



# St Bede's

Catholic School  
& Sixth Form College

## FIRST AID POLICY

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Local Governing Committee Approval	
Name: Mr D Juric	
Name: Mrs M Gray	
Date: 29 September 2022	
Review Date: Autumn Term 2023	

## INTRODUCTION

St Bede's Catholic School & Sixth Form College will ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

## AIMS

- To identify the first aid needs of the school.
- To ensure that first aid provision is available at all times when staff, students and visitors are on the school premises, and also whilst on school trips and sporting activities.

## OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders, to meet the needs of the school and to maintain current qualifications for those people.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's first aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## MEDICAL FACILITIES

The school is required by the Education (School Premises) Regulations to have suitable accommodation in order to cater for the medical and therapy needs of students, including accommodation for:

- (a) the medical examination and treatment of students; and
- (b) the short term care of sick and injured students, which includes a washing facility and is near to a toilet facility

There are First Aid boxes located around the school (see Appendix A), which are inspected and replenished every 6-months.

## ACCIDENT PROCEDURE (STUDENTS)

### **In the case of a minor accident, e.g. minor cut or abrasion:**

- a. Simple First Aid may be administered by any qualified First Aider by referring the student to the Medical Room/Student Support Reception or main reception.
- b. Parents/guardians must be notified of anything other than trivial injuries and always in the case of a head injury, even if the casualty is able to return to class.

### **In the case of a serious accident where it is necessary to seek immediate professional treatment, e.g. a bad abrasion/cut, suspected broken bone or worse:**

- a. An ambulance should be summoned immediately. (Only if the injured person is able to be moved will they be taken to hospital by a member of staff, next of kin, parent or guardian). The First Aider on scene must contact the Emergency Services using the mobile phone

provided or relay information to another member of staff so they can use the school landline. If this is not possible, a messenger must be sent to the main reception. Who should provide the following information:

- Name of the injured person.
- Date of Birth of the injured person.
- Details of what has happened.
- Current situation (student is unconscious, having a fit etc.)
- Location of injured person.
- Any medical conditions.

A member of the reception team will meet the ambulance and direct it to the incident. First Aiders must stay with the casualty while waiting for assistance. Wherever possible the First Aider is to communicate with the Emergency Services.

- b. Outside of school hours this can be achieved on any internal telephone using **999**. This will automatically connect you to the emergency services.
- c. If the injury sustained is in the region of the head, neck or spine, movement should be avoided except if the situation is life threatening, in which case, it is necessary to make sure that the airway is clear.
- d. Keep an injured person warm and as comfortable as possible, reassuring them at all times. Disperse any crowd.
- e. The injured person should not be left unattended. Talk to the person to relax and inform them of the action being taken.
- f. Collect details of the incident, together with personal details of the casualty, to relay to the ambulance crew or doctor.
- g. At the first opportunity contact must be made with parents/guardians by the member of staff or a colleague.
- h. If the accident occurred during an activity, e.g. PE or a school match, then unless a colleague or the parent/guardian is present to take responsibility for the student, the activity will be curtailed.
- i. A member of staff will accompany the student, or follow by other transport, to the hospital and will wait there until relieved by a parent/guardian. Cover will be arranged during school hours for any member of staff detained in this manner. The member of staff will be collected from hospital, if necessary.
- j. An **Accident Report** must be completed at the first opportunity and discussed with the First Aider in Charge/School Manager.

## **ILLNESS**

If a student is unwell in any respect during lesson time, they are advised to report this to their subject teacher. Staff should discuss with the student whether they feel able to remain in their lesson and if so, endeavour to make them as comfortable as possible.

### **Medical Attention Request**

If a student does not feel able to remain in the lesson, a member of duty staff will be alerted using the 'Medical Attention Request' button on ClassCharts. The member of staff on duty will attend and assess the situation. The member of staff will escort the student to the Medical Room if necessary or call for further assistance for a member of the Medical Support Team.

### **Emergency Support Request**

If a medical emergency occurs whereby a student passes out or loses consciousness, the 'Emergency Support' button should be used, and a member of the Medical Support Team will attend.

### **FIRST AID TRAINING AND QUALIFICATIONS**

There will, at all times when students and staff are at school, be at least one trained First Aider onsite.

A First Aider is defined as a person who has successfully completed a suitably approved 3-day course. Where a first aider wishes to continue as such, qualifications are updated every three years, or shorter periods where required for specialist qualifications.

A list of staff qualified as First Aiders is in Appendix C. This list will be kept up to date, made available on the STB-All staff section on Teams.

### **OFF SITE VISITS**

Portable First Aid kits for off site visits are available from the First Aider in Charge. All off site visits are risk assessed and where necessary a First Aider attends, when a medium/high risk has been identified to students and staff.

