

First Aid Policy

FOR



ST. ANNE'S
R.C. VOLUNTARY ACADEMY

Policy Adopted 21st April 2022

Review date: April 2023

Signed:

Sean Thorpe

(Chair of Governors)

St Anne's RC High School

First Aid Policy

Statement of Intent

St Anne's RC Voluntary Academy will make appropriate and adequate arrangements for first aid as part of its obligations under the Health and Safety at Work Act 1974, and fulfil the requirements of the Health and Safety (First Aid) Regulations for all members of staff, pupils and visitors. As a result, this policy gives details of the first aid arrangements which have been made in the school.

Principles and Practice of First Aid

First aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of parents/carers or removed to hospital. First aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

First Aid Arrangements

Trained and qualified first aiders are those members of staff who have attended a course of training on first aid (First aid at work or a refresher course) and have a valid current first aid certificate issued by an organization approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations.

The first aid certificate is valid for three years and has to be updated by means of a refresher course.

The duties of the trained and qualified first aiders are:

- To assess the situation where there is an injured or ill person and to preserve life until medical help arrives
- To give immediate and appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention
- To arrange, without delay, for the casualty to be collected by parents/carers or transported to hospital according to the seriousness of the condition. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.

- Ensure that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
- Completing the accident book at reception.

The names, locations and telephone extension numbers of the trained and qualified first aiders will be displayed in the reception, staffroom and offices.

Miss H Clarke	Lead First Aider/Reception	205
Mrs T McQuillan	Reception	200
Mrs B Davies	Finance Officer	224
Mrs A Caldecott	PE	207
Mr E Murphy	Head of Year 10	243
Mr C Roberts	DT Technician	233

First Aid Boxes

There will be first aid boxes in the Medical Room near reception, the library, in Science prep room, Food tech room and PE office. The responsibility for ensuring all first aid boxes are adequately stocked is the responsibility of the lead First Aider. These will be checked termly and a record kept to demonstrate that these checks are in place.

External trips and visits

The first aid requirements and procedures if an accident occurs or other emergency will be documented when visits are planned including educational visits abroad. Travelling first aid kits will be provided for all visits and are the responsibility of the trip leader.

CODE OF PRACTICE – FIRST AID

If a pupil is unwell but able to go to Reception

- If a pupil complains of feeling unwell then they should be sent to reception with an appropriate adult. If they are sent with a pupil and something happens to the pupil who is unwell, the buddy is not able to take responsibility as they are not an adult.
- Staff in reception are first aid trained so they will assess the situation and provide appropriate treatment and send the pupil back to class if applicable.
- If required, they may contact other trained first aiders for support.
- If the pupil needs to be sent home then the first aiders will contact home and inform the attendance officer. If the injury or illness is of a serious nature (suspected broken bones, head injury) or an ambulance is called, SLT must be immediately informed.
- When a pupil has a head injury, the 'Bump to Head, Head Injury & Concussion Policy' should be followed (see appendix 1.0)

- For accidents: The first aiders will work with the member of staff that witnessed the accident or was first to support in order to complete as detailed as possible record. The accident log must be signed by the member of staff that witnessed the accident or was first to support, however, first aid will then update the online system.
- All accidents on site (including in lessons or at break and lunch) that result in a pupil injury MUST be sent to reception to receive first aid. For example, a trip on the yard may have caused a deep cut/head injury or a spillage in science of a chemical may trigger an asthma attack.

Any pupils that needs to remain in reception or the first aid room MUST be supervised at all times.

If a pupil is unwell or injured and is unable to be moved

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider as soon as possible.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or emergency services. They will remain on the scene until help arrives.
- The first aider will also decide if the injured person should be moved or placed in a recovery position.
- If the pupil requires an ambulance then the first aider will make the 999 call without delay.
- Reception then needs to be informed that an ambulance has been called so they can direct the medics to the location.
- Reception will require information about the pupil's condition and will then contact parents/carers. Parents may at this stage wish to collect their child from school and take them to hospital without waiting for the ambulance. This would depend on the nature of the illness/injury and be the parents' decision to make independently.
- Reception will print a pupil data sheet and arrange for a member of staff to accompany the pupil in the ambulance.
- Reception will record the incident in the accident book and arrange for an accident form to be completed where applicable. Accident forms must be completed by the member of staff that witnessed the accident or was first to support in order to be a detailed as possible.
- Reception will inform the attendance officer if the pupil has left site.

CODE OF PRACTICE – RECORDING AND REPORTING ACCIDENTS

In accordance with the Local Authorities accident/incident reporting procedure, all relevant accidents, incidents and near misses are to be reported using the Councils online reporting system. A link to the form is available here –

<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>.

The school's accident book is located in reception to record incidents.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring as required. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE) – these are reported by the Stockport Health and Safety team

Incidents involving a fatality or major injury will be reported immediately to the Authority's Occupational Safety and Health Team on 0161 474 3056 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring:

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/ equipment, lack of supervision etc.
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Occupational Safety and Health Team.

RIDDOR 1995 Some accidents need to be reported to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. HSW will report these on our behalf. Part 3 is only completed if requested by the HSW.

Reportable employee accidents are:

- Employees off work for 7 days (including weekend) due to an accident at work.
- If a person is hospitalized for 24 hours or longer due to an accident at work
- Defect to premises which resulted in an accident

Reportable pupil accidents are:

- Defect of premises
- Lack of supervision

