



ST. ILLTYD'S CATHOLIC HIGH SCHOOL

FIRST AID POLICY

JULY 2012

Introduction

This document has been prepared to provide guidance on the policy and procedures for dealing with First Aid at St Illtyd's Catholic High School. The requirements for the statutory provision of First Aid have been taken into account.

The Health and Safety [First Aid] Regulations 1981 require employers to provide trained persons, equipment etc, to deal with First Aid emergencies and ill health occurring at work. Facilities must be provided to ensure that First Aid is rendered to employees, visitors, students, volunteers, agency staff etc, if they become ill or are injured at work or under the jurisdiction of the school, on or off-site.

Purpose

First Aid is provided to:

- preserve life
- limit the effects of the condition and
- promote recovery

First Aid should be provided where a person will need further medical treatment until such help arrives, and for the treatment of minor injuries. It should be noted that the treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

Definitions

- A First Aider is a person who has attended, successfully completed and has a valid certificate for the 4 day 'First Aid at Work' training.
- Appointed person means a person who has attended, successfully completed and has a valid certificate for the 'Appointed Persons' training.
- Employer means the governors of St Illtyd's Catholic High School
- First Aid means the following:
 - For/in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
 - Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.
 - Service User means a person or organisation using the Academy.

The responsibility of the Employer is to:

- establish the First Aid need by risk assessment
- identify suitable employees who are willing to undertake First Aid training and annual refresher training [see Appendix D]
- provide adequate First Aid equipment and facilities [see Appendix B]
- inform employees and site facilities managers of the location of the First Aid personnel and equipment available to them in their working environment. This will be in the form of a standard notice which will be displayed on the Health & Safety notice board
- ensure the First Aiders maintain their First Aid or Appointed Person status by attending annual/bi-annual refresher training

The responsibilities above have been delegated to the Headteacher to discharge them in the appropriate manner.

There is a register for maintenance of an up-to-date record of personnel trained in First Aid which informs the Headteacher when staff require refresher/re-qualification training.

Procedure

Identification of Suitable Employees

The Headteacher must ensure that the candidates for First Aid training are physically and educationally suited and are willing to undergo training and act as a qualified First Aider. The Headteacher must ensure that candidates are fully briefed on the role and requirements of being a First Aider. They must understand the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice [see Appendix E].

Roles and Responsibilities of First Aiders and Appointed Persons

First Aiders will:

- ensure that their qualification are always up to date
- ensure that first aid cover is available throughout the working hours of the school week.
- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or Emergency Services
- help fellow First Aiders at an incident and provide support during the aftermath
- act as a person who can be relied upon to help when the need arises

- ensure that first aid kits are adequately stocked and always to hand
- insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by dialing 999 or by asking parents to pick up a child to take them to hospital, ensuring that parents are aware of **all** head injuries promptly
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance at the request of paramedics
 - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted
 - met at hospital by a relative
[The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent. Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher].
- keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in School Office. In the case of an accident, the Accident Book must be completed by the appropriate person
- ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around

Staff trained to give first aid within St Illtyd's Catholic High School are as follows:

- Mrs Anne Boase – Main Office
- Mrs Caryl Ash – Main Office
- Mr Andrew Hill – Estates Officer
- Mr Peter Hill – Estates Officer
- Mrs Susan Smart – Science Technician

The First Aiders' responsibilities include:

- ensuring their own recommended immunisations/injections are up to date
- reporting any illness or injuries which would preclude their abilities to administer First Aid to local management to arrange alternative cover

First Aiders should also have a responsibility to attend refresher training.

THE GOVERNING BODY will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981
- monitor and respond to all matters relating to the health and safety of all persons on School premises
- ensure all new staff are made aware of First Aid procedures in the school.

