



**ST MARY'S
COLLEGE**

First Aid Policy

Name of policy	First Aid
Status	Approved 2013, reviewed January 2023
Date of next review	July 2024
Reviewed by	M.Stead

Introduction

The First Aid policy supports that we treat every student with respect and dignity, create a safe environment for all pupils and staff and take a holistic approach to health care. First Aid at St Mary's College aims to preserve life, prevent harm and promote recovery at all times. The First Aid policy has been put together in line with government guidelines for [First Aid In Schools](#).

The Health Care team works together and consists of the School Health Care Assistants, the Personal Care Manager and the Designated Safeguarding Lead.

Legislative Context

- [The Health and Safety \(First Aid\) Regulations 1981](#), 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](#), 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](#) 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](#), 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](#), set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

General Aims

The aims of the College are achieved through the policies of the National Curriculum Core and Foundation subjects. Each student's entitlement is recognised. This operates irrespective of gender, race, religion, disability or other factors. St Mary's provides appropriate equipment and trained health care assistants with their main role to provide first aid.

Main Aims

The main aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils 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

Roles and Responsibilities

The school's appointed persons are our Medical Health Care Team.

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role by an approved and qualified training provider 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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident using the schools approved accident recording form
- Keeping their contact details up to date

Our school's Medical Health Care Team and First Aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Trust Directors

The governing board of directors has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head of School and staff members.

Head of School

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- 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 pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aiders is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

At the school provision is available between the hours of 8-30am and 4pm. The school Health Care Assistants are situated in the medical room and will document all first aid incidents there.

Emergency First Aid will be carried out at the scene of an incident, all injuries dealt with safely and professionally by a trained First Aider.

Off-site First Aid provision

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

- A school mobile phone
- A portable first aid kit

- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

First Aid Kits, equipment and facilities

First aid takes place in the medical room by the school health care assistants. All first aid equipment is kept here. The medical room is shown to pupils in Transition Week and introduced to new staff as part of their induction.

Additional first aid kits are kept in:

- School vehicles
- The School Kitchen
- Design & Technology teaching rooms
- Science Prep Room

No medication is kept in First Aid kits.

Pulse Oximeters, Blood Pressure monitors and Temperature Probes will assist in making accurate judgements and the best outcomes for the injured person.

First aid kits will be used for day trips and excursions, all treatment performed by a trained first aider. First aid kits will be checked when returned and stock checked monthly using a checklist method.

Recording and Reporting

- All first aid incidents and accidents will be documented via spreadsheets electronically 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 required of an accident form
- An entry about the accident will be added to the pupils individual record
- Records held in the first aid and accident book will be retained by the school 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.

- If the first aider feels further medical assistance is required a parent/carer will be advised. When a fracture or serious injury occurs this will be recorded via the RIDDOR system.

During off site visits paper-based accident records (Appendix 2) will be completed after treating any injury and returned to the Medical Care Team for inputting on the school system on return from the visit.

Reporting to the HSE

The Medical Health Care Team or First Aider 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).

The Healthcare 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 scalding 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/student is away from school 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 schools 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:

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

Parents will be informed by the Medical Health Care Team or Year Team of any head injury sustained by a pupil or incident where further medical treatment is advised.

Reporting to Ofsted and other agencies

The Head of School will notify Ofsted 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.

The Head of School will also notify the Hull Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care

Safeguarding

The Medical Health Care Team may have safeguarding concerns whilst treating an injured pupil. Injuries relating to safeguarding issues will be treated immediately and the Designated Safeguarding Lead will be informed immediately. The school will follow its Safeguarding Policy and procedures.

Training

All school 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 school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

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

During coronavirus: if certificate requalification training is prevented for reasons associated with the pandemic, the validity of current certificates may be extended. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will

encourage them to access online resources in the interim to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.

Monitoring arrangements

This policy will be reviewed by the Head of School with the Medical Health Care Team annually and approved by the Directors every three years (or sooner should the need arise, or significant revisions made).

Conclusion

St Mary's will administer first aid safely and all assessments made will be in line with HSTS training.

All actions taken by the trained first aider will offer positive care and excellent communication between other staff members and information will be passed on to parents where necessary.

Appendix 1

Health Care First Aiders – 3 day First Aid at Work:

- Kerrie Litten – Health Care Manager (expires Nov 2025)
- Sarah Hoggard – Health care Assistant (expires March 2024)
- Claire Riley – Health Care Assistant (expires Feb 2025)

A number of school staff also hold 1 Day Emergency First Aid at Work or the full 3 day qualification.

A full list of these staff is available from the Health Care Manager Kerrie Litten.

Appendix2

Educational Visits **ACCIDENT RECORD FORM**



About the person who had the accident:

Name:	
Home address:	
Postcode:	Telephone:
Is this person a STUDENT / MEMBER OF SCHOOL STAFF <i>(please delete as applicable)</i>	

Details of the person reporting this accident:

Name:	
Home address:	
Postcode:	Telephone:
School dept.:	

Details of accident/ injury:

Date: dd / mm / yyyy	Time: hh / mm
Where did this accident / injury take place:	
Describe how the accident happened (give a cause if you can):	
Details of any injuries:	
Treatment given:	
Signature of First Aider:	Date: dd / mm / yyyy
Employers use only: If this accident is reportable under RIDDOR, 2013 How was it reported?: Signed : Date: dd / mm / yyyy	