



St. Gregory's Catholic High School

First Aid Policy

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy was reviewed by the Director of Finance and Resources and Senior Leadership Team on 4th May 2023 prior to the submission of the policy to Governors' Community Committee for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 13th July 2022

Date submitted to Governors' Committee: 14th June 2023

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Review Frequency: Annual

Start date for policy review: March 2024

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Statement of intent

St Gregory's Catholic High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

St Gregory's Catholic High School will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

The policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, 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
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- Ensure that medicines are only administered at the school when express permission has been granted for this
- Ensure that all medicines are appropriately stored
- Promote effective infection control

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- Management of Health and Safety at Work Regulation of 1999
- The reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR 1995)
- DfE (2015) supporting pupils in school with medical conditions
- DfE (2019) automated external defibrillators (AEDs)
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering medication policy
- Medical policy
- Record management policy
- Allergen and anaphylaxis policy
- Behaviour Policy
- Child protection and Safeguarding Policy
- Lone working policy
- Educational Visits and School Trips Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically have been conducted
- Ensuring that there is sufficient number of appointed first aiders within the school based upon these assessments
- Ensuring that there are procedures and arrangements in place for first aid during offsite or out of hours activities e.g. educational visits or parents evenings
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment
- Ensuring that appropriate and efficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding confidence and expertise in carrying out first aid duties
- Ensuring that adequate equipment and facilities are provided for the school site
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complying with the relevant legislation and guidance
- Ensuring that an appointed person is selected from amongst staff to take the lead in first aid arrangements and procedures for the school

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed particularly in the case of an emergency
- Ensuring that all pupils and staff are aware of the identities of the schools first aiders and how to contact them if necessary

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures including making sure that they know who to contact in the event of any illness, accident or injury
- Endeavouring at all times to secure the welfare of pupils at the school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board
- Ensuring that they are comfortable and confident in administering first aid
- Ensuring they are fully aware of the content of this policy and any procedures for administering first aid including emergency procedures
- Keeping up to date with government guidance relating to first aid in schools

Schools must have at least one appointed person to oversee first aid provision. The appointed person is not a first aider and must not conduct any first aid for which they have not been trained. The appointed person should however, be trained in emergency procedures as outlined below. The appointment person is responsible for:

- Overseeing the schools first aid arrangements
- Taking charge when someone becomes injured or ill
- Looking after the first aid equipment e.g. restocking
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Maintaining injury and illness records as required

Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:

- What to do in an emergency.
- How to assess and monitor a casualty.
- First aid for the unconscious casualty.
- First aid for someone who is having a seizure.
- Maintaining injury and illness records as required.
- Paediatric first aid.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a [risk assessment](#), at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individual wrapped sterile adhesive dressings or assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferable sterile
- 6 safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- 3 pair of disposable gloves.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the content of the first aid boxes including any mobile first aid boxes for offsite use – these should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas:

- CANTEEN – Catering First Aid Box
- FOOD TECH G18&G19 – Catering first aid boxes
- FOOD TECH G19 – Burns Kit
- DT G11 – Standard first aid kit
- SCIENCE PREP – Standard first aid kit
- SCIENCE PREP – Burns Kit
- SCIENCE N1 – Standard first aid kit
- DT N4 – Standard first aid kit
- STAFFROOM Kitchen area – Standard first aid kit
- PASTORAL – Standard first aid kit
- RECEPTION – Standard first aid kit
- RECEPTION – Minor burns sprays
- SPORTSHALL PE Office – Standard first aid kit
- SEN/AUGUSTINE – Standard first aid kit
- SCHOOL MINIBUS – Standard first aid kit

4. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils staff or visitors and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence issued by a HSE approved organisation and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the Director of Finance.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

NM ext 126	Expires November 2023
NH ext 157	Expires November 2023
MF ext 151	Expires November 2023
KW ext 104	Expires November 2023
KS ext 142	Expires November 2023
CM ext 104	Expires November 2023
PH (reception)	Expires March 2024
CM (DT)	Expires March 2024
EL ext 116	Expires April 2024
SH ext 109	Expires April 2024
NH ext 104	Expires April 2024
DB ext 106	Expires April 2024

The school will ensure that there is always a sufficient first aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders the school will follow the criteria laid out in government guidance considering the individuals:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties- a first aider must be able to leave to go immediately to an emergency
- Availability to respond immediately to an emergency

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health Policy.

5. Automated external defibrillators (AEDs)

The school has two AEDs located in the school reception and sports hall foyer.

Where the use of an AED is required, individuals will follow the step by step instructions displayed on the device.

A general awareness briefing session to promote the use of AEDs will be provided to staff on an annual basis, during the statutory safeguarding training.

Use of the AED will be promoted to pupils during PSHE lessons.

Trained staff:

EM – expires 02/07/2022
JD – expires 02/07/2022
KS– expires 02/07/2022
EL – expires 02/07/2022
NC – expires 02/07/2022
MF – expires 02/07/2022
KW – expires 02/07/2022
PB – expires 02/07/2022
IB – expires 02/07/2022

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils for the short-term care of sick or injured pupils. The first aid room includes a wash basin and situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy, accessible and available for use at all times when employees are at work
- Have a sink with hot and cold running water
- Be positioned as near as possible to a point of access for transport to hospital

- Display a notice on the door which advises the names, locations and, if appropriate the contact details of first aiders

7. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained or the individual has become seriously unwell a responding staff member will call 999 immediately.

Where necessary a trained staff member will administer emergency help to all injured persons. The purpose of this is to keep the victim(s) alive, and if possible comfortable before professional medical help arrives. In some situations, immediate action can prevent the accident from getting serious or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instruction of the operator – this may include the administering of emergency first aid
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupils parent/carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent/carer arrives
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in the school mini bus accompanied by at least 2 members of staff, one of whom should be a first aider. The pupils parent/carer is called as soon as possible to inform them that this course of action has been taken and at least one of the staff members remains with the pupil until a parent/carer arrives
- The school will ensure that no further injury can result from any incidents that occur either by making the scene of the incident safe or (if they are fit to be moved) by removing injured persons from the scene
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

When the above action has been taken, the incident must be reported promptly to:

- The Headteacher
- The parents/carer of the victim(s)

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.

In the event of serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents/carers as soon as possible. Parents must be informed in writing of any injury to the head, whether minor or major, and be given guidance on action to take if symptoms develop.

Emergency contact details are kept on the SIMS system.

The appointed person will ensure that records are kept of any injuries accidents or illnesses as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident
- The name and class of the injured or ill person
- Details of the injury or illness and what first aid was given
- Details of what happened to the person immediately afterwards, ie, whether they were sent home or went back to class
- The name and signature of the first aider or person dealing with the incident

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the records management policy.

9. Offsite visits and events

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum;

- A leaflet giving general advice on first aid
- 8 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage that is not less than 7.5cm wide
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings that are not less than 15 x 20cm
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of non-rusted blunt-ended scissors

For more information, please see the separate Educational Visits and School Trips Policy.

10. Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment ie epi pen.

Parents should advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans.

11. Illness and allergies

When a pupil becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy this will be addressed by the school's allergen and anaphylaxis policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency Procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupils in mind – guidelines are issued to staff in this regard.