Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

First Aid Policy

Signed by the Chair	
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Required on Website	**No**
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Reviewed by	**Director of Estates**

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INTRODUCTION

The Bishop Wilkinson Catholic Education Trust ('The Trust') recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable. The Trust 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 Trust and at an individual school level.
- To ensure that first aid provision is available at all times when staff, students and visitors are on Trust/school premises, and also whilst on school trips and sporting activities.

ASSOCIATED LEGISLATION

- The Health and Safety at Work etc. Act 1974 and associated regulations.
- The Health and Safety (First Aid) Regulations 1981 (as amended).
- School Premises (England) Regulations 2012.
- The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses).
- Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles).

OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders, to meet the needs of the Trust/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 (RIDDOR) 2013.

FIRST AID ASSESSMENTS

In addition to the legal requirement to have a health and safety policy, schools must have a first aid policy and carry out a first aid needs assessment to help inform that policy.

A record must be kept of all incidents dealt with by a first aider or appointed person to help inform the development of the policy and any subsequent first aid needs assessments. Information from health and safety risk assessments can also inform these first aid needs assessments. Identifying the likely causes of accidents or injuries will help Executive Headteachers/Headteachers to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The needs of students and visitors should be considered alongside the needs of employees when making such assessments and when putting in place appropriate first aid provision.

Provision should be enough to ensure that first aid can be administered without delay should the occasion arise and be available at all times. Arrangements should take account of absences of a first aider or appointed person and reflect alternative work practices. Further details of

what factors to consider when making needs assessments and appointing emergency cover for first aiders can be found in HSE's first aid guidance.
Schools should review their first aid needs after any major changes such as changes to staff or premises, to make sure provision remains appropriate.

Headteachers should ensure that staff, students and parents and carers are aware of their first aid arrangements.

RESPONSIBILITIES

Included within the responsibilities of the Appointed Person/First Aider are:

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits.
- To ensure when appropriate, that an ambulance or other professional medical help is called.
- To ensure that there are an adequate number of qualified First Aiders available.
- To check the contents of first aid kits each term and re-stock, as necessary.
- To monitor and check the defibrillators in school.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The Executive Headteacher/Headteacher or the School Manager is responsible for all necessary reporting under RIDDOR. **Please contact the Director of Estates at the Trust to complete all RIDDOR forms for the HSE.**

FIRST AIDERS

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate. All training for First Aiders and Paediatric First Aiders should be completed through ProFire.

There is no rule on the number of first aiders required as this will be identified as part of the first aid needs assessment and will be based on the circumstances of each individual school.

MEDICAL FACILITIES

The school is required by the Education (School Premises) Regulations 2012 to have suitable accommodation in order to cater for the medical and therapy needs of students, including accommodation for:

- the medical examination and treatment of students; and
- 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.
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 their next of kin, parent or guardian). The First Aider on scene must contact the Emergency Services 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 (Mrs C Casey or Mrs P Swanston) 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. 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 Executive Headteacher/Headteacher/School Manager.

ILLNESS

If a student is unwell in any respect during lesson time, they are advised to report this to their class 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.

If a student is unable to remain in the lesson due to illness, they are to be escorted to the Medical Room, to be cared for until a parent/guardian is able to collect them.

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. It is strongly recommended that first aiders undertake annual refresher training to maintain their basis skills and keep up to date with any changes in procedures.

Early years education providers, including schools, must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.

The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the criteria set out in annex A in the EYFS.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early year setting.

Paediatric first aid training must be renewed every 3 years and should be relevant for employees caring for young children and where relevant, babies. Executive Headteachers/Headteachers should take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric First Aider is able to respond to emergencies quickly.

A list of staff qualified as First Aiders is in Appendix C. This list will be kept up to date, made available on the website and in the medical room.

FIRST AID KIT PROVISION

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, schools should provide at least one fully stocked first aid container for each site. Additional first aid containers may be needed for large or split-level sites, distant sports fields or playgrounds, any other high-risk areas and any offsite activities. All first aid containers should be marked with a white cross on a green background.

Careful consideration should be given to the siting of first aid containers and, where possible, they should be kept near to hand washing facilities.

A school's first aid procedures should identify the first aider or appointed person responsible for examining the contents of first aid containers. The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid kits are available throughout the school; see Appendix A for locations. This information has been shared with staff and is displayed in the medical room.

