



# Barnard Castle School

## RUGBY ACADEMY

### First Aid Policy 2026

This is a whole School including the EYFS policy.

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Action	Responsibility	Date
Reviewed	School Nurse Barnard Castle School Rugby Academy Welfare Manager/DSL	Feb 2026
Next Review	School Nurse	Feb 2027



## **Introduction**

First Aid refers to the immediate care given to a person who is injured or taken ill. Effective First Aid can save lives, prevent minor injuries from becoming major, and provide comfort to the casualty.

The administration of medication does not fall within the definition of First Aid. Accordingly, only staff authorised by the School Medical Officer, and in accordance with the Administration and Storage of Medications Policy, are permitted to administer medication.

By accepting a place at Barnard Castle School Rugby Academy, parents consent to the Head, or a designated deputy, authorising emergency medical treatment (including general anaesthetic and surgical procedures under the NHS) on the advice of qualified medical personnel if the School is unable to reach the parents in time.

## **Objective**

To ensure that appropriate and effective First Aid provision is available at all times across the School estate.

## **Responsibility**

Under the Health and Safety (First Aid) Regulations 1981, the Governing Body delegates the responsibility for First Aid provision to the Headmaster and the Bursar. Together with the School Medical Officer, they ensure the recruitment of suitably qualified Medical Centre staff. These staff work under the supervision of the Medical Officer, Welfare Manager, and the Bursar.

## **First Aid Facilities and Equipment**

In compliance with the Education (School Premises) Regulations 1996:

- The School maintains a dedicated Medical Centre.
- Numerous First Aid stations with stocked First Aid containers are distributed across the School estate.
- Two Automated External Defibrillators (AEDs) are available: one in the Main School Workroom and the other in the Medical Centre.

## **First Aiders**

A First Aider is someone who holds a valid, HSE-approved First Aid qualification, such as:

- First Aid at Work
- Emergency First Aid at Work
- Paediatric First Aid
- Outdoor First Aid

Certificates are valid for three years.

Teachers and other staff responsible for pupils are expected to act in the best interests of pupil welfare, particularly in emergencies, in a manner consistent with a responsible parent.

In addition:

- Residential staff are First Aid at Work certified.
- Games staff hold the National Rescue Award (including CPR).
- The Medical Centre staff are experienced health professionals trained in advanced First Aid and sports injury care.

The Welfare Manager maintains and displays the Register of First Aiders. Re-certification is scheduled to maintain compliance.



### **Training and Awareness**

All staff receive training from the Medical Centre as part of their induction covering key First Aid topics, including but not limited to:

- CPR and AED use
- Anaphylaxis and EpiPen use
- Asthma
- Diabetes
- Epilepsy

Training needs may be informed by Individual Health Care Plans (IHCPs) maintained by the Medical Centre.

### **Responding to Illness and Injury**

The Medical Centre (Ext. 6063 or 07442 584741) should be contacted immediately in emergencies during its hours of operation

- If a young person becomes unwell, the Medical Centre will care for them until they can be collected. Parents will be informed.
- For injuries, parents are notified as soon as practicable by telephone. Treatment is recorded appropriately on the School's systems.

Serious incidents (e.g., concussion) are recorded using the appropriate forms (e.g., Concussion Form, Return2Play referral, Pupil Incident Forms).

Outside Medical Centre hours, a resident First Aider should be contacted, or NHS 111/999 utilised.

### **Infection Control**

To prevent the spread of illness:

- Parents should not send young people to the academy if they are unwell or have a high temperature.
- Staff may isolate symptomatic young people and contact parents for immediate collection.

### **Calling an Ambulance**

Staff are trained to call 999 if they suspect serious illness or injury. When calling:

- Remain calm
- Provide full details of the casualty's condition
- Assign another staff member to summon help if possible.

### **Medication Administration**

#### **Senior School**

- Pupils must not keep any medication without approval from the Medical Centre.
- Parents must follow the School's "Receipt of Medicines" protocol.
- Homely remedies (e.g., paracetamol) are administered per the Administration and Storage of Medications Policy and only with parental consent.

All medication administration is documented.

### **Medical Conditions and Care Plans**



Parents of pupils with chronic or serious medical conditions must liaise with the Medical Centre to develop an appropriate care plan. Relevant staff are informed on a need-to-know basis, and external specialist input is sought as needed.

