

FIRST AID POLICY

Introduction

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of St Bernard's Catholic Grammar School this is the Governing Body. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be a first aider and the Governors are responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy. All staff should be aware of available First Aid personnel, facilities and location of First Aid boxes and information.

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and bags and first aid areas are fit for purpose.

Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

Responsibilities of the headteacher

In discharging its duty of care the governing board delegates to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.

- Specific hazards or risks on the site.
- Specific needs.
- Accident statistics.
- Selection of first aiders, and number required.
- Contacting first aid personnel.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

Responsibilities of hirers

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school.

Responsibilities of the first aid officer

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE) and attend refresher courses every three years.
- Be aware of the details of all first aiders and the location of all first aid boxes (see appendix 1 at the end of this policy).
- 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.

- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Report to the Bursar any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'. See Appendix 4
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.
- On a weekly basis, the school matron will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the school has and their contents.
 - That there are sufficient first aid containers.
 - Travelling first-aid containers.
 - First aid containers in public service vehicles.
 - First aid accommodation.

Contents of first aid containers

See appendix 3

First aid kits must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Procedure for sick pupils

Students who feel unwell should be sent to the medical room to explain the nature of their illness. The decision to send a sick student home will be made by the school matron or in her absence, the office manager or school bursar. Unwell students must be signed out when leaving school for medical reasons.

Students with medical needs must be brought to the attention of the SENCO and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.

Epipens

A register of students with Epipens is kept in the medical room. Epipens will be carried by the student at all times. A spare Epipen for each registered student is kept in the school Office and taken on any school trip.

All staff (not just first aiders) have been trained to give an Epipen and refresher training is given annually.

When an EpiPen is given, an ambulance is called immediately and the pupil will be accompanied to hospital. The used EpiPen is taken with the pupil. The parents will be informed as soon as possible.

A record of use of the EpiPen is made on a form in Appendix 2

Accident procedures

Outside of class time, students should be dealt with in the first instance by an available member of staff. However, if the injury requires first aid treatment, the student should be sent to the medical room to be dealt with by a first aider.

During lesson times, if members of staff of the department are unable to deal with the injury, then the student should be sent to the medical room, if necessary accompanied by another student.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book which is located in the medical room. All head bumps/injuries must be recorded/reported (see appendix 2).

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on the notification form (see appendix 2) and sent home with the student.

If the first aider believes that the injured person requires medical treatment, they will consult with a member of the leadership team and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

Defibrillator

St Bernard's Catholic Grammar possesses two automatic external defibrillators (AED) for emergency use and appropriate staff are trained to operate this equipment. One is located in Reception and the other in the reception corridor of the Sports Hall. Some staff have been on HSE approved training for their use and this is noted in their training record. They are also identified on the First Aiders lists.

Details of the use of the defibrillator are made on a form in Appendix 2.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken. Individual departments are also required to discuss and record their response to first aid matters on a termly basis.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Agreed by the Catholic Life of the School Committee 2nd May 2018

Next review due: Spring 2020



Appendix 1

First aiders

Name		Date of training	Defibrillator trained	Date of Training
Mr M Devereux	Site Staff	09/17	No	
Mr P Dunne	Site Staff	09/17	No	
Mrs S Hill	Matron	07/17	Yes	23/02/15

Our school also has the following trained **emergency aiders**:

Name		Date of Training	Defibrillator trained	Date of Training
Miss A Bota	PE	02/18	No	
Mr S Brophy	Science	01/18	No	
Mrs M Coiradas	HE/Textiles	01/18	No	23/02/15
Mr S Collins	Maths	02/17	No	
Miss R Cunningham	PE	01/18	Yes	
Mr K Hastings	DT	05/18	No	
Mrs A Mellish	Bursar	02/18	Yes	23/02/15
Mr P Mullan	RE	01/18	No	
Mrs M Parker	School Office	01/18	Yes	23/02/15
Mr M Rochester	PE	02/18	No	
Mrs D Seagrove	Sixth Form	01/18	No	
Mr M Tomlinson	PE	01/18	Yes	23/02/15
Mrs J Tucker	School Office	02/18	No	
Mr P Turnham	RE	01/18	No	
Miss A Whelan	Geography	02/18	No	

In the absence of the first aider, emergency aiders who have attended an emergency course in the last three years are nominated to take charge of an emergency first aid situation.

Location of first aid kits:

• Medical room.	• Room 80
• School Office	• Room 81
• Art Room 66	• Room 82
• History Office	• Room 83
• English Office 90's	• Room 88
• Canteen	• Lower Science Prep Room
• Gym	• Physics Prep Room
• Sports Hall	• Site Managers Office

Location of automated external defibrillator (AED)

- Reception
- Entrance area of Sports Hall

Our school also has the following trained on **Defibrillator only**

Name		Defibrillator trained	Date of Training

Appendix 2

Information of accident/illness of a child at school

St Bernard's Catholic Grammar School

Name	
Date	
Nature of accident/illness	
Circumstances of accident/illness	
Steps taken by school	
Any further comments	
Signed	

Where it is appropriate for the school to communicate directly with the student's parent/carer, a brief description of the incident will be recorded on this notification form and sent home with the student.



Appendix 3

Contents of First Aid Boxes

20 INDIVIDUALLY WRAPPED PLASTERS (VARIOUS SIZES)

3 STERILE EYE PADS

2 TRIANGULAR BANDAGES

2 CONFORMING BANDAGES

2 UNMEDICATED WOUND DRESSINGS (M)

2 UNMEDICATED WOUND DRESSINGS (L)

2 SAFETY PINS

4 NON-WOVEN STERILE DRESSINGS

4 LOW ADHERENT STERILE DRESSINGS : MEDIUM

4 LOW ADHERENT STERILE DRESSINGS : LARGE

ROLL OF MICROPORE TAPE

DISPOSABLE GLOVES (SEVERAL PAIRS)

1 PAIR OF SCISSORS

ANTISEPTIC WIPES

SICK BAGS

Appendix 4

RIDDOR – Incidents to be reported

Accidents resulting in death or major injury

If the cause of an accident is due school organisation, damaged or faulty equipment, hazardous substances or the condition of the premises

Accidents which prevent normal duties for more than 3 days

Loss of consciousness due to asphyxia or absorption of harmful substances

Fractures / Dislocations

Amputation

Loss of sight – temporary or permanent

Chemicals or hot metal burn to eye

Penetrating eye injury

Electric Shock

Injury leading to hypothermia

Unconsciousness needing resuscitation / hospital admission for over 24hrs.