OFF SITE VISITS

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities.

Portable First Aid kits for off site visits are available from the medical room.

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition aboard the minibus. Further information, including advice on what the kit should contain, is available.

STUDENTS' MEDICAL CONDITIONS

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually by the appointed person or First Aider and shared with staff. Medical information is uploaded to CPOMS. Medical conditions are also recorded on Arbor and staff are made aware via Arbor if students have serious medical conditions.

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 and shared with the relevant staff.

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 which are kept in the medical room. **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 kept in the medical room. Which can only be given with signed consent from parents or guardians. ***Further details can be found in the school Asthma Policy.***

MENTAL HEALTH

Schools are encouraged to identify a senior mental health lead. This role should include having strategic oversight of the whole school approach to mental health and wellbeing. They will support their school to make the best use of existing resources and effort to help improve the wellbeing and mental health of students and staff.

ProFire provide Mental Health training as part of their H&S provision. HSE also provides further information on mental health conditions, work and the workplace. The Education Support charity provides free 24 hours a day telephone counselling to all serving and retired education staff in need on mental health support.

School staff are not mental health professionals. Where students experience more serious mental health problems, schools should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

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 BODILY 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 site team.

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/).

All RIDDOR reportable events must be reported to the Director or Estates immediately.

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.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e., when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

Schools will receive an AED from the DfE, if they do not already have one, which can be used as part of their Frist Aid provision.

Please read the AED Policy in conjunction with this policy for further information.

ACCIDENT RECORDING

An Accident Log should be completed for each incident and registered onto Notify (current accident management portal used by BWCET) by either the appointed person/First Aider or the School Manager. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

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.

MONITORING AND REVIEW

This policy will be reviewed every three years or sooner if there are any changes in legislation.

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APPENDIX 1

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 **WITHOUT DELAY**

EMPLOYEES	STUDENTS AND MEMBERS OF PUBLIC	DANGEROUS OCCURRENCES
• Employee or self-employed person working on your premises is killed. • Employee or self-employed person working on your premises suffers a major injury. • The above would include where the injury is as a result of physical violence. A major injury is defined as – • Fractures (except fingers, thumbs or toes). • Amputation. • Dislocation of shoulder, hip, knee or spine. • Loss of sight (temporary or permanent). • Chemical or hot metal burn to the eye or any penetrating injury to the eye. • Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24hrs. • Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hrs.	• A member of the public (including students) is killed or taken to hospital and receives treatment; • **and** the accident arises out of or is in connection with the work activity. 'Arises out of or is in connection with the work activity' would include if the accident is attributable to – • work organisation (e.g., lack of supervision) • plant or substances (e.g., machinery or chemicals) • the condition of the premises. The student could have been taken from the school premises to hospital by either an ambulance, school staff or even a parent. **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**	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&S Team. • Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. • Explosion, collapse or bursting of any closed vessel or associated pipework. • Plant or equipment coming into contact with power lines. • Electrical short circuit or overload causing fire or explosion. • Collapse or partial collapse of a scaffold over 5m high or erected near water. • Explosion or fire causing suspension of normal work for over 24 hrs. • Accidental release of any substance which may damage health e.g. asbestos. A full list is available on the HSE website (hse.gov.uk)

	to a hospital, including when transported by parents.	
OVER- SEVEN – DAY INJURIES		**ALL OTHER ACCIDENTS THAT REQUIRE FIRST AID TREATMENT**
The H&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.		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. 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

APPENDIX 2 – First Aid Qualified Staff

Name:	Designation:	Qualification(s)
Mrs T Ward	Teaching Assistant	Administering Medication First Aid at Work Paediatric First Aid Managing Medication
Mrs G Sant	Teaching Assistant	Paediatric First Aid
Mrs N Jacklin	Teaching Assistant	Paediatric First Aid
Mrs D Hill	Higher Level Teaching Assistant	Paediatric First Aid
Miss E Hudson	Teaching Assistant	Administering Medication Paediatric First Aid
Mrs C Casey	Administrator	Administering Medication Managing Medication
Miss B Cutter	Teacher	Administering Medication
Mrs C Hampson	Teacher	Administering Medication
Mrs P Swanston	Business Manager	Managing Medication