

First Aid Policy

Blessed Edward Oldcorne Catholic College



**Approved by: Governing
Body**

Date: October 2023

**Last reviewed on:
October 2022**

**Next review due by:
October 2024**

1. Aims

The aims of our first aid policy are to:

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

2. Legislation and guidance

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

3. Roles and responsibilities

3.1 Member of staff initially involved with the incident

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Summoning help to obtain first aid assistance from one of the appointed first aiders.

3.2 First aiders

First aiders are trained and qualified to carry out the role they 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
- Assisting with the transfer of the student to the medical room for recovery or, should direct transfer to hospital be required and parents/carers are not in attendance, accompanying the student in an ambulance.

Our college first aiders including qualification renewal dates are listed in appendix 1. Their names are also in the staff handbook

3.2 Receptionists

The college pupil receptionists are responsible for

- Supervising and monitoring students who are brought to the medical room
- Recording students attendance on college systems
- Liaising with parents/carers should a student need to go home, ensuring students sign out using college systems
- Completing any necessary paperwork following an incident (ie: bumped head letter)
- Storing student medication appropriately and securely (ie: paracetamol, insulin etc).
- Keeping records of what medication is stored for who, dosage, expiry dates and parental permission.
- Keeping records of when medication is taken and by whom.
- Communicating with departments for their first aid requirements and refilling departmental first aid kits.
- Supplying portable first aid kits for trips.

3.3 The governing body

The governing body has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the college at all times.
- Ensuring that an appropriate number of trained first aid personnel are present on college trips and visits.
- 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 first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

College staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in college are
- Completing accident reports (see appendix 2) for all incidents they attend
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-college procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain in college, parents/carers will be contacted and asked to collect their son/daughter. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, parents/carers will be contacted immediately, usually by reception or the first aider.
- The member of staff first discovering the injury will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking students off the college premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the group organiser prior to any educational visit that necessitates taking students off college premises. This is checked and authorised by the Educational Visits Co-ordinator with responsibility for overseeing all off-site visits.

There will always be at least one first aider on college trips and visits.

5. First aid equipment

A typical first aid kit in our college will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- 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
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The college kitchens
- College vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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 student's educational record by the Personnel Team.
- Records held in the first aid and accident book will be retained by the college for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The personnel team will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). A copy is given to the College Manager.

The College Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE: <http://www.hse.gov.uk/riddor/report.htm>

7. Training

All college staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The college will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher and College Manager every 2 years. At every review, the policy will be approved by the Governing Body.

Appendix 1: list of trained first aiders

Staff member's name	Role	Contact details
<p>A full list of current first aiders is kept on file in the college but not publically available on line to comply with the college's data protection policy.</p>		

Appendix 2: accident report form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the college will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 3: first aid training log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
A full list of current first aiders is kept on file in the college but not publically available on line to comply with the college's data protection policy.			