

**St Teresa of Calcutta  
Roman Catholic  
Multi Academy Trust**



# **St Gabriel's RC High School**

## **First Aid Policy**

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## Statement of intent

**St Gabriel's RC High School** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Allergen and Anaphylaxis Policy
- Educational Visits and School Trips Policy

The school's senior leadership team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Signed by:

_____	Head Teacher	Date:	_____
_____	Chair of governors	Date:	_____

## 1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

## 2. Aims

- 2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision 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 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.

- 2.2. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## 3. Assessing First Aid Needs and Training

- 3.1. The Health and Safety (First Aid) Regulations 1981 (as amended) and their approved code of practice relate to the provision of first aid facilities for employees if they are injured or become ill at work. The regulations do not directly apply to non-employees, however when assessing the overall risk, we take account of all persons, including pupils, who have access to the premises and consider them when deciding on the number of first aiders required.

*The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated within the school's First Aid Needs Risk Assessment (copy attached)*

- 3.2. The responsibility for deciding the particular first aid needs of the school rests with the Governors and Head teacher. Our risk assessment includes:

- the distance of the school from the nearest medical centre e.g. doctor, hospital, health centre etc. where professional medical assistance will be available and remoteness from emergency services;
- type and level of risk of activities being undertaken and any specific hazards on site (e.g. DT machinery, hazardous substances);
- if employees work in relative isolation;
- whether it is a split site and distance between the sites;
- size of the school in terms of staff and pupil numbers;
- any specific health needs or disabilities of pupils or staff and the age range of pupils;
- previous injuries / illnesses experienced;
- members of the public visiting the site.

When determining the level of first aid cover, consideration was given to staff absences and cover staff who may leave the premises as part of their role if they are the first aider. Similarly, consideration was also given to the need for first aiders to be present on site during out of hours activities.

Based on our risk assessment, First Aid Provision at our School is provided as follows:  
*During school opening hours 8am - 4.15pm term time, outside of these hours and in school holidays the on-duty Caretaker is first aid at work trained.*

### 3.3. Workplace First Aiders

A first aider is an adult who has successfully completed and holds a current certificate of one of the following first aid qualifications:

- 3-day **first aid at work** certificate (approved by the HSE). Re certification 2-day course every 3 years.
- a certificate in first aid issued by a recognised organisation whose training and qualifications are approved by the HSE, the certificate being proof that the duration and coverage of the course is substantial.
- registration as a practising medical practitioner or practising nurse whose name is entered on part 1, 2 or 7 of the Single Professional Register maintained by the United Kingdom Central Council for Nursing, Midwifery and Health Visiting.

The role of the first aider is to administer first aid to staff, pupils and visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.

We have qualified First Aiders as per the table below

NAME	AREA OF WORK	WORKING HOURS	Certificate Expiry Date
Katie Manzoori	Administrator	08.00 – 16.00	09.11.2020
Elizabeth Gormley	Administrator	9.00 - 13.30	01.08.2021
Terri Pitt-Wall	LEAD First Aider /Reprographics	09.50 - 14.10	11.12.2021
Victoria Yates	Administrator	08:00-16:00	10.09.2022

Ann-Marie Sidebotham	Administrator	08:00 – 16:00 M-T 08:00 – 15:30 Fri	15.05.2023
Sid Bouassab	Caretaker	Variable	03.02.2023
John Cosgrove	Caretaker	10:00-18:00	15.05.2023

### 3.4. Emergency First Aiders in the Workplace

An ‘emergency first aider in the workplace’ is an adult who will take control in a situation when a first aider is not available and holds a current, one-day Emergency First Aider in the Workplace certificate. Refresher training is required every 3 years.

Emergency First Aiders in the Workplace (EFAW) can administer limited first aid treatment (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) until the emergency services or a fully qualified first aider is called to assist the injured person.

We have qualified Emergency First Aiders as per the table below

NAME	AREA OF WORK	Certificate Expiry Date
Kathy Armstrong-Rand	Technology Technician	03.09.2023
Stacey Wheildon	Receptionist	03.09.2023
Rachel Lewis	Cover Manager	03.09.2023
Wayne Rothwell	Science Technician	03.09.2023
Jonathan Bacon	Inclusion Manager	03.09.2023
Fatima Zubair	Adult Leader/Cover Supervisor	03.09.2023

### 3.5. Certificate in Outdoor First Aid

This qualification is designed to meet the needs of those working away from immediate assistance (more than 30 mins) in the remote and rural regions of the UK and therefore should be considered for school’s off-site visits.

We have qualified staff as per table below:

NAME	AREA OF WORK	WORKING HOURS	Certificate Expiry Date
David Tems	Teacher - History	08:00-16:00	January 2022

### 3.6. Training / Annual Skills Update

Training for ALL First Aid personnel is provided, including recertification training which is arranged where necessary before existing certificates expire and ensuring that new persons are trained should first aiders leave.

In line with the HSE's recommendation that first aiders complete refresher training during their three-year certification period, we will arrange for our first aiders to complete basic skills update training each year.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Head's PA.

### 3.7. First Aid Equipment

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Kits are clearly identifiable with a white cross on green background.

