



# Archbishop Beck Catholic College

First Aid Policy

## 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 the 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

## 3. Roles and responsibilities.

### 3.1 Appointed person(s) and first aiders

The school has 12 trained paediatric first aiders. 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 (see section 7) 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.
- Keeping their contact details up to date.

Our college's first aiders are listed at the end of the policy document:

### **3.2 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 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).

### **3.3 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 to where a first aider is not called.
- 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 school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the student services team will contact parents immediately.
- The relevant member of staff 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 pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Access to parents' contact details.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off college premises.

## **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.
- 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 Main Office
- Student Services
- Physical Education Department
- Science Prep Room
- Tennis Centre
- Sixth Form Office
- Maths Workroom
- Learning Resource Centre (LRC)
- Site Staff Office
- Kitchen Office

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time. Parents are also informed that treatment has been given to a student.

- An AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- 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, an AIRS 1 form will be kept until the child is 21 years old.

## 6.2 Reporting to the HSE

The Headteacher 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 Headteacher 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 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

### **6.3 Notifying parents**

The students service team will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the college's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a student while in the college's care.

## **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.

Staff are encouraged to renew their first aid training when it is no longer valid. Training will be provided by the college.

At all times, at least 5 staff members will have a current paediatric first aid (PFA) certificate.

## **8. Monitoring arrangements**

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years.

At every review, the policy will be approved by the full governing board.

## **9. Links with other policies**

This first aid policy is linked to the

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

## **10. First aid during the coronavirus (COVID-19) outbreak**

- The college will ensure there is a trained first aider on site at all times.
- Any student demonstrating symptom of COVID 19 will be isolated in the inclusion room, but if other students are already within the room the first aid room will be used. Parents will be informed to follow current Public Health England advice regarding isolation/testing and returning to the college.

- The college has identified the inclusion room as a temporary first aid room this will assist staff in maintaining a distance from the casualty as much as possible and minimise the time you share a breathing zone.
- If the student is capable, tell them to do things for you, but treating the casualty properly should be your first concern.

**If available, use**

- a fluid-repellent surgical mask.
- disposable gloves.
- eye protection.
- apron or other suitable covering.

**Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.**

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

**After delivering any first aid**

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

**Preserve life: CPR – COVID 19 Guidance.**

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.
- Ask for help. If a portable defibrillator is available, ask for it.
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation.
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't do rescue breaths.**

**Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.
- If giving first aid to someone, you should use the recommended equipment listed above if it is available.
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.

## **Training for First Aiders**

- Training is currently being organised for the first week back in September to enable all staff to gain insight into new methods in place due to COVID 19.

## **List of trained First Aiders**

Clare McDonough	Elizabeth Brown
Neil Davidson	Stephen Kenny
Pauline Williams	Barry Kennedy
Carolyn Gibson	Ken Pugh
Sarah Stafford	Chris Gillon
Elizabeth Skully	Helen Zoldan
Carol Elder	Julie Higgs
Joyce Jessop	Artemis Lagoyianni
Josh Lee Jones	Jackson Lee Jones
Jane Taylor	Laura White
Liz Williams	

## COVID 19 Addendum

### Archbishop Beck Catholic College – Procedures for students feeling unwell.

1. Any student feeling unwell will be placed in the break out area of their bubble. Please ring student services to make them aware.
2. Student to then be escorted by a member of staff to Students Services. Student uses their stairwell but may walk across the atrium. Face mask must be worn.
3. Student Services will contact home.
4. If COVID symptoms: student becomes unwell with a new, continuous cough or a high temperature (37.8+), or has a loss of, or change in, their normal sense of taste or smell (anosmia).
5. Parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
6. While the student is awaiting collection, move them to an isolated room (Meeting Room 1) and open a window for ventilation. Staff will monitor the students from outside the room.
7. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
8. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE:

<b>Situation</b>	<b>PPE</b>
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

9. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and ask them to notify the college of the results. Student cannot return until evidence is received of a negative test.
10. Once the student has left the premises, thoroughly disinfect/clean all surfaces and location points they came into contact with (including the bathroom if used).