



St. Wilfrid's
R.C. College

First Aid Policy

September 2025

Policy Statement

The Head teacher and Board of Governors of St Wilfrid's R.C. College accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the College.

The Staff of St Wilfrid's R.C. College recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and agree to abide by the H.S.E. procedure for reporting accidents.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. (The Joint First Aid Manual 8th Edition). Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The College arrangements for providing First Aid will:

- Place a duty on the Head teacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the Health and Safety Team and where required the HSE;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in College which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the College and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Provision of First Aiders

Emergency First Aid

Staff who administer first aid according to their training and in the course of their employment should be covered by employer's liability insurance.

To ensure adequate coverage and quick accessibility to a first aider for both students and staff the following must also be considered:

- adequate provision in order to cover absence, leave, offsite activities etc;
- previous injuries / illnesses experienced;
- the layout of the premises e.g. split sites;
- the location of the College and remoteness from emergency services;
- any specific hazards on site (e.g. DT machinery, hazardous substances);
- numbers of pupils on site;
- extended / extra-curricular College activities.

In higher risk areas such as science, DT, PE etc. staff must be aware of immediate remedial measures in order to manage the initial injury and ensure an effective hand over of any specific information (particularly relating to chemical incidents) to the College first aiders.

Unless first aid cover is part of an employee's contract of employment those who agree to become first aiders do so, on a voluntary basis.

First Aid Equipment and Facilities

The College will provide materials and equipment and facilities to provide First Aid. The locations of the First Aid Kits in the College are:

- Medical Room
- Reception
- Design and Technology
- Science
- P.E.

A standard First Aid Kit will contain the following items:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- 3 pairs of disposable gloves

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

The contents of the Kits will be checked on a regular basis by Jo-Ann Jewitt.

In the event of needing first Aid assistance call Reception.

The College First Aider(s) is/are:

- J Jewitt
- I Goodall
- K Gray
- H King
- S Robinson
- N Russell
- C Stout
- L Thompson
- L Watson
- A Wilson
- B Windass
- C Vasey

Before undertaking any off-site activities, the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including paracetamol, antiseptic creams etc.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

First Aid Arrangements

The Head teacher/Designated person will inform all employees at the College of the following: -

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition, the Head teacher/Designated person will ensure that signs are displayed throughout the College providing the following information:

- The names of employees with First Aid qualifications;
- Their room number or extension number;
- Location of the First Aid Box.

All members of staff will be made aware of the College First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. Where emergency treatment is not required the Parent/Guardians will be informed of a 'Head Bump' incident.

High energy head injuries or those with any evidence of following symptoms may indicate serious injury and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory;
- persistent headache;

- blurred or double vision;
- vomiting;
- clear fluid coming from ears or nose;
- loss of balance;
- reading or writing problems;⁶
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg;
- general weakness;
- Seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries:
<http://www.nhs.uk/Conditions/Head-injury-minor/Pages/Symptoms.aspx>

Where pupils receive a head injury their parents/carers should be informed, this should be done immediately by telephone if symptoms described above occur.

Blood Borne viruses

First aid training courses should highlight the importance of preventing cross-infection in first-aid procedures. 'Universal Precautions' must always be followed to reduce the risk of transmitting blood borne infections such as hepatitis and HIV.

This approach assumes that all blood products and bodily fluids are potentially infectious thus the following procedures should always be applied:

- Always cover any open wounds on your own hands with a waterproof adhesive dressing;
- Disposable gloves (unpowdered latex, nitrile or vinyl) to be worn when dealing with bleeding / cleaning up bodily fluids.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

Transport to hospital or home

The Head teacher or Designated person will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention, an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with Parent/Guardian or other designated emergency contacts then the Head teacher or Designated person may decide to transport the pupil to the hospital.

Any incident in Science involving chemicals should be treated as serious incident and instructions followed on HAZ Chem card. The injured person should be taken directly to hospital by ambulance or by transporting a pupil if a Parent/Guardian can't get to the College in a reasonable time. The Parent/Guardian should be contacted to meet at the hospital.

Where the Head teacher or Designated person makes arrangements for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Further Guidance

DfE good practice guide, [Guidance on First Aid for Colleges](#) (Please note information regarding first aid training providers in this advice is no longer current).

HSE First Aid homepage <http://www.hse.gov.uk/firstaid/index.htm>