### **FIRST AID KIT PROVISION**

First aid kits are available throughout the school; see Appendix A for locations. This information has been shared with staff and is displayed on the STB-All Staff section on Teams.

### **STUDENTS' MEDICAL CONDITIONS**

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by the First Aid & Medical Officer – Mrs E. Stemp and shared with staff. Medical information is uploaded to CPOMS. Medical conditions are also recorded on SIMS and staff are made aware via ClassCharts if students have serious medical conditions with the use of a specific icon.

Individual health care plans are prepared for students with a more serious medical condition, such as diabetes, anaphylaxis or epilepsy. Medical plans are uploaded to SIMS and CPOMS.

Adrenaline auto-injectors are provided for use by individual students who have a diagnosis of medical need. All First Aiders have been given the appropriate training to administer these injections.

The school holds two adrenaline auto-injectors for emergency use, where students have either damaged or forgotten their own and are in need of the medication. **Parents must give written permission for the school to administer these injections.**

For those students who have a medical need to use inhalers for asthma or other medical conditions, the school holds emergency salbutamol inhalers. Which can only be given with signed consent from parents or guardians. Further details can be found in the school Asthma Policy.

### **HYGIENE/INFECTION CONTROL**

Basic hygiene procedures must be adhered to by staff. Single use disposable gloves and aprons must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc. in the medical waste bin provided in the Medical Room.

### **SPILLAGES OF BODY FLUIDS**

Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and a spillage kit used. Members of staff should wear protective gloves, disposable apron, face mask and the waste be cleared into the bag provided in the spillage kit. Spill kits are available from the Premises Team.

### **RESPONSIBILITIES**

Included within the responsibilities of the Appointed Person/ First Aid & Medical Officer (Mrs E Stemp) are:

- To administer first aid to students and staff.
- To ensure that there are an adequate number of qualified First Aiders.
- To train staff and students (where possible) in First Aid.
- To check the contents of first aid kits each term and re-stock, as necessary.
- To monitor and check the defibrillators in schools.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The Executive Headteacher or the School Manager is responsible for all necessary reporting under RIDDOR.

### **OFFICIAL NOTIFICATION/REPORTING (RIDDOR)**

A full list of all reportable accidents, incidents, diseases and dangerous occurrences can be found on the HSE website (<http://www.hse.gov.uk/riddor/>).

### **EMERGENCY PROCEDURES**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the First Aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been called. If a parent cannot accompany a student to hospital, a member of staff will accompany the student and remain with them until the parents/guardians can take over responsibility.

### **ACCIDENT RECORDING**

An Accident Log is completed for each incident and registered onto Notify (current accident management portal used by BWCET) by either the First Aid & Medical Officer or the School Manager.

Appropriate risk assessments and safe working procedures will be reviewed to ensure any further remedial actions are taken from investigation of the incident.