### **Roles of First Aiders**

Responsibilities include:

- Providing First Aid within the scope of their training
- Recording all treatment on the appropriate forms
- Observing infection control and hygiene standards
- Ensuring safe disposal of clinical waste (with assistance from Domestic Services)
- Accompanying pupils to hospital when necessary, until a parent arrives
- Keeping immunisations up to date (optional)

For off-site activities, staff must:

- Request a fully stocked First Aid kit from the Medical Centre
- Document and report any First Aid administered off-site

### **Accident Reporting**

- All accidents must be documented and submitted promptly to the Medical Centre.
- The Bursar reviews reports to determine if they fall under RIDDOR. If so, a report is submitted to the HSE, and immediate phone contact is made in serious cases.

### **First-Aid Boxes and Kits**

First Aid kits must contain:

- Resuscitation mask
- Assorted wound dressings
- Antiseptic wipes
- Eye pads
- Triangular bandages
- Foil blankets
- Gloves, scissors, and clinical waste bags
- Sterile water pods
- Guidance card

The Medical Centre is responsible for routine maintenance and replenishment. Staff must report significant usage.

### **Defibrillator**

AEDs are available in the Staff Room and the Medical Centre. In cardiac emergencies:

- Begin CPR
- Request an AED
- Follow AED prompts upon arrival

### **Record Keeping and Insurance**

#### **On-site First Aid Provision**

Any member of staff who administers First Aid must document the incident using the appropriate form and submit it to the Medical Centre as a matter of urgency. The Medical Centre will inform the Course director/Welfare manager accordingly.



### **Off-site First Aid Provision**

Any First Aid administered to pupils or staff during off-site activities must be reported to the Medical Centre at the earliest opportunity. The Medical Centre will ensure that the Course director/Welfare manager is informed.

### **Serious Off-Site Incidents**

In cases where First Aid leads to further medical treatment at an Urgent Care Centre or Accident & Emergency (A&E), the incident must be reported directly to the Course director/Welfare manager in addition to being fully documented.

### **First Aider Safety**

First Aiders must prioritise their own safety, as well as the safety of pupils and colleagues, before administering any First Aid.

### **First Aid Equipment**

Following the use of any First Aid equipment, the responsible individual must notify the Medical Centre immediately to facilitate prompt cleaning and replenishment of supplies.

### **Indemnity and insurance**

Employees of Barnard Castle School Rugby Academy who administer First Aid to a colleague, pupil, volunteer, or visitor during the course of their duties are covered under the School's liability insurance. This indemnity extends to any claim arising from injury or loss caused by their actions, provided the following conditions are met:

- The individual is formally designated as a First Aider or appointed person by Barnard Castle School Rugby Academy and holds a current, valid First Aid certificate or a relevant professional qualification (e.g. Registered General Nurse – RGN).
- Appropriate personal protective equipment (PPE) is used during the provision of First Aid, such as gloves or a face mask in cases involving resuscitation.
- The First Aider or appointed person follows established protocols and acts within the scope of their training and competence.
- The actions taken are in good faith and with the intention to preserve life or prevent further harm.
- In circumstances where an unqualified staff member or volunteer is the only person available, they may act as any reasonable member of the public would in an emergency, to preserve life or reduce the severity of injury or illness.

In situations where First Aid is required by a pupil or staff member from another school, consent should be sought from the individual before administering aid. If the individual is unable to provide informed consent due to their condition, it is appropriate for the attending member of staff to act **in loco parentis** in order to provide immediate assistance.

### **Risk assessment**

In determining the First Aid requirements of the School, the Course Director will conduct a comprehensive risk assessment, taking into account the following factors:

- The size and layout of the School, including whether it operates across multiple sites or levels.
- The geographical location of the School and the implications this may have on emergency response times.
- Specific hazards or risks associated with the site, including those related to particular activities or areas (e.g. science labs, sports facilities, workshops).
- The presence of staff or young people with known medical conditions, special health needs, or disabilities requiring tailored First Aid support.



- The School's historical accident data, including any patterns or trends that may highlight recurring risks.
- The need to ensure adequate First Aid provision is maintained throughout the entire school day, including before and after formal teaching hours.
- Arrangements to ensure continuity of First Aid cover during staff absences due to leave or illness.
- The activities and associated risks in practical departments such as science, design technology, and physical education.
- The presence of contractors, visitors, or other non-school personnel on site.

This assessment will be reviewed regularly to ensure that First Aid provision remains appropriate, effective, and compliant with relevant legislation and best practice guidelines.

This policy should be read in conjunction with Barnard Castle School policies on:

- Administration and Storage of Medications Policy
- Infection Control, Communicable Diseases & Outbreak Management Policy 2025
- Accident Reporting and Investigations Policy

