



# ST GREGORY'S CATHOLIC ACADEMY

## FIRST AID POLICY

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## **INTRODUCTION**

This Policy is written in the context of the School's Mission Statement and conforms to the DFE Guidance on First Aid in Schools. The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing, so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, visitors and other workers. The School also recognises that its responsibility for the safety and welfare of all students at the school is paramount and will take every reasonable precaution to ensure their safety and well-being

Links to other policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Conditions Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

## **AIMS AND OBJECTIVES**

The aim of this policy is to:

- Ensure first aid needs are in line with the Health and Safety at Work Regulations.
- Ensure that first aid provision is available at all times while people are on school premises and also off the premises, e.g. whilst on School trips or visits.
- Appoint the appropriate number of suitably trained people as Appointed First Aiders to meet the needs of the School and to maintain a record of that training and review it annually.
- Ensure that first aid provision is available at all times while people are on School premises and also off the premises, e.g. whilst on school trips or visits.
- Appoint the appropriate number of suitably trained people as Appointed First Aiders to meet the needs of the school and to maintain a record of that training and review it annually.
- Provide relevant training and ensure monitoring of training needs.
- Provide sufficient and appropriate resources and facilities.
- Provide awareness of H & S issues within the School and on School trips, to prevent where possible potential dangers or accidents.
- Inform staff and parents of the School's First Aid arrangements.
- Report, record and where appropriate investigate accidents.
- Keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Ensure that all staff read and be aware of this policy, know who to contact in the event of any illness, accident or injury
- Ensure this policy is followed in relation to the administration of First Aid.
- Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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 should affect the ability of any person to contact the emergency services in the event of a life threatening medical emergency.

## **FIRST AID PROVISION**

- a) A suitably stocked and labelled first-aid container situated in staff room/main office.
- b) Information for employees, pupils, parents/carers on first-aid arrangements.
- c) \*Qualified First Aiders who have received training approved by the HSE, updated every 3 years, to take charge of First aid arrangements
- d) On-going risk assessment carried out periodically.
- e) An appointed person to take charge of first-aid arrangements
- f) First-aid provision available at all times while people are on school premises including out of school hours arrangements e.g. lettings & parent evenings, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities).

## **RESPONSIBILITIES**

### **Directors**

Directors as employers are responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that its schools have a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school.

Directors ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is their responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. They must be satisfied that any training has given staff sufficient understanding, confidence and expertise.

### **Governors**

The Local Management Board is required to develop policies to cover their own school. This must be based on a suitable and sufficient risk assessment carried out by a competent person. Within the approved Scheme of Delegation governors are required to ensure the health, safety and well-being of staff, students and visitors and ensure that adequate and appropriate resources, equipment and facilities are allocated to provide a safe environment including the provision of qualified first aid personnel.

### **The Headteacher**

The Headteacher is responsible for putting the Local Management Board's policy into practice and for developing detailed procedures. The Headteacher must make sure that parents are aware of the school's health and safety policy, including arrangements for first aid. The Headteacher must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons and ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### **Teachers and other school staff**

Teachers' conditions of employment do not explicitly include giving first aid, although any member of staff may volunteer to undertake this. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils 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.

### **First Aiders**

A first aider will be on site whenever the School is open (including parents' evenings and other out of hours events). A trained first aider will normally accompany off-site visits. Individual Health Care plans for pupils with specific medical needs will be carried (anaphylaxis, diabetes, asthma, epilepsy etc.) to ensure that explicit permission is given for the administration of any medications. Parents have the prime responsibility for the child's health and should provide the school with information about their child's medical condition so that care plans can be updated annually.

Adequate and appropriate training and guidance is given to staff who volunteer to be first aiders/appointed persons. There will be sufficiently trained staff to meet statutory requirements and assessed needs- see [HSE First Aid Needs Assessment](#).

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.

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a **voluntary basis**. When selecting first aiders, governing bodies/head teachers should consider the individual's:

- 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.