First aid boxes and first aid record books are kept at the following points in the school:

Location of First Aid Box(es)	First Aid Record Book(s)
The main school office Covering Maths, R.E., Humanities, Main Hall, Reception (including meeting rooms, Head Teacher and P.A. Offices), I.T., all first floor main building	In main school office / Reprographics room
The Reprographics Room Covering Maths, R.E., Humanities, Main Hall, Reception (including meeting rooms, Head Teacher and P.A. Offices), I.T., all first floor main building	In main school office / Reprographics room
Each Science Lab A – H (Science specific)	In main school office / Reprographics room
Science Technician room (Science specific)	In main school office / Reprographics room
Room 26 – D&T Workshop (D&T specific)	In main school office / Reprographics room
Room 21 – Food Technology (Food Tech specific)	In main school office / Reprographics room
P.E. teachers office x 2 (P.E./Sports specific) Covers Gymnasium, Sports Hall and external sports fields	In main school office / Reprographics room
ROSLA Building – Art room	In main school office / Reprographics room
PAUL HOPKINS Building Drama studio	In main school office / Reprographics room

R&R House	In main school office / Reprographics room
John Banks Building – MFL (first floor)	In main school office / Reprographics room
Staff Room	In main school office / Reprographics room

Travelling first aid boxes are kept at the following points in the school, including the minibus. These are available for off-site activities and are stocked appropriately for the circumstances in which they are to be used. The group leader for each off-site visit is responsible for ensuring the kit is adequately stocked

Location of Travelling First Aid Boxes	Minibus Reprographics Room X 2
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A half-termly check on the location and contents of all first aid boxes will be made by:	Terri Pitt-Wall
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### 3.8 Medical Accommodation

In accordance with the School Premises Regulations 2012, suitable accommodation is provided in order to cater for the medical and therapy needs of pupils, the medical examination and treatment of pupils.

There is a waiting area outside of the main school office. We have also allocated a first aid room within the resource centre.

It is available to use as appropriate for:

- the medical examination and treatment of pupils
- the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.

The designated room for medical and first aid treatment, contains the following as a minimum:

- sink with running hot and cold water
- drinking water and disposable cups
- soap
- paper towels
- smooth-topped working surfaces
- a range of first aid equipment (as provided in first aid box) and storage
- a chair (if required to lie down, we will bring in additional suitable furniture)
- clean protective garments for first aiders
- suitable refuse container (foot operated) with disposable yellow plastic bags i.e. marked for clinical waste
- an appropriate record keeping facility – kept in Reprographics room
- a means of communication – staff carry radio



### **3.9 Record Keeping**

School will keep a record of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the 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

## **4. Automated external defibrillators (AEDs)**

4.1. The school has procured an AED, which is located in the School Office

4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis (usually during the First Aid annual basic refresher session)

## **5. General First Aid Procedures**

- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants. Pupils are not permitted to give first aid.
- Parents will be informed about all injuries/accidents to children and of any first aid given.
- A certificated first aider must check any pupil that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the pupil sent home. If they are not available, a member of staff to take the pupil to A&E – see ‘Transport to Hospital’ below.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

## **5. Head Injuries**

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;

- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Where young people receive a head injury their parents/carers should be informed. In the case of pupils, this should be done immediately by telephone if symptoms described above occur. The person responsible for contacting parents will be the first aider who attended

NHS direct recommends that the person who is injured should sit quietly for the first 2 hours after the injury and be monitored for the next 48 hrs.

## **6. Emergency procedures**

- 6.1 If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action which may involve calling for an ambulance immediately or calling for a first aider.
- 6.2 If called, a first aider will assess the situation and take charge of first aider administration.
- 6.3. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities taking extra care when dealing with blood or bodily fluids and disposing of dressings or equipment. It is good practice to ensure that individuals treating colleagues/pupils ensure that their own cuts/grazes are covered to reduce the risk of transmission or infection.
- 6.4. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 6.5. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
  - Call an ambulance or a doctor, if this is appropriate – the emergency contacts procedure for the injured pupil will be activated with the parents/carer being advised to either come to the school or go direct to a specified hospital. Where the parent / carer is able to accompany the pupil in the ambulance, school employees will not be further involved. If, however the parent/carer will be meeting the pupil at hospital, a school employee will need to accompany the pupil in the ambulance and arrangements made for the employee to be able to return to school once the pupil is in the care of the parent/carer. Pupils will not be left unaccompanied at the hospital.
  - Care will be taken to identify those pupils/staff whose religion may conflict with emergency medical treatment.

- Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

6.6. Once the above action has been taken, the incident will be reported within the hour to:

- The headteacher.
- The victim(s)'s parents.

6.7. Access to the school site for ambulances etc., should be available without delay. Where access is restricted for security reasons, the procedures for summoning an ambulance will include a designated person to open the gates (Office staff / Receptionist / Caretaker)

6.8. For those less serious non-emergencies where paramedics or an ambulance is not required, but it is considered that a visit to hospital or other medical facility is still needed, we will contact the pupils' parent(s) / carer(s) to inform them of the situation and request that they arrange to collect their child from school and transport them accordingly.

6.9. If the parent(s) / carer(s) do not have access to private transport and a taxi is not appropriate or available, the Head Teacher has the discretion to arrange for a school employee to take the injured pupil (and their parent/carer) to the nearest hospital or other medical facility in the employees' vehicle but a number of factors will need to be considered before agreeing to this method:

- the personal safety of the employee;
- one member of staff should be the same gender as the child;
- the condition of the injured pupil and whether it is likely to deteriorate during the journey;
- weather/road conditions at the time;
- whether adequate staffing cover for the employee is available within the school or at the incident location;
- whether the employees' car is insured for business use;
- condition/road-worthiness of the employees' vehicle.

No school employee should transport a pupil to hospital without another appropriate adult in the vehicle to care for the child.

## **7. Reporting to parents**

- 7.1. In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable. If the parents do not live together, both parents will be informed.
- 7.2. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 7.3. In the event of a serious injury or an incident requiring emergency medical treatment, the school office staff will telephone the pupil's parents as soon as possible.
- 7.4. A list of emergency contacts will be kept at the school office.

## **8. Offsite visits and events**

- 8.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 8.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **9. Monitoring and review**

- 9.1 This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 9.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.