



First Aid Policy

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South Nottingham Catholic Academy Trust - Company Number: 7743523

Registered Office: The Becket School, The Becket Way, Wilford Lane, West Bridgford, Nottingham NG2 7QY

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Mission Statement

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means:

- *Inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities*
- *Helping young people to grow in the love and knowledge of Jesus Christ*
- *Developing in young people a deep knowledge and understanding of the Catholic faith*
- *Practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.*

Psalm 30:2

O Lord my God, I cried to you for help, and you have healed me.

1. Legal Background

1.1 The Becket School is responsible for the health and safety of students in their care under a range of legislation; the Health and Safety at Work Act etc. 1974 in particular. There are restrictions on what staff may be asked to do, however, teachers and other staff in charge of students have a common law duty to act in a responsible manner to make sure that students are healthy and safe on any of the school's premises and this might, in exceptional circumstances, extend to taking action in an emergency. This duty also extends to teachers leading activities taking place off the school's sites, such as educational visits, outings or field trips.

2. Background

2.1 The school will provide adequate and appropriate first aid provision at all times when there are people on the school's premises and for staff and students; ensuring:

- Sufficient numbers of trained personnel as appointed persons and First Aiders to meet the needs of the school - there will be at least one appointed person or First Aider person on the premises at any one time.
- Sufficient and appropriate resources and facilities are available in the school.
- HSE regulations on the reporting of accidents, diseases and occurrences are met.
- To identify the first aid needs of the school in line with the Health and Safety at Work Regulations.
- To ensure that first aid provision is available at all times while people are on the school's premises and also off the premises whilst on educational visits.
- To maintain a record of that training and review it annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide awareness of health and safety issues on educational visits, to prevent where possible potential dangers or accidents.
- To inform staff and parents of first aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and to the Education Funding Agency (EFA).

2.2 Within the school's Booking Terms and Conditions, it is the responsibility of any Hirer of school facilities to ensure adequate First Aid and medical support is available for their event.

3. Risk Assessment

3.1 A formal risk review of the school's First Aid Policy is done annually.

3.2 Risk is assessed regularly by the person responsible for Health and Safety in the school.

3.3 Departments which are classed as higher risk; e.g. Science, Technology and P.E. have their own risk assessments which are also reviewed annually.

4. First Aid Staff

4.1 The school will have a First Aid Co-ordinator as well as a number of other qualified First Aiders and Approved Persons. (A list of qualified First Aiders and Approved Persons will be retained in the main school office). The First Aid Co-ordinator will maintain this list and organise first aid training as required.

4.2 Staff should refer students or staff who have had an accident, or have developed medical problems, to a registered First Aider, who will either return the student to the classroom or treat them appropriately. In an emergency, staff should call for First Aid support and give assistance as necessary and if appropriate. All staff are covered legally if they make an error while acting in good faith.

4.3 First aiders are members of staff who have been trained in accordance with standards set by the HSE. Prior to becoming trained, staff will be selected taking into account their:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties; these should be such that they may be left to go immediately and rapidly to an emergency.

4.4 On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:

a) the ability to act safely, promptly and effectively when an emergency occurs at work;

b) the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;

c) the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;

d) the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;

e) the ability to administer first aid safely, promptly and effectively to a casualty who:

- has been burned or scalded;
- is suffering from an injury to bones, muscles or joints;
- is suffering from shock;
- has an eye injury;
- may be poisoned;
- has been overcome by gas or fumes.

f) the ability to transport a casualty safely as required by the circumstances of the workplace;

g) the ability to recognise common major illness and take appropriate action;

- h) the ability to recognise minor illnesses and take appropriate action;
- i) the ability to maintain simple factual records and provide written information to a doctor or hospital if required.

4.5 First aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular;

- a) the importance of personal hygiene in first aid procedures;
- b) the legal framework for first aid provision at work;
- c) the use of first aid equipment provided in the workplace;
- d) the role of the first aider in emergency procedures.

4.6 To ensure these competencies are maintained, First Aid at Work certificates are only valid for three years and refresher training is required prior to their expiry. Once the certificate has expired the person is no longer a 'first aider' and full training will be required, if they wish to remain in this role.

4.7 While the Regulations do not specify the number of first aiders required, the Approved Code of Practice (ACOP) suggests that one first aider when 50 staff are employed with a sliding scale for larger organisations such as an educational establishment.

4.8 Whilst the provisions do not specifically apply to members of the public e.g. students and visitors, as they are not at work, governmental guidance and good practice would suggest that they are taken into account when assessing need, this aspect has been considered when deciding on the number of first aiders for the school.

4.9 Where first aiders are not available, or not considered a requirement, the relevant manager has a responsibility to appoint a person, or persons, to take charge of the first aid arrangements.