### **Appointed Person**

The School employs designated staff who perform the role of the Appointed Person. Their main duties in relation to first aid 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, especially in the case of a head injury or loss of consciousness.
- Enter details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment e.g. restocking the first-aid container.
- Check contents of the first aid container each half term and restock as necessary.

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, and consent for the administration of emergency first aid – these forms will be updated periodically.

## Assessment of need

The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. These risks are assessed by the Trust's appointed Health & Safety Advisor who reviews the Trusts arrangements for Health & Safety on an annual basis. The review includes:

- Making recommendations, particularly after any changes to the school estate, for a minimum number of trained first aiders, their required training needs and the proposed frequency of their training
- Review and make recommendations for the delivery of First Aid courses and the selection / appointment of suitably qualified First Aid training providers
- A review of first-aid material & containers, equipment and first aid facilities ensuring that minimum standards are met including those recommended by the Health & Safety Executive, Transport Regulations and the Education (School Premises) Regulations 1996 which require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours.
- A review of the First Aid Policy and supporting reporting procedures.

## PROCEDURE IN CASE OF ACCIDENT, INJURY, DEFECTS OR HAZARDS:

In case of an accident at the School, the following procedures **must** be followed:

- The injured party should be seen by a qualified First Aider/Appointed Person.
- If the injuries cannot be treated at the School, arrangements should be made for transportation to hospital.
- An entry in the Accident book **must** be completed. The Accident Book
- If the accident is serious and a result of an incident on site, then all parties involved and any witnesses **must** complete an Accident / Incident Investigation Report Form – **See Appendix 1.**
- In the event of a minor accident or illness, the trained member of staff in first-aid will make an initial assessment and appropriate first-aid administered in the Accident Book. The Senior Leadership Team (SLT) should be informed of this and a record kept.
- In the event of a child needing to be sent home due to illness or minor accident, the consent of the SLT must be sought before parents/carers are contacted and the child collected. A child **must never** be sent home without adult supervision being assured beforehand.
- In the event of a head injury, a Senior Leader must be informed immediately. Mrs Scott Office Manager **must** also be informed so that they can notify the Headteacher. A 111 phone-call should be made upon the approval of a Senior Leader. A written record should be kept on the Accident / Incident Investigation Report.
- In the event that an ambulance is to arrive on College premises, it is imperative that a Senior Leader is informed. The Headteacher should also be made aware of this.

- A child **must never** leave School premises in an ambulance unaccompanied. They should always be accompanied by a responsible adult – usually a member of the School's teaching/support staff. Arrangements should be made in advance with a parent/carer for the child to be met at the hospital as soon as possible.
- Under no circumstances should a child in distress be left alone or the First Aider. Liaison between the first-aid trained members of staff who work in that area is therefore essential whilst approval and support is being sought.
- If SLT is contacted, it is expected that s/he will stay with the child until appropriate actions/decisions have been made.
- If a child shows signs of illness in the classroom, the teacher should send him/her accompanied by a member of staff/another child as appropriate, to the trained First Aider. A note should be recorded in the attendance register in Sims.
- Students with medical conditions **must be allowed** to leave their classroom and a note should be made by either the class teacher or office staff in the register in Sims.
- When a child becomes ill during the day and is not fit/able to remain in school, the parents/carers will be contacted and asked to pick their child up from school as soon as possible

### **Chronic Medical conditions:**

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

### **Treatment of Asthma**

Asthma is a common condition which affects the airways in the lungs, symptoms occur in response to a trigger e.g. dust, pollen or exercise.

This School recognises that asthma and recurrent wheezing are important conditions affecting increasing numbers of school aged children.

All staff that come into contact with these children are given the opportunity to receive training from the school nursing team; it is recommended that this training takes place every two years.

School staff are not required to administer asthma medication to students unless in an emergency. Any administration of medicine should always follow the administration of medicines policy.

All school staff will allow students immediate access to their own asthma medication when they need it.

Generally, only reliever inhalers should be kept in school. On occasions, students may have a white and red inhaler called a 'Symbicort' which may also be used as an inhaler.

Students should carry their own inhaler with them at all times. The school should also request that a spare inhaler is kept in the school by a designated first aider. The inhaler should never be locked away or kept in the school office.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by the school.

