



**Central Lancaster  
High School**

## **First Aid Procedures Policy**

**Central Lancaster High School**  
Crag Road  
Lancaster  
LA1 3LS

**T:** 01524 32636 **F:** 01524 849586  
**E:** [clhs@lancasterhigh.lancs.sch.uk](mailto:clhs@lancasterhigh.lancs.sch.uk)

[www.lancasterhigh.lancs.sch.uk](http://www.lancasterhigh.lancs.sch.uk)  
[www.baylearningtrust.com](http://www.baylearningtrust.com)

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**THE BAY  
LEARNING TRUST**

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# First Aid Procedures Policy

CENTRAL LANCASTER HIGH SCHOOL

This document outlines Central Lancaster High School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility.

## Aims

- To ensure the first aid provision is available at all time while students and staff are on school premises, and also off the school premises whilst on school visits.
- To ensure the Academy meets the Health and Safety (First Aid) Regulations 1981
- To follow the good practice guide on first aid for schools issued by the DfE updated 14th February 2014.

## Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and first aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To ensure arrangements are in place for off-site and out of school hours activities.
- To make the school's first aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## Responsibilities

### Governing Body/AIB

The Bay Learning Trust has employed a competent person and in partnership with the Principal are responsible for the health and safety of their employees and anyone else on the premises. This includes the teaching staff, non-teaching staff, students and visitors (including contractors).

The Principal must ensure that a risk assessment of the school is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place.

The Director of Business & Finance should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Teachers and other staff are expected to do all they can to secure the welfare and safety of the students.

### Appointed Persons

The Appointed Person must have received emergency first aid training. This person will:

- Provide administrative support to the first aider when someone is injured or becomes ill
- Maintain the accident records ensuring that supervising staff or first aiders complete the appropriate documentation for each incident.
- Look after the first aid equipment e.g. re-stocking the first aid boxes.
- In an extreme emergency call an ambulance and arrange for a person to receive the ambulance at the nearest point of entry to the school.

## First Aiders

Each First Aider must have completed and keep up-dated a training course approved by the HSE. The First Aider will:

- Ensure he/she is accompanied by a responsible person in case further action or communication is required.
- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Log the incident on an Accident Report Form.

## Provision

### Risk Assessment

Reviews are required to be carried out regularly. Recommendations on measures needed to prevent or control identified risks are forwarded to the Governors or Principal.

The latest risk assessment is included as Appendix 1.

### Assessment of First Aid Provision

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

- The Principal shall review annually the school's first aid needs and/or following any significant change to staff, building/site, activities, off-site facilities, etc.
- The Appointed Person monitors the number of trained first aiders, alerts them to the need for refresher courses and organises appropriate training.
- The Appointed Person checks the contents of the first aid boxes termly.

## First Aiders

The recommended number of certified first aiders is one per 100 students/staff. The list of qualified first aiders is on the 'Safety Notices & Procedures' poster displayed in each room in school.

## Appointed Persons

The Appointed Person is located at the school reception. In the absence of the Appointed Person the role will be assumed by another qualified first aider.

## Qualifications and Training

First aiders hold a valid certificate of competence, issued by an organisation approved by the HSE.

## First Aid Materials, Equipment and Facilities

- First aid boxes are located throughout school as indicated on the 'Safety Notices & Procedures' poster displayed in each room in school.
- All first aid boxes must be marked with a white cross on a green background
- The school minibus must carry a first aid box.
- A first aid box must accompany PE teachers off-site
- First aid boxes must accompany all off-site activities.
- Spare stock should be kept in school.
- Responsibility for checking and re-stocking the school first aid boxes is that of the school Finance Assistant.
- Any sick children will be seen in the first instance by the first aider on reception or a member of the Pastoral Team. If it is felt necessary to send a child home the parent or primary carer will be contacted.

## Accommodation

The medical room located at student reception is solely used for the medical purposes. A sink is located in student reception.

## Hygiene/Infection Control

- Hygiene procedures must be followed by staff. Single-use disposable gloves, apron & face mask must be worn, at all times, when treatment involves blood and other body fluids. Care should be taken when disposing of dressings and equipment.
- In relation to hygiene procedures for spillage of body fluids, a member of the site team should be called to clear the spillage.

## Action and Reporting Procedures

### Notification of an incident

- Check for Danger! Ensure electricity is NOT involved. Move objects and people away and keep yourself safe.

- Send the casualty to reception or pastoral immediately, accompanied by another student or adult.
- If the casualty is not fit to walk contact reception or pastoral immediately for help.
- Stay with the casualty.
- Staff should provide:
  - The name of the student/s
  - The nature of the injury
  - The location of the injured party

## Administering First Aid

- First aid should be administered by the first aider at student reception. This ensures consistency of assessment, treatment and essential reporting and also reduces disruption to teaching time.
- If minor injury treatment is administered locally it must ALWAYS be advised to reception.
- In a life-threatening emergency, first aid techniques should be carried out by a qualified first aider at the scene eg. Recovery position/CPR/defibrillation and notify reception immediately.
- If in doubt ring 999!
- If the incident occurs out of school or during extra curriculum activities or off site at a sporting fixture or school trip the member of staff in charge should follow the pitch side first aid procedure or consult the trip leader for guidance.
- In all cases the head injury protocol should be followed.
- In all cases where an incident has occurred the details MUST be reported to reception at the earliest opportunity and in any case within 24 hours.
- IF THERE IS AN INJURY – THERE MUST ALWAYS BE A RECORD.

## Administering First Aid in Science and DT

- Where Immediate Remedial Measures (IRM) are appropriate, these should be carried out without delay, while sending for help to reception or pastoral.
- All staff in the Science and DT department (including technicians and other support staff) should be familiar with how to carry out remedial measures where speed is of the essence in line with CLESPSS. See Appendix 2 for summary of CLEAPSS IRM
  - Keep the casualty as still as possible.
  - Look out for signs of shock or developing unconsciousness
  - Call for first aid or the emergency services if the immediate remedial measures do not suffice or concerns remain.
  - Follow school procedures for managing incidents, contacting parents/guardians and record keeping.

- Call the CLEAPSS Helpline for further advice if required 01895 251496.

## **Statutory Reporting Procedures**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The school will follow the RIDDOR procedures as they are updated and preferably use the website to report such incidents (or telephone 0845 300 9923).

The employers 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.

The record will be combined with other accident reports.

## **Accident Book/Forms**

All accidents or incidents requiring first aid treatment should be recorded on an Accident Form found at:

Accident Incident Report blank to edit.docx and recorded on the Accident Spreadsheet held on the staff drive G:\Staff\Admin\Office\Health & Safety \_Accidents. All accidents that require hospital treatment must follow the accident investigation procedure Appendix 3 and be reported to the DBF. All records should be presented at the appropriate governing body committee as required.

## **Near Misses**

If staff or students are aware that an activity resulted in a near miss the incident should be recorded on an Accident Form found at Accident Incident Report blank to edit.docx and notified to the Site Supervisor/SBM.

## **Notification to Parents / Person with Parental Responsibility**

If deemed necessary by the Appointed Person, parents will be informed of an accident by telephone.

As guidance all incidents involving students resulting in first aid treatment should be recorded on the Accident Form and notified to parents if:

- The incident involved injury to the head or face.
- The incident required support from the emergency services.
- The incident resulted in the student missing more than two lessons.

Appendix 1  
First Aid Needs Assessment

Appendix 2  
Science and DT CLEAPSS Immediate Remedial Measures (IRM) – Emergency e-cards

Appendix 3  
Accident Investigation procedure