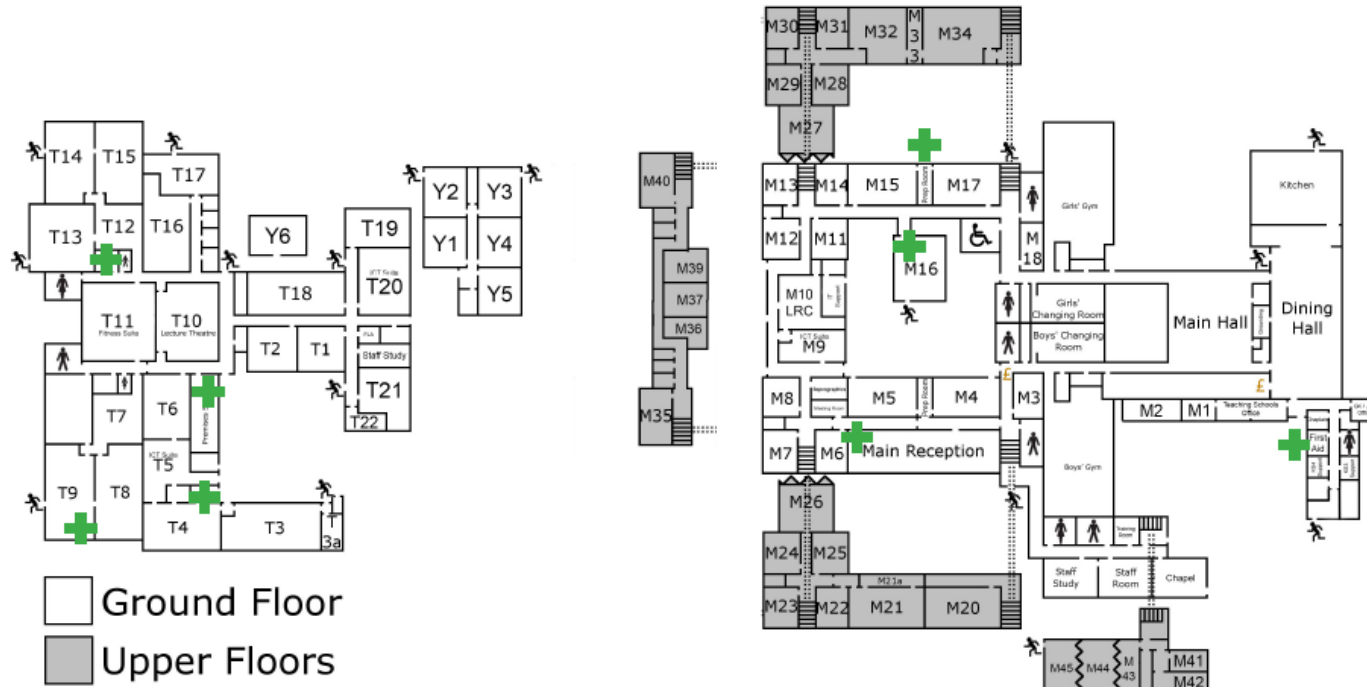
### **INFORMING PARENTS**

Where the incident has required the issue of medication, or dressings which will need review after school, the First Aider will provide students with a note to take home.

The parents will be telephoned in the event of any head injury, if an ambulance is called, or any other circumstances where the professional judgement of the First Aider dictates that such contact should be made.

**APPENDIX A**

**First Aid Point Locations**

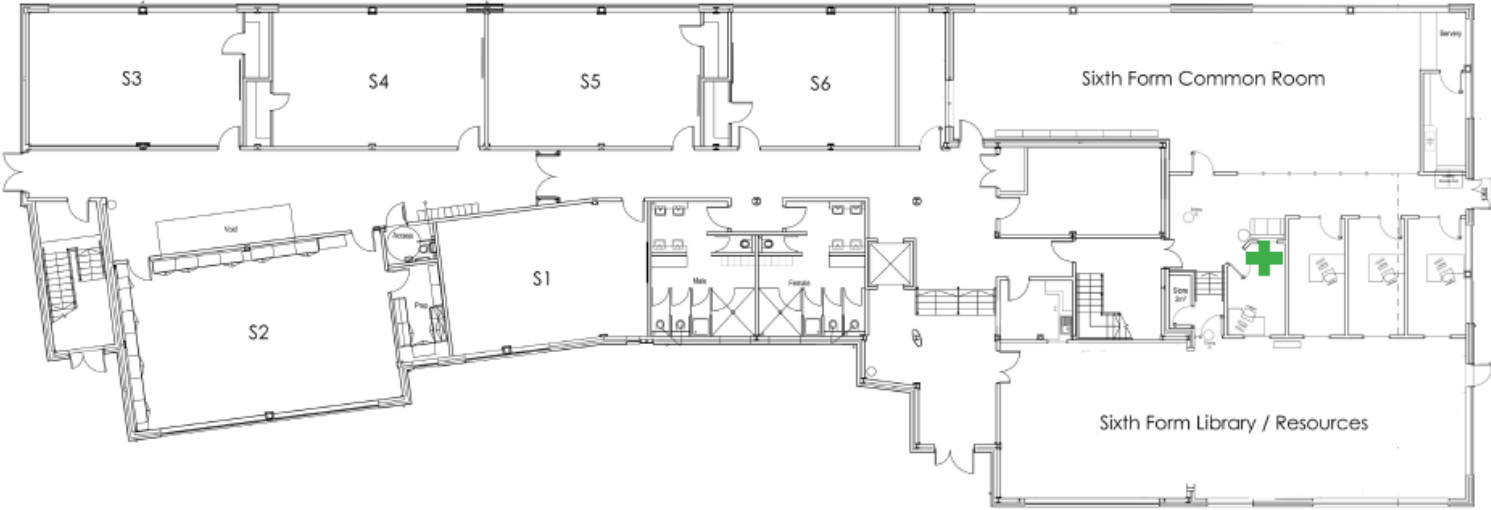


- Tech Block**  
 T9 - On wall  
 Art Office - On wall  
 Caretakers Office - On wall  
 Technology Technician Office - On wall

