



Bishop Douglass Catholic School

First Aid Policy

Principles

“a Samaritan traveller who came on him was moved with compassion when he saw him. He went up to him and bandaged his wounds, pouring oil and wine on them. He then lifted him onto his own mount and took him to an inn and looked after him.” Luke 10, 33-34.

Aims

The aims of this first aid policy are to:

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

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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Roles and Responsibilities

The school's named Medical Officer is Katherine Skinner.

The responsibilities of the named Medical Officer include:

- Taking charge when someone is injured or becomes ill.

- Ensuring there is an adequate supply of medical materials in stock and in first aid kits, and replenishing the contents of these.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Keeping records (including the Accident book) relating to staff, pupil, visitors, contractors, medical conditions and incidents and ensuring that SIMs records and pupil/staff files are updated.
- Informing parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- Maintaining a register of all trained first aiders, what training they have received and when this is valid until.

Our First aiders listed below in appendix 1 are trained and qualified to carry out the role 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
- Filling in an accident report with the school's named medical officer on the same day, or as soon as is reasonably practicable, after an incident

The governors assume ultimate responsibility for health and safety matters in the school, but delegate authority for the strategic management of health and safety and first aid to the Health and Safety committee for operational matters and day-to-day tasks on site. These are overseen by the Executive Headteacher, the Head of School and staff members.

The Head of School

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

- Ensuring that an appropriate number of staff are appropriately trained to the required level (at least 4).
- Ensuring that where appropriate, site managers and evening/weekend cover staff are trained in First Aid so that in the event of a letting, cover is available (this is not assured).
- 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 health and safety and first aid procedures through training and procedures recorded in the staff handbook.
- Ensuring risk assessments are completed where appropriate for situations that might arise and appropriate measures to mitigate risk are put in place.
- Ensuring that a suitable space is dedicated for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary viz a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- Notifying Ofsted, social services, local authority, local authority designated officer of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Staff

School staff are responsible for:

- Ensuring they follow health and safety and first aid procedures
- Ensuring they know who the first aiders in school are.
- Completing accident reports at a meeting with the school's named medical officer (see appendix 2) for all incidents they attend to where the school's medical officer or first aider is not called.
- Informing the Head of School or their manager of any specific health conditions, risks to health or first aid needs.

First aid procedures

In the event of an accident resulting in injury:

- The school's named medical officer or qualified first aider, will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from the school's named medical officer, a colleague or the emergency services. The school's medical officer will ensure that someone remains with the pupil until help arrives and that the pupil is accompanied to hospital if necessary.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If emergency services are called, parents will be contacted as soon as possible.
- An accident report form should be completed on the same day or as soon as is reasonably practical after an incident resulting in an injury or if there is a near-miss situation.

Off-site procedures

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

- Means of contact (mobile phone)
- A portable first aid kit
- Information about the specific medical needs, allergies or medication requirements of pupils.

A trip form, Evolve and risk assessments must be completed by the party leader prior to any educational visit that necessitates taking pupils off school premises.

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 (where a defibrillator is stored)
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The PE department.
- The school kitchens
- School vehicles
- Record-keeping and reporting

First aid book and accident record book

- An accident form will be completed by the school's named Medical Officer on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- A copy of the accident report form will also be added to the pupil's educational record by the school's named medical officer.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

Monitoring arrangements

This policy will be reviewed by the governors every two years.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

This policy was agreed on 18th December 2019

APPENDIX 1

School's named Medical Officer	Training Level	Valid until
Katherine Skinner	First Aid at Work (St John's Ambulance)	January 2020

The Certificated First Aiders are:

Katherine Skinner First Aid at Work (St John's Ambulance)
Maria Koumi First Aid at Work (St John's Ambulance)
Julia Martin First Aid at Work (St John's Ambulance)
Gustavo Castano-Ospina (Level 2 Emergency First Aid at Work)
Melanie Kemp (Level 2 Emergency First Aid at Work)
Jason Hart (Level 2 Emergency First Aid at Work)

Defibrillator trained personnel are:

Jon Reed
Melanie Kemp
Gustavo Castano
Stephen O'Brien
Katherine Skinner
Jason Hart
Lisette Modebe

The Appointed First Aid Person is Katherine Skinner

First Aid Boxes can be found in Student Services and Reception

The First Aid Room is located in Student Services

APPENDIX B

Health and Safety Contacts

Head Teacher (Key Manager)

Name: Martin Tissot

Title: Headteacher

Person designated to act in the Key Manager's absence:

Name: Michelle Henderson

Title: Associate Headteacher

Health and Safety Committee members:

Stephen O'Brien Chair, PE Department

Michael Veal Governor (Chair of Governing Body and Finance, Premises and Personnel
Committee)

Brendan Toal Premises Manager

Melanie Barker School Business Manager

Katherine Skinner Appointed First Aid Person

Isabelle Goursaud SENCO

Gavin Carter Science Technician