



## **FIRST AID POLICY**

### **MISSION STATEMENT**

Christ is our teacher.

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential. We aim to develop positive relationships with every individual and family, the parishes and the wider community.

**"I have come that they may have life and have it to the full"**

**John 10:10**

<b>Reviewed by:</b>	C Stevens, Site Manager, May 2023
<b>Reviewed at:</b>	Finance, Premises & Personnel Meeting, 14 <sup>th</sup> June 2023
<b>Approved at:</b>	Full Governing Body Meeting, 5 <sup>th</sup> July 2023
<b>Signed:</b>	Austin Senior, Chair of Governors

## ST BERNARD'S CATHOLIC HIGH SCHOOL

The Governing Body, as the employer of the school are responsible, under the Health and Safety at Work Act 1974, for ensuring arrangements for first aid.

This includes:

- numbers of first aiders/appointed persons;
- numbers and locations of first aiders;
- arrangements for off-site activities/trips;
- out of school hours arrangements eg lettings, parents' evenings.

The Principal is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. The Principal should also make sure that parents are aware of the school's Health and Safety Policy, including arrangements for first aid.

**Teachers and other school staff may volunteer to undertake the giving of first aid. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.**

Staff who volunteer to be first aiders/appointed persons must have adequate and appropriate training. There must be enough trained staff to meet statutory requirements and assessed needs.

### **What are a first aider's main duties?**

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcomes in the accident book
- Take charge when someone is injured or becomes ill

### **What is an appointed person?**

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg restocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training as appropriate. These courses do not require HSE approval. They normally last for one day and cover the following topics:

## ST BERNARD'S CATHOLIC HIGH SCHOOL

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

### **Action**

The Health and Safety (First Aid) Regulations 1981 set out what employers have to do.

The Governing Body must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

- emergency services should be directed to the accident from the main entrance;
- staff should raise a member of leadership's awareness to any person who would require different first-aid procedures in an emergency situation;
- the School's Accident Book will be completed at all times
- the Governing Body has to decide the adequate provision of first-aiders within school and on school visits.

### **Contact first aid personnel**

- report all incidents requiring first aid immediately to reception via a reliable child. Ensure this child reports back;
- stay with the person who requires first aid until assistance arrives;
- location of First Aid equipment is in the Medical Room (at Reception);
- AEDs are located at the main reception and outside the front doors of the sports hall
- a list of First-Aiders and appointed personnel is held with the Site Manager, are displayed at Reception and on the Health and Safety Noticeboard.

### **First Aid Equipment**

- There will be at least one fully stocked first aid container.
- Other first aid containers will be held in Medical Room, at reception
- All first aid containers must be marked with a white cross on a green background.

### **Contents of a first-aid container**

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12 cm x 12cm) individually wrapped sterile unmedicated wound dressings;

- two large (approximately 18cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.
- the Receptionist will be responsible for examining the contents of first aid containers and checking these are restocked as soon as possible after use and out of date items discarded and replaced.
- travelling first aid containers are always taken on any off-site activities.
- first-aid items for travelling first aid containers:
  - a leaflet giving general advice on first aid.
  - six individually wrapped sterile adhesive dressings;
  - one large sterile unmedicated wound dressing 0 approximately 18cm x 18cm;
  - two triangular bandages;
  - two safety pins;
  - individually wrapped moist cleansing wipes;
  - one pair of disposable gloves.

### **Procedure in case of accident, injury, defects or hazards**

In case of an accident on the School premises the following procedure should be followed

- The injured party should be seen by a qualified first aider/appointed person
- If the injuries cannot be treated at school arrangements should be made for transportation to a Hospital. An Ambulance must be called.
- All injuries need to be recorded on the school's relevant accident form by a qualified first aider
- If the accident is as a result of an incident on site, all parties involved and any witnesses need to file a report.

### **Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include; the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accidents report records.

### **Other Arrangements**

- Arrangement for after-school/outdoor activities should be followed as detailed below:
  - it is advisable that PE staff have some First Aid training;
  - carry a first aid travel pack with them;
  - contact Reception/Site Manager/Assistant Site Manager if and when necessary, using the phone in the Sports Hall.
- Site/Assistant Site Manager to ensure that Health and Safety procedures are being followed with lettings.
- All staff on visits have a responsibility for Health and Safety of all including First Aid.
- It is advisable that School Meals Supervisory Assistants, Assistant Chaplain, Site Manager and Assistant Site Manager have First Aid training.

### **Record keeping**

All accidents / near misses must be reported on the relevant accident form (available via Reception) or the qualified first aider. This form must be completed as soon as is practicably possible after the event, this must be emailed to the Site Manager who will carry out the relevant notifications and investigation.

The school will keep a record of any first aid treatment given by first aiders and appointed persons, in line with the GDPR School policy. This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident;
- a copy is given to student receiving First Aid – includes procedures for head injury.

The information in the form can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- be used for reference in future first aid needs assessments;
- be helpful for insurance and investigative purposes.

In an emergency, the Principal/teacher in charge should have procedures for contacting the student's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the student, by text or telephoning the parents.

All Employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Principal. Any damage to the buildings that could be dangerous should also be reported to the Principal immediately.

## **SPECIAL ARRANGEMENTS**

In some cases children with medical needs could be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In some cases individual procedures may be needed and these will be detailed in an individual risk assessment. The Principal is responsible for making sure that all relevant staff know about and are if necessary trained to provide any additional support these children may require.

## **EMERGENCY SITUATIONS**

From April 2004, First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions, the most common ones are: asthma, diabetes, epilepsy and severe allergic reactions.

Children with Asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by the Parents/Guardian and kept in an unlocked cabinet by the School.

Children with Epilepsy – Concerns about safety should be discussed with the child and Parent/Guardian as part of the Health Care Plan.

Children with Diabetes should be able to manage their own medication. This should be discussed with the Child and Parent/Guardian as part of the Health Care Plan.

Anaphylaxis – Parent/Carer and child should discuss allergies as part of the Health Care Plan. Preloaded injection devices should be provided by the Parent/Guardian in the correct container, labelled with their child's name and updated medicines.

If the School gives an epi pen / injection, 999 must be dialled and an Ambulance requested.

## **CHILD PROTECTION**

If any concerns are raised that have a safeguarding implication (eg unexplained marks or scars) whilst a person is being treated for first aid, then the First Aider must inform the designated Child Protection Officer who will then take the appropriate action.

## **PHYSICAL CONTACT WITH PUPILS**

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children.

Any treatment should:

- Not involve more contact than is necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded in the accident book

All Parents/guardian's will be informed if their child has received any treatment at school.