

## **St Bede's Catholic Voluntary Academy**



### **First aid Policy**

*"We commit ourselves to love, respect and serve one another as disciples of Jesus Christ"*

Date of approval	November 2021
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### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### 2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

Employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

#### **3.1 Appointed person(s) and first aiders**

The school's first aiders are:-

Mrs L Ellis  
Miss C Pope  
Mrs E Stones  
Ms N Husband  
Miss P Fitzpatrick  
Ms C Dillon  
Mrs S Baines (Emergency First Aid at Work - Adults)  
Ms V Taylor (Emergency First Aid at Work - Adults)

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident. Reports are kept in the Accident, incident and illness books issued by CMAT.
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports within the Accident, incident and illness books issued by CMAT for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the first aider will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### 4.2 Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

#### 5. First aid equipment

A St John Ambulance recommended first aid kit in our school will include the following:

##### A basic workplace first aid kit should include:

- **Plasters:** used for small cuts and grazes.
- **Dressings:** used to apply pressure to larger wounds and help to stop bleeding.
- **Bandages:** used to support joints, hold dressings in place, put pressure on wounds and to stop swelling.
- **Scissors:** used to cut bandages or sticky tape or someone's clothing if you need to get to a wound.
- **Disposable gloves:** used to reduce the risk of infection.
- **Face shields or pocket masks:** used to prevent infection when you give rescue breaths.
- **Cleansing wipes, alcohol free wipes:** used to clean the skin around the wound.
- **Adhesive tape:** used to hold dressings or the loose end of bandages in place.
- **Foil blankets:** used to help retain body heat in survival, emergency and first aid situations.
- No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the Accident, incident and illness books issued by CMAT
- A copy of the accident report form will also be added to the student's educational record by the first aider
- Records held in the first aid and accident book will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### **6.2 Reporting to the HSE**

The Health and Safety Coordinator will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Coordinator will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

Staff are encouraged to renew their first aid training with St. John Ambulance every 3 years.

## **8. Monitoring arrangements**

This policy will be reviewed by the Headteacher every 3 years.

At every review, the policy will be approved by the Headteacher and the full governing body.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Medicine policy
- Risk assessment policy
- Policy on supporting students with medical conditions




**10. Appendix 1: list of trained first aiders**

Staff member's name	Role	Contact details
Mrs S Baines	MFL Teacher	Ext 213
Mrs E Stones	Pastoral Assistant	Ext 240
Mrs C Dillon	Receptionist	Ext 201
Mrs L Ellis	Student Support Officer	Ext 210
Miss C Pope	Finance and H&S Manager	Ext 212
Miss N Husband	Cleaner	After hours
Miss P Fitzpatrick	Student Support Officer	Ext 211
Ms V Taylor	Exams, Careers and PHSCE Officer	Ext 214

# 11. Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>Emergency First Aid at Work</i>	Mrs S Baines	14.11.19	13.11.2022
<i>First Aid at Work</i>	Mrs C Dillon	9.10.20	8.10.2023
<i>First Aid at Work</i>	Mrs L Ellis	15.10.19	14.10.2022
<i>First Aid at Work</i>	Mrs E Stones	17.10.18	16.10.2021
<i>Emergency First Aid at Work</i>	Ms V Taylor	14.11.19	13.11.2022
<i>First Aid at Work</i>	Miss C Pope	20.10.21	19.10.24
<i>First Aid at Work</i>	Miss P Fitzpatrick	29.09.21	28.09.24
<i>First Aid at Work</i>	Ms N Husband	27.10.21	26.10.24

## 12. Appendix 3: Copy of Accident, Incident & Illness Report Form

<b>ACCIDENT, INCIDENT &amp; ILLNESS REPORT FORM</b> <b>FOR THE ATTENTION OF THE PARENT / CARER</b> <small>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital</small>	
Pupil's name:	Class/Form:
Location of accident/incident:	Date: Time:
Detail of treatment:	LEA Accident Report No (if Applicable):
	Treatment administered by:
	Additional comments:
Please tick as appropriate below ✓	
Bump / Bruise	<b>Mark Location of Injury</b> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>Front</b>   </div> <div style="text-align: center;"> <b>Back</b>   </div> </div>
Vomiting / Nausea	
Nosebleed	
Headache / High Temperature	
Head Injury	
Cut / Graze	
Asthma	
Other:	
The child was taken to hospital by staff member	→ Staff member name:
The child was taken to hospital by ambulance	
Parent / Carer Contacted	→ Name of parent/carer contacted:
Unable to contact Parent / Carer	
The child was well enough following first aid to remain in school	Time:
The child was collected from school	→ By who:
Teacher informed	
The school is of the opinion that your child should consult a doctor	Time:
Authorised by - Print Name:	Authorised by - Signature:
To re-order, visit <a href="http://www.SecuritySafetyProducts.co.uk">www.SecuritySafetyProducts.co.uk</a>  Report Form No: <b>137351</b>	