



# **St Nicholas Catholic High School**

## **First Aid Policy**

Current version	Previous version	Summary of changes made
1.1	N/A	New policy
2.1 (2021)	2020	Updated list of trained first aiders and training log Reference made to second defibrillator purchased, located in sports hall

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## **Introduction**

This policy outlines St Nicholas Catholic High School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors, and the procedures in place to meet that responsibility. First Aid is the initial help a person gives a casualty for treatment of any sudden injury or illness, until professional help from external agencies like the paramedic service arrives, or the casualty can be given over to the care of a responsible adult who is entrusted with taking further medical advice where necessary. St Nicholas Catholic High School will provide First Aid such that all students attending our school have full access to learning, including those with medical needs. The school will endeavour to keep every student safe and comfortable whilst at school. If a student requires First Aid the school will inform parents as appropriate

## **1. Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## **2. Legislation and guidance**

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **3. Roles and responsibilities**

### **3.1 First aiders**

The school has designated several members of staff who are first aid trained and responsible for first aid matters on a day to day basis, including the following

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits and other medical equipment, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Reporting any accident which results in a reportable injury, disease, or dangerous occurrence to the Local Authority (see section 6.2)

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment. Where possible students should attend the Medical Room where they will be assessed and appropriate action taken.
- Assessing if a student requires further treatment or is not well enough to attend lessons, if necessary, the parent/carers will be notified and the student sent home to recover. This decision should be made by a trained first aider or member of staff, students cannot contact parent/carers directly and request to be collected.
- Filling in an accident report/recording the accident on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

### **3.2 The local authority and governing board**

The local authority, Cheshire West and Chester Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called /available
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 Risk Assessment**

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Governors or the Senior Leadership Team.

As part of the School's monitoring and evaluation procedures:

- The Business Manager and Senior Leadership Team shall review the School's First Aid needs following any changes to staff, building/site, and activities, off-site facilitate, etc.
- The HR Officer monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- A designated First Aider checks the contents of the first-aid boxes monthly.

The school is assessed to be a low-risk environment, but the following key times, places and activities are deemed to be higher risk and given additional consideration when deciding on the First Aid provision. For example, these departments have staff members who are first aid trained

- P.E., including offsite fixtures and events
- School trips, in particular overseas and/or trips involving adventurous activities, D of E expeditions.
- Science/Design Technology/Food
- Site Maintenance/working at height
- School Kitchen
- Adequate provision in case of absence, (including trips)

Arrangements should be made to ensure that the required level of cover of first aiders is available at all times when people are on school premises.

Individual Risk assessments are carried out for any students who have an injury and returned to school but have restricted movement for example are on crutches/arm in a sling. A copy is given to the student to take home and a copy saved on the student's record on SIMS.

Any required medicines - Full details will be included in relevant Risk Assessments

### **4.2 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, student support staff, or a staff member if out of hours, will contact parents immediately
- The first aider/relevant member of staff will record the accident/injury on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.3 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There should always be at least one qualified first aider on school trips and visits that are overseas, involve adventurous activities and/or assessed to be high risk. All PE staff are first aid trained and at least one staff member is present at sporting fixtures.

#### **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall
- All science labs
- All design and technology classrooms
- The school kitchen
- School minibuses

First Aid containers must accompany PE teachers and any staff leading school related activities offsite.

Two defibrillators are situated on site, one near student services and one in the sports hall entrance, and staff have been appropriately trained in the use of this item.

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- Any student injury/illness is recorded and reported on the CPOMS system by the first aider/relevant member of staff on the same day or as soon as possible after the illness/incident resulting in injury.
- If there is a head bump/injury, a separate paper form must be completed and a copy given to the student to take home.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to the HSE**

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed persons will report these to the Local Authority via the PRIME reporting system as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

## **8. Monitoring arrangements**

This policy will be reviewed by the School Business Manager every 2 years. At every review, the policy will be approved by the headteacher and full governing board.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Medicines policy
- Asthma policy
- Supporting Students with Medical Needs
- Positive Social, Emotional, Mental Health and Wellbeing policy



By order of the Governing Body of St Nicholas Catholic High School

Reviewed by: Finance, Resource and Personnel Committee	13 <sup>th</sup> October 2021
Ratified by Governing Body	9 <sup>th</sup> December 2021
Review of Policy Due By	October 2022

## Appendix 1: list of trained first aiders

Staff member's name	Role	Department
Rebecca Bartley	Science Technician	Science
Sharon Kazmierczak	Key Stage Administrator	Student Support
Mette Miller	Key Stage Administrator	Student Support
Nic Simms	P.E Teacher	P.E
Tom Bradley	Head of Sixth Form/P.E Teacher	Sixth Form/PE
Sonja Cowell	Design Technology Teacher/ DoE Co-coordinator	Design Technology
Marie Gelling	Chaplain	Office/Chapel
Krysia Rose	Teaching Assistant/ The Arc	The Arc Resource
Ann McCormick	Teaching Assistant	Mainstream
Craig Hamilton	Learning Mentor	LM Hun

## Appendix 2: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
First Aid at Work	Karl Kitchen (Site) Nic Simms (PE) Krysia Rose Sharon Kazmierczak Rebecca Bartley Craig Hamilton	July 2021 July 2021 November 2018 July 2021 July 2021 July 2021	July 2024 July 2024 November 2021 July 2024 July 2024 July 2024
Managing Medication in Schools	Fleur MacCready Rebecca Bartley Sharon Kazmierczak	July 2019 June 2021 June 2021	July 2022 June 2024 June 2024