THE HEADTEACHER AND LEADERSHIP TEAM will:

- ensure that relevant staff always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell
- ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination
- at the start of each academic year, ensure that the first aid team is provided with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness
- ensure that relevant staff have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for Academy trips/outings

TEACHERS will:

- familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are
- be aware of specific medical details of individual students when publicised by Progress Leaders and/or inclusion Manager
- ensure that their students/tutees are aware of the procedures in operation
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- send a student who has minor injuries or feels generally 'unwell' to Reception 1, if they are able to walk to where a First Aider will see them; this student may be accompanied

- ensure that they have a current medical consent form for every student that they take out on a Academy trip which indicates any specific conditions or medications of which they should be aware
- have regard to personal safety

OFFICE STAFF will:

- call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- **NOT** administer paracetamol or other non-prescribed medications

Responsibilities of the Training Provider

Any First Aid training must be carried out in line with Health and Safety Executive [HSE] requirements, and by registered and approved providers. The role of the training provider is to:

- provide advice and information relating to First Aid at Work, including any changes in regulations or employer requirements
- provide First Aid training in line with the Health and Safety [First Aid] Regulations 1981
- provide refresher training
- assess and certify students as competent to approved HSE standards.

Additional Information

The management of First Aid provision and the relevant arrangements will be part of health and safety audits conducted. If Trade Union Safety Representatives have concerns over the provision of First Aid cover, they should raise them with the Headteacher.

Indemnity and Insurance

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the School, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- they are a School designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training
- they use relevant protective equipment as appropriate
- the First Aider is adhering to protocols and acting within the limitations of their training
- that the First Aider is acting in good faith

Use of the 'Epi Pen'

Members of staff who have been trained in the use of the 'Epi Pen' whether by a parent, user or medical staff, will also be covered provided that:

- the member of staff is adhering to protocols and acting within the limitations of their training
- that the member of staff is acting in good faith

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School

First Aid Equipment and Facilities

An appropriate environment to render First Aid or allow a person to rest [minor illness] is provided. This medical room is private, allows access to hand washing facilities, drinking water and toilet facilities and enables any casualties to sit or lie down as needed.

There are three First Aid kits in the school building and one in the School minibus. Each First Aider has his/her own First Aid kit for rapid access in an emergency situation.

All First Aid kits/boxes are identified by a white cross on a green background and contain the following minimum items:

- 1 guidance card
- 20 sterile dressings,
- 20 individually wrapped sterile adhesive dressings - small, medium and large [blue detectable in food preparation areas]
- 2 Sterile eye pads
- 4 Triangular bandages
- 6 Safety pins
- 6 medium sized, individually wrapped sterile, unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

The contents of first aid boxes must be maintained by first aiders and should be replenished as soon as possible after use. Expiry dates of first aid materials must be checked and items beyond this date should be discarded. The contents of first aid boxes must be examined frequently.

The following should be available in the vicinity of the first aid box:

- Scissors
- Adhesive tape
- Disposable aprons
- Disposable glove (not latex)
- Individual wrapped moist wipes
- Spill kit and/or bleach (stored and handled in a safe a proper manner with an appropriate COSHH assessment)
- Plastic bags

There must be no medication within the First Aid kit/box, and administration of medication in a First Aid situation is not part of the First Aider's role.

Bleach [Sodium Hypochlorite], or one of the available proprietary combined soak and disinfectant products, should be available in the workplace for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. Clinical disposal bags should also be provided.

Arrangements should be in place for the Site Manager to obtain supplies.

July 2012

Policy Review date: July 2014

Selecting a Person to be Trained as a First Aider

A person should be selected on the basis of their reliability, willingness to become a First Aider, disposition for dealing with sick or injured persons and good communication skills. Their aptitude and ability to absorb new knowledge, and their ability to cope with stressful and physically demanding emergency situations is essential.

Essential Physical Requirements

- Have the ability to bend down and kneel on the floor and bend over to administer First Aid including resuscitation
- Have no muscular or skeletal injuries to prevent completing First Aiders' tasks
- Have the ability to move in awkward places [e.g. confined spaces]
- Have the ability to administer ventilation [breaths] over a period of ten minutes
- Have no medical condition that will prevent them from giving treatment to casualties

Educational Ability

- Ability to absorb new knowledge
- Accept responsibility
- Pass written and practical assessment