### **Epilepsy:**

Concerns about safety should be discussed with the child and parents as part of the care plan. Children with epilepsy should be able to manage their own medication. This should be discussed with the child and parent as part of the care plan.

If a child with epilepsy has a fit, then the following advice should be observed:

1. Keep the surrounding area clear of hard/sharp objects
2. Send for help immediately and clear the area of 'spectators'
3. Cushion the head with something soft –e.g. a cardigan
4. Don't attempt to interrupt the seizure unless the head has fallen too far back and breathing has stopped or the child has turned blue.
5. Do not attempt to bring the child round
6. Once fitting has stopped, put the child into the recovery position

A fit should not usually last more than five minutes. If this is the case, this is the first known time a child has fitted, there are repeated fits or the child has banged their head/gone blue, then an ambulance must be called.

### **Anaphylaxis:**

Parents and child should discuss allergies as part of the care plan. Pre-loaded injection devices (e.g. Epi-pens) should be provided by the parents in the correct container, labelled with their child's name and updated medicines. These are kept in the staff room. Staff will be trained annually on how these should be administered. If a child is in a state of anaphylactic shock an urgent message must be given to the Student Support Officer in the first instance

If the school has to give this injection an **ambulance must always be called.**

### **Diabetes:**

Most children in School are in a position to self-medicate if necessary. Arrangements for this to happen should be made through discussions and reflected in the Care Plan. Blood sugar drops and other food/drink items are stored in the staff room. If a child appears to be 'low' in class s/he should be sent to the First Aider, accompanied by a member of staff or another student.

## **REPORTING ACCIDENTS AND RECORD KEEPING**

### **Incident & Accident Reporting**

All accidents that occur on School premises and which are considered to be serious in nature including all potential head injuries **must be** reported to the Headteacher and an Accident / Incident Report Form completed. All witnesses must also complete Incident Reports. The accident must be recorded in the Accident Book together with any relevant outcomes.

Completed Accident / Incident Report forms relating to staff, visitors, contractors and other adults **must be** returned to the Office Manager. Accidents that must be reported are those which are a result of any School activity or a result of defective premises or equipment within the school.

All Accident / Incident Report forms relating to children **must** be given to the Office Manager who will forward them to the SLT for Pastoral Care.

All parents will be contacted if the child has a head injury and a 111 call made. They will then be advised as per the information given (e.g. if they should visit a GP or a hospital). If the College has any serious concerns then an ambulance will be called.

The First Aider will contact the parents if there are any concerns about the injury, or if the child needs to be sent home through illness. A child **must not** be sent home without permission from the SLT or in their absence, the Headteacher.

### **Statutory requirements: Serious Accident & Dangerous Occurrences**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE these include the following accidents if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

The HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

An accident that happens to pupils or visitors must also be reported to the HSE if:

- the person involved is killed or is taken from the site of the accident to hospital; **and**
- the accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

The employer 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.

Further details on RIDDOR reporting requirements in schools can be found at [HSE Incident reporting in schools \(accidents, diseases and dangerous occurrences\)](#)

HSE Incident Reporting Forms 2508 are available at: <https://www.hse.gov.uk/forms/incident/index.htm>

Accident Reports for Adults will be kept from the date of the incident + 12 years

Accident Reports for pupils will be kept from their date of birth + 25 years

In the case of serious accidents then a further retention period will be applied



## Record Keeping

The School keeps a record of any first aid treatment given by first aider/appointed persons in the Accident Book and where relevant the Accident / Incident Report Form. This includes:

- 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.

All records of first aid will be kept for a minimum of 7 years. They will be analysed to look for trends and patterns and may:

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

**In line with the Health & Safety Policy, all employees are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such damage to the Office Manager. Any damage to the building that could be dangerous should also be reported to the Office Manager immediately.**

## SPECIAL ARRANGEMENTS

In some cases children with medical needs may be more at risk than other children. Staff may need to take additional steps to safeguard the health and safety of such children. In a few cases, individual procedures may be needed and these will be detailed in an individual **care plan**. The Headteacher 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.