- Main Block**  
 First Aid Office  
 M16 - On wall

- Main Reception - In store cupboard  
 Science Prep Room - Near window

# First Aid Point Location



Ground Floor Sixth Form Block  
RS Office - Portable box



## APPENDIX B

### ACCIDENT REPORTING FOR SCHOOLS.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) it is necessary to receive details of certain accidents without delay i.e. by telephone or fax. ACCIDENTS THAT MUST BE REPORTED <b>WITHOUT DELAY</b>		
EMPLOYEES	STUDENTS AND MEMBERS OF PUBLIC	DANGEROUS OCCURRENCES
<ul style="list-style-type: none"> <li>Employee or self-employed person working on your premises is killed.</li> <li>Employee or self-employed person working on your premises suffers a major injury.</li> <li>The above would include where the injury is as a result of physical violence.</li> </ul> <p>A major injury is defined as –</p> <ul style="list-style-type: none"> <li>Fractures (except fingers, thumbs or toes).</li> <li>Amputation.</li> <li>Dislocation of shoulder, hip, knee or spine.</li> <li>Loss of sight (temporary or permanent).</li> <li>Chemical or hot metal burn to the eye or any penetrating injury to the eye.</li> <li>Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24hrs.</li> <li>Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hrs.</li> </ul>	<ul style="list-style-type: none"> <li>A member of the public (including students) is killed or taken to hospital and receives treatment;</li> <li><b>and</b> the accident arises out of or is in connection with the work activity.</li> </ul> <p>‘Arises out of or is in connection with the work activity’ would include if the accident is attributable to –</p> <ul style="list-style-type: none"> <li>work organisation (e.g. lack of supervision)</li> <li>plant or substances (e.g. machinery or chemicals)</li> <li>the condition of the premises.</li> </ul> <p>The student could have been taken from the school premises to hospital by either an ambulance, school staff or even a parent.</p> <p><b>To avoid confusion over the definition of ‘work related activities’ the School Manager/First Aider in Charge should be informed without delay whenever students are taken from the school site to a hospital, including when transported by parents.</b></p>	<p>There are a range of dangerous occurrences that must be reported to the HSE immediately even if there is no injury. Most of these are unlikely in a school environment and are not listed below, but the following must be reported immediately to the H&amp;S Team.</p> <ul style="list-style-type: none"> <li>Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.</li> <li>Explosion, collapse or bursting of any closed vessel or associated pipework.</li> <li>Plant or equipment coming into contact with power lines.</li> <li>Electrical short circuit or overload causing fire or explosion.</li> <li>Collapse or partial collapse of a scaffold over 5m high or erected near water.</li> <li>Explosion or fire causing suspension of normal work for over 24 hrs.</li> <li>Accidental release of any substance which may damage health e.g. asbestos.</li> </ul> <p>A full list is available on the HSE website (<a href="http://hse.gov.uk">hse.gov.uk</a>)</p>

<b>OVER- SEVEN – DAY INJURIES</b>	<b>ALL OTHER ACCIDENTS THAT REQUIRE FIRST AID TREATMENT</b>
<p>The H&amp;S Team must report these to the HSE within 10 days of the accident. An over-seven-day injury is where there is an incident connected with work (including physical violence) and an employee, or self-employed person on your premises, suffers an injury that results in them being away from work or unable to do their normal duties for more than 7 days.</p>	<p>A copy of the accident log relating to other non-trivial accidents involving staff, students and members of the public should be forwarded to the School Manager as soon as possible.</p> <p>This should not include trivial non-work related incidents such as bumps and scrapes which occur at playtime. However, where an incident occurred due to lack of supervision or resulted in a limb being broken or the person being taken to hospital and receiving treatment, this should be reported</p>

## APPENDIX C

### First Aiders and Qualifications

<b>Name:</b>	<b>Department:</b>
Mrs J Telford	LSA
Mrs A Grimes	LSA
Mrs A Joughin	Admin Assistant
Mrs L Hart	LSA
Mr P Diston	Assistant Headteacher/PE Teacher
Mr C Hewitt	Subject Leader for PE
Mr M Taylor	Premises Manager
Mr C Aitkin	LSA
Mr G Meek	School Technician
Mr A Baker	Premises Manager
Mr S Chapman-Ward	Finance Cluster Manager
Miss D Purvis	Year Leader - 13
Miss K Kinnell	Maths Teacher
Mr J Beaufort-Jones	Sociology Teacher
Miss L Turland	Subject Leader for Geography
Mr C Flinders	Senior Science Technician
Mrs S Ward	Finance Officer
Miss S Bance	LSA
Mr M Bunting	Subject Leader for Business/IT
Mr J Rourke	Year Leader -11
Miss A Gibbs	Teacher of PE
Miss A Carter	Teacher of Music
Miss R Henson	Teacher of History
Mr S Boyle	Teacher of Geography/Year Leader-10
Mrs K Taylor	Student Support Reception
Miss A White	Teacher of Science
Mr A Miller	HLTA