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

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>B Pierpoint, Site Manager, September 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed at:</td>
<td>Finance, Premises &amp; Personnel Committee Meeting, 24th November 2015</td>
</tr>
<tr>
<td>Approved at:</td>
<td>Full Governing Body Meeting, 10th December 2015</td>
</tr>
<tr>
<td>Signed:</td>
<td>Austin Senior, Chair of Governors</td>
</tr>
</tbody>
</table>
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 Headteacher is responsible for putting the Governing Body’s policy into practice and for developing detailed procedures. The Headteacher 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.

All staff will be trained for emergency first aid. 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.
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:

- 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 awareness to any person who would require different first-aid procedures in an emergency situation;
- the Local Authority Accident Book will be completed at all times when appropriate;
- it is advisable that lunchtime supervisors have first-aid training as an appointed person;
- 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);
- a list of First-Aiders and appointed personnel is held with the Site Manager 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
ST BERNARD’S CATHOLIC HIGH SCHOOL

- 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.

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.

Reporting Accidents and Record Keeping

See Health and Safety Policy for reporting of accidents.
ST BERNARD’S CATHOLIC HIGH SCHOOL

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.

Central Record

The school will keep a record of any first aid treatment given by first aiders and appointed persons. 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 record book 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 Headteacher/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.