## CHILD PROTECTION

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

## PHYSICAL CONTACT WITH CHILDREN

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

Any treatment should:

- Not involve more contact than necessary.
- Be undertaken by staff who have been designated to the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded in appropriate methods
- Parents informed

## **FIRST-AID MATERIALS, EQUIPMENT AND FACILITIES**

First-aid equipment must be clearly labelled, easily accessible and up to date.

Pupils' individual medical containers must be clearly marked on the outside and contain their health care plan plus up to date medicines provided by the parents.

### **First-aid containers:**

All first-aid containers contain the correct contents (as recommended by the DfE Guidance) to provide first aid to our client groups. The First-Aider/Appointed Person is responsible for examining the contents of first aid containers. They are checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed. Out of date medicines should be disposed of via a local pharmacy.

### **Travelling first-aid containers:**

Before undertaking any off-site activities, the responsible person assesses what level of first aid provision is needed. A portable first aid container is maintained in a good condition and readily available for use; prominently marked as a first aid container.

### **Minibus first-aid containers:**

Transport Regulations require that the minibus has a first-aid container on board.

## **HYGIENE AND 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.

Hands must always be washed before and after giving first-aid.

Single-use disposable gloves must be worn if treatment involves blood or other body fluids. Any soiled dressings must be put in a yellow clinical waste bag and disposed of in a clinical waste box.

Exposed cuts or abrasions should always be covered.

In the event of wide spread viral/bacterial infections across the school the following actions will be taken:

The School will report the situation to parents via the website, newsletters and text messages with guidance regarding avoidance, recognition, treatment and guidance on school attendance.

The guidance materials will also be used to communicate the information to students.

## SHARING OF INFORMATION

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

At the start of the academic year, the relevant members of staff will be given a list of students who are known to have medical problems (to include Asthmatics, Diabetics, Epileptics and others with serious illnesses). This will be reviewed annually or at any change of circumstances as communicated by parents/carers or other appropriate agencies.

Any member of staff organising visits/trips and visits should request from parents/carers an update of medical conditions for those pupils taking part. Any concerns should be reported to the First Aider.

This policy will be reviewed every 3 years by the Headteacher in conjunction with the <<governing body/trustees>>; any changes made to this policy will be communicated to all members of staff



Appendix 1

**ACCIDENT/ INCIDENT INVESTIGATION REPORT**

Accident/incident report No: <i>*For Office Use Only*</i>	
Brief account of accident:	
Date and time of accident/ incident:	
Name of person reporting:	
Location of accident/incident:	Curriculum activity:    Y/N
Name of person conducting Investigation:	
Weather conditions at the time of the incident:	
<b>Particulars of injured person:</b>	
Name:	
Male/female:	Date of birth:
Pupil: <input type="checkbox"/> Staff Member: <input type="checkbox"/> Visitor: <input type="checkbox"/> Contractor: <input type="checkbox"/> Other Adult: <input type="checkbox"/>	
If other adult, please specify:	
Employer, if not Carmel member of staff (Plus address):	
Previous medical condition if known and relevant:	

Home address. Include Postcode and Tel number:

First Aid treatment given: Y/N Taken to hospital: Y/N 111 Advice Sought: Y/N 999 called: Y/N

**If First Aid treatment was given, please specify**

**Injuries/ loss sustained**

**What happened to the person immediately after the incident (e.g. went home, resumed normal duties, returned to lessons, went to hospital)**

**\*\*\* To be completed by the Accident Investigator not injured party or first aider \*\*\***

**ACCIDENT/ INVESTIGATION REPORT**

**Factors believed to have contributed to the accident: (footwear, weather, lack of attention, etc)**

**Recommendations to prevent a recurrence:**

**Seen by:**  
**Headteacher: Signed .....** **Date .....**  
**Vice Principal Pastoral: Signed:.....** **Date .....**  
**College Health and Safety Coordinator: Signed.....** **Date.....**  
**Curriculum Leader (if appropriate): Signed .....** **Date .....**

**Comments by Health and Safety Advisor if appropriate:**