

ST PETER'S RC HIGH SCHOOL

First Aid Policy

September 2016

ST PETER'S RC HIGH SCHOOL: FIRST AID POLICY

Mission Statement

St Peter's RC High School is a community founded on mutual love and care for the individual in which the Faith of the Church underpins all our activities. Christ is our model in striving for excellence in all that we do and in valuing the unique contribution and gift of every member of our school community. St Peter's is committed to working with home and parish to enable all pupils to succeed in life.

1. St Peter's RC High School (STPHS) First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at STPHS through the provision of first-aid equipment and trained personnel in accordance to the requirements of The Health and Safety (First Aid) Regulations 1981(H&SR 1981), and relevant DfE guidance (First Aid for Schools 2012)

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981

2. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DCSF requirements, STPHS will ensure that:

- A **first aid risk assessment** is carried out to ascertain the needs of the school and the level of provision required. It will take into account:
 - The number of staff / students on the site
 - The location of sites and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and

outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays;

As a minimum, at least one person with an HSE approved 'First Aid at Work' qualification (3-day training) will be present on site when pupils are present. It is sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when employees are on the site, however this must be determined by risk assessment.

- The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders;
- Adequate **training** and guidance is provided for First Aiders, including refresher training at appropriate intervals and, where appropriate, specialist first aid training, for example:
 - Sports First Aid training for PE staff
 - Defibrillator training
 - Where appropriate Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote locations;
- **Lists of First Aider's** names, locations and contact details are prominently displayed in the Pupil Office on A Floor;
- All **staff are made aware of first aid arrangements** through the Staff Handbook and such information is included in the induction process for new staff;
- **Parents are made aware of the school's first aid arrangements through the first aid policy on the school website** and the procedures for informing them if their child has received first aid treatment at school include either phone calls home via Heads of Year and/or written notification;
- A **record** is kept of any **first aid treatment** administered and kept in the First Aid Room in the short term and then recorded electronically on the central database;
- A **record** is kept of **all injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Records will be kept in accordance with the Data Protection Act 1998, and will be stored in a secure location for a period of 6 years in the Record's Room;
- The School Governors' are regularly informed of the policy and any exceptional issues are brought to their attention;
- The **HSE is informed of injuries that are reportable under RIDDOR** without delay by the site manager;

- All **injuries to staff**, and **pupils requiring treatment** beyond that provided by the school health advisor / First Aider, are **reported to the H&S team through the Site Manager**.
- 'Dangerous occurrences' and significant 'near misses' are recorded on Form F2508 available from www.hse.gov.uk.
- First-aid and accident reporting **arrangements are regularly reviewed**.

3. School Practice

All STPHS staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

Following completion of the risk assessment to determine the number of First Aiders needed, staff are invited to volunteer to become appropriately qualified, and the school will provide the necessary training to enable them to administer first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

A first aider, as part of their responsibilities, will administer first aid and organise an injured person's transfer to hospital in the case of an emergency.

There are a wide range of first aid qualifications. Which courses staff should attend are determined by the minimum requirements set down by the DCSF, school policy and the school's insurers, and the school's first aid risk assessment. Detailed guidance is given in *H&SR 1981 Regulation 3: 56-66 'Training and Qualifications'*

A register of First Aiders is maintained by Health and Safety Officer to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates will be kept in individual's personal files.

All First Aiders are covered by the schools insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school.

4. First Aid Equipment and Materials

Detailed information regarding first aid equipment and materials can be found in *H&SR 1981 Regulation 3: 34-41 'Materials, Equipment and Facilities'* and *Guidance on First Aid for Schools DfE 2012 (56-59)*

A list of the location of first aid equipment is displayed in the Pupil Office on A Floor.

First Aid equipment is stored in containers marked with a white cross on a green background, and notices alerting people of this fact are prominently displayed in appropriate areas.

Location of First Aid Boxes and Equipment

- A-Floor:** Main Office (Back wall opposite door)
First Aid Room (A Floor opposite dining room)
- B-Floor:** Science Prep Room (Back area, see J.Belfield)
- C-Floor:** Humanities Office (Next to sink)
- PE Dept:** PE Office (see S Perry)
- Minibus:** At front of minibus by first seat – this is for both minibuses (see Neil Hopwood)

First Aiders in areas where boxes are located are asked to notify the relevant person when supplies have been used in order that they can be restocked without delay.

The Lead First Aider (Health and Safety Officer) is responsible for stocking and checking the first aid kits on a regular basis, and making records of when the boxes have been checked. Additional supplies are available from him if necessary.

All First Aiders are aware of and implement the guidance on infection control, and provision and use of personal protective equipment which can be found in *HS&R 1981* Regulation 3: 41 'Additional first aid materials and equipment'.

Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

If you witness an incident and the injured person is able to walk, take them to the First Aid Room (located on A Floor) and contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception (101) to ask them to contact a First Aider.

If a first aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

5. Procedures for First Aid Situations

All trained first aiders follow the school's guidance on how to deal with a first aid incident. This covers both emergency and non-emergency situations. (See Incident Procedures flowchart)

Recording Information

All first aiders must record the following details in the First Aid Book after administering first aid:

- the name of the person treated
- date / time/ location of the incident
- the first aid delivered
- what happens next
- Print and sign name afterwards

6. Further Information and Guidance

- Guidance on First Aid for Schools - A Good Practice Guide - DfEE – 1998
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations 1981 – L74 – HSE (revised 2009)
- DfE guidance (First Aid for Schools revised 2012)
- St. Peter's RC High School Health & Safety Policy.