).
- Department for Education – Guidance on First Aid for Schools: A Good Practice Guide.
- Department for Education: First aid in schools, early years and further education.

- HSE, Contents of a First Aid Kit: <http://www.hse.gov.uk/firstaid/faqs.htm#First Aid-box>.
- ISI Handbook for the Inspection of Schools: The Regulatory Requirements Medical Officers of Schools Association (MOSA) Guidance: "[First Aid Provision and Training in Schools](#)" October 2006.
- HSE's leaflet "[Incident-reporting in schools - accidents, diseases and dangerous occurrences](#)".
- MOSA "Protocol for the Administration of Medication, including OTC, in Schools".



<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
September 2023	Deputy Head	Policy prepared for 1 <sup>st</sup> year (Years 3-8)
September 2024	Deputy Head	Reviewed and updated; updating of numbers and personnel/titles Inclusion of intimate care section following the intake of KS1 children
September 2025	Head	Reviewed and updated; updating of numbers and personnel/titles Inclusion of intimate care section following the intake of EYFS children