



6D First Aid Arrangements

Reviewed: November 2025 (Annually)

Ratified by Trustees: December 2025

Next Review Date: Autumn 2026

EDI Assessment: SSET does not currently identify any EDI impact of this policy; should new information come to light, this will be considered at the next review.

Introduction

The Sheiling has a system in place to provide Emergency First Aid response in respect of students, staff, residents, contractors, volunteers and visitors who are injured or suddenly become ill whilst at work, on site or during an off-site visit. These arrangements include:

- Trained First-Aiders: Emergency First Aid at Work (EFAW) and First Aid at Work (FAW)
- Accident and incident reporting arrangements
- First Aid boxes for houses and departments
- Portable First Aid kits for off-site visits, Sheiling vehicles & hire vehicles
- Automated External Defibrillator (AED) device located to the rear of the Reception Building (spare auto-injector and inhaler available at this location)

All staff (including residents, contractors and Approved Visitors) must familiarise themselves with these arrangements and the names of the First Aiders. These are general notes and do not replace training.

On the basis of our first aid arrangements risk assessment, we will make available:

3 x FAW and 8 x EFAW trained first aiders

1 x FAW and 4 x EFAW during term-time nights

1 x FAW and 1 x EFAW during holiday periods.

First Aiders

Each house and class will display a notice (in green) which lists:

- All the trained First Aiders on site
- The location of the First Aid box and key contact details
- Education and admin buildings will display a notice identifying the location of the First Aid box and key contact details. A full list of trained First Aiders will be kept at Reception, Tobias Hall and Hawthorn.
- First Aiders will hold an Emergency First Aid at Work (EFAW) Certificate or First Aid at Work (FAW) Certificate, which must have been acquired within the last three years.
- Allocated First Aiders are responsible for maintaining, in liaison with the Sheiling Health Team, the First Aid box.
- Portable First Aid kits are provided for Sheiling vehicles or hire vehicles and for off-site excursions and it is the responsibility of the driver/First Aider, as appropriate, to ensure that the kits are used appropriately and stocks (stored in Bracken) are replenished in liaison with the Sheiling Health Team.

The house First Aider for the day (arranged by the shift leader/person in charge of the house), is either highlighted on the green sign, or by use of a white board marker, or via the list of First Aiders.

- In the absence of a readily accessible First Aider in the specific location, other First Aiders can be called upon from across the site. To support the First Aider, the most senior person (House Manager, Deputy House Manager, Shift Leader, Group Leader, Head or Deputy of the School/College) on site must assume the role of Incident Coordinator. This role will be to take charge of an emergency situation, including:
- Protecting the sick or injured person, as far as is reasonably possible, from further harm by means of removal of anything that would pose a danger to the injured person or moving the injured person if well enough to do so, to a safe environment (protecting

from the elements of the weather) and carrying out a dynamic risk assessment of the injured person to determine the course of action required.

- To give direction to colleagues and manage the situation in order to ensure the safety of others and the casualty.
- Calling an ambulance, if appropriate, and ensuring that a person is deployed to direct the ambulance to the ill/injured person.
- Contacting the on-call duty manager. (Extn 2368)

First Aid Training And Accreditation

EFAW training is provided by the Sheiling's Head of Health and Therapies

FAW training is provided by an external accredited provider

EFAW Certificate (1-day duration and valid for 3 years)

This enables First Aiders to provide emergency first aid to someone who is injured or becomes ill while at work and, in particular, to:

- Understand the role of the First Aider, including reference to:
 - the importance of preventing cross infection
 - the need for recording incidents and actions
 - use available equipment
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administer first aid to a casualty who is unconscious (including seizure)
- Administer cardiopulmonary resuscitation
- Administer first aid to a casualty who is choking
- Administer first aid to a casualty who is wounded and bleeding
- Administer first aid to a casualty who is suffering from shock
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

FAW Certificate (3-day duration and valid for 3 years)

In addition to the EFAW certificate, the FAW certificate will cover the following:

- Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries
 - Chest injuries
 - Burns and scalds
 - Eye injuries
 - Sudden poisoning
 - Anaphylactic shock
- Recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

In addition to those staff who elect to train in either EFAW or FAW, all staff undertake First Aid awareness training as part of their induction and then as a refresher at least every 3 years.

Separate training is provided by the Head of Health and Therapies / external professionals for students who are diagnosed with specific health needs, i.e. diabetes, anaphylaxis, etc. See Health Conditions Policy.