4.10 These appointed persons do not have to be formally trained, but need to have sufficient knowledge and information on the first aid provisions to be able to take charge.

4.11 To satisfy the assessed need at each site appointed persons will be available to take charge of the situation at times when a first aider is not deemed necessary, including;

- Out of normal hours, a member of the site team will be appointed.
- On educational visits, the visit leader will be appointed.

5. First Aid Provision

5.1 First Aid facilities are available in the school. First Aid boxes are also located in classrooms where practical subjects are taught, e.g. Technology, Science, Food and PE. First Aid supplies will be provided for staff in charge of trips and visits.

6. Illness and Minor Injury

6.1 Parents become responsible for their child if the student is unwell or injured. In order to contact parents quickly, it is essential that changes of address or phone number are entered into SIMS as soon as these are known.

6.2 Students must not leave lessons or their Tutor Group for first aid treatment other than in cases of emergency. Any member of staff who becomes aware that a student is injured, or needs immediate treatment, must send a student to alert a First Aider for assessment and care.

6.3 If necessary, having first informed a member of the Senior Leadership Team, the First Aiders will arrange for the parents to take the student home or to hospital. No-one else should send an ill student home.

7. Emergency and Serious Injury

7.1 Normally only the First Aiders will have the responsibility to call an ambulance after being called to an accident or illness, however, any member of staff who may call an ambulance in an emergency. The First Aider will contact the parents/guardians to tell them of their child's injury and whereabouts so that they can go to the hospital. If necessary, the First Aid team may delegate this task to another member of staff. The hospital staff will decide whether to treat the child before the parents arrive.

8. Automated External Defibrillators (AED)

8.1 A defibrillator is used in circumstances where a person's heart goes into ventricular fibrillation (VF) which is a disruption to the heart's electrical activity causing the heart to beat chaotically preventing it from pumping blood around the body. A person in VF can suddenly collapse and lose consciousness. A defibrillator is used to deliver an electric shock to restore the heart to normal rhythm.

8.2 A defibrillator is located in the main school office.

8.3 You do not need to be a trained first aid or medical professional to use the AED as the device uses voice prompts and visual indicators to guide the assistor through the resuscitation sequence when using the defibrillator. The Trust can provide training to staff on the correct use of the AED.

9. Record keeping

9.1 The First Aiders will log all visits to First Aid by students or staff. For accidents/injuries, the First Aider on duty will also make an entry in the Accident Book.

9.2 Staff must make an official record of any injury, minor or major, or 'near miss' in the Accident Book. Any serious injuries such as broken limbs, dislocations and lacerations by contaminated material, must be reported to the Health and Safety Officer. Any such injuries must be reported on a RIDDOR form followed by an in-depth Health and Safety report.

10. Reporting an Accident

10.1 Any first aid treatment given on the school's premises or as part of a school related activity should be reported to, and recorded on, an incident report form.

10.2 Any accident occurring on the Academy premises or as part of a school related activity must be reported by the member of staff attending the accident and an Incident report form filled in.

11. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

11.1 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. These include;

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from; carrying out their normal work for more than 3 days.

11.2 The First Aid Co-ordinator will provide the Business Leader with an analysis of the term's incidents to see if there are any problem areas.

11.3 The First Aider on duty will contact parents first by phone if they are available, then by note, to report any seemingly minor injury, e.g. sprains or twists, which the parent may choose to have examined by a doctor.

12. Information about Students' Medical Conditions

12.1 It is the responsibility of the parents to inform the school about their child's medical conditions.

12.2 Information from parents may be received by the school in a number of ways, such as via the admission form, via letters from parents, via conversations subsequently recorded in writing with tutors. This information should be input immediately onto SIMS.

12.3 Detailed information on medical conditions and emergency contacts will be collected by leaders of residential visits. Parents will be required to complete a declaration agreeing to emergency treatment and confirming that information held by the school is up to date.

13. Students with Medical Needs

13.1 Many students will at some time have a short-term medical condition that may affect their participation in activities. Other students have medical conditions that, if not properly managed, could limit their access to education. These medical conditions include diabetes, asthma, epilepsy and anaphylaxis (extreme allergic reaction). Such students are regarded as having medical needs and will be more at risk than their classmates. In a few cases, individual health care plans may be needed.

13.2 It is the parents' responsibility to inform the school about the child's medical condition and requirements. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith

13.3 With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. Pastoral staff will talk in confidence to each of the child's regular teachers at the start of each academic year about serious medical conditions and requirements, alerting them to the child's knowledge of their own condition.

13.4 When the student goes out of the school, for example on work experience, the placement must be informed.

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