First Aid Procedure

Students:

For students who require first aid treatment that is NOT related to their specific health conditions, or where there is concern regarding sudden changes to their health or wellbeing, then the First Aider should be called. In their absence, alert the shift leader, group leader or most senior person present.

Any concerns or queries related to the student's health should be directed to the Sheiling Health Team and/or the student's GP (if student is residential and registered with Ringwood Medical Centre) and, if out of hours, use the appropriate services, including 111 and, in an emergency, 999 as directed by Emergency Healthcare Plans.

Staff/visitors:

Call the closest First Aider in the building you are working in, or the next closest building (or the main office) or, if able, take yourself to the First Aider. If possible, calling them in advance or asking a colleague to do so on your behalf,

Off-Site outings:

During an off-site outing, if a student requires first aid, staff must act promptly and follow Sheiling's procedures. The First Aider should assess and treat the casualty using the portable first aid kit. If unavailable, the most senior staff member present must assume the role of Incident Coordinator, ensuring safety, managing the scene, and contacting emergency services if needed. The on-call duty manager must be informed immediately on 2368.

Basic actions

Do

- Monitor a situation
- Provide suitable cover from cold and the elements, using blankets but not artificial heat sources.
- Carry out supportive measures until First Aider arrives, including reassurance.
- If the injured casualty has a wound which is bleeding, ensure that you are wearing gloves.

Do not

- Try to move someone who may have suffered a fracture unless they are vulnerable to further harm
- Do not induce vomiting if the injured person may have consumed a poisonous substance, but follow appropriate guidance, COSHH safety data sheets or risk assessment

Ambulance Call-Out Arrangements

Dial 999, ask for an ambulance and be ready with the following information:

- Your telephone number
- The address as follows: The Sheiling Community, Horton Road, Ashley Heath.
- Postcode: BH24 2EB
- Your name
- Name and date of birth of the person needing help

- Description of the person's symptoms (and any known medical conditions)
- Inform ambulance control that they will be met at the entrance and taken to the person requiring help
- Ideally, the person calling the emergency services should be with the person requiring help.

Please make operator aware when speaking to them that our entrance is off the Horton Road, 25 metres on the right as you come off the Ashley Heath roundabout & signposted 'Sheiling School and College'.

Term-Time Weekdays 8.30am to 4.30pm

- Reception to be informed that an ambulance has been called so that the main gate can be opened to reduce delay in accessing site.
- Allocate a member of staff to go and meet the ambulance.
- Member of staff to take a high-vis jacket from allocated points: Main Reception, Hawthorn in College, Tobias Hall and wait on the entrance to the Horton Road turning.
- Once ambulance arrives, the member of staff waiting for the ambulance should direct ambulance crew to the person requiring help.
- Explain to crew that we are a large site and assist by getting into ambulance to reduce delay in getting to the person requiring help.

All other times

- Allocate a member of staff/night staff to meet the ambulance
- Member of staff to obtain hi-vis jacket and torch from allocated point in Sheiling House Boot Lobby and wait on the entrance to the Horton Road turning.
- Once ambulance arrives, the member of staff waiting for the ambulance should direct ambulance crew to the person requiring help.
- Explain to crew that we are a large site and assist by getting into ambulance to reduce delay in getting to the person requiring help
- Telephone Extension 2368 or mobile number 07785 957542 (on-call manager) without delay

Accident and Incident Reporting Processes

- All incidents, accidents and near misses should be recorded on Databridge via any device with internet access.
- Any incident resulting in the need for First Aid must also be recorded via Databridge
- This applies to students, staff or visitors.

First Aid Kit Contents

Offsite Kit

Contents	Amount	Reason
Guidance leaflet	1	British standard
Contents list	1	British standard
Plasters	10	British standard
Tape roll	1	Needed for bandages
Disposable gloves (sterile)	2 pairs	British standard
Eye pad	2	British standard
Small and medium sterile dressing	2	British standard
Triangular bandage	1	British standard
Alcohol free wipes	10	Useful
Foil blanket	1	Needed for students who refuse to move.
Irrigation ampoules	2	Useful
Hand gel	1	Useful
Resuscitation mask	1	Useful
Yellow bag	1	Useful

Onsite Kit

Contents	Amount	Reason
Guidance leaflet	1	British standard
Contents list	1	British standard
Plasters	30	British standard
Blue plasters	10	British standard - for catering
Disposable gloves	2 pairs	British standard
Eye pad	1	British standard
Small sterile dressing	1	British standard
Medium sterile dressing	1	British standard
Triangular bandage	1	British standard
Tape roll	1	Useful
Resuscitation mask	1	Useful
Alcohol free wipes	20	Useful

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