



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 30 trained 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.
- Act 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.

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 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.

Preserve life: CPR.

- Call 999 immediately.
- 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.

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately
- Should a student feel unwell staff will use the NHS is my child well enough to attend school guidance and if necessary, parents will be contacted to collect the student
- Should an injury require further medical assistance parents will be contacted to collect the student
- 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.

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.
- Safety Scissors.
- Cold compresses.
- Burns dressings.
- Face Shield
- Finger dressings
- Foil blankets
- Eye wash

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

Defibs are located as follows:

- Ground Floor - First aid room / PE workroom
- First Floor - RE workroom
- Second Floor - Maths workroom
- Off site - Tennis Centre

6. Record-keeping and reporting

6.1 First aid and accident record book

- A minor accidents or injury that require minor first aid- a wipe, cold compress, plaster or ice pack for a short time do not require an accident form to be completed with the exception of where a cold compress or ice pack is used for a head injury.
- 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 can 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.

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

List of trained First Aiders

Name	Floor	Location	Extension	Renewal Date
Pam Sutton	Ground	Student Services	331	September 25
Neil Davidson	Ground	Student Services	307	September 25
Clare McDonaugh	Ground	Main Office	300	September 25
Carly	Ground	Kitchen	350	September 25
Stephen Kenny	Ground	Site Managers Office	328	October 26
Barbara Stoskova	Ground	Kitchen	350	October 26
Carolyn Gibson	Second	Sixth Form (Admin Office)	345	October 26
Barry Kennedy	Ground	Site Managers Office	328	October 26
Kenny Pugh	Ground	Site Managers Office	328	October 26
Joal Goodall	Ground	Technician Office	322	October 26
Ewan Collins	Ground	Technician Office	322	October 26
Liz Williams	Ground	Environmental Office	329	October 26
Margaret Scully	First	LRC (Admin Office)	324	October 26
Lauren White	Ground	Student Services	313	October 26
Sarah Stafford	Second	Science Prep Room	343	October 26
Aissatou Tall	Ground	Kitchen	350	October 26
Elizabeth Langley	Second	ICT Workroom	342	September 27
James Higham	Second	Maths Workroom	348	September 27
Kevin Day	First	LRC (Admin Office)	324	September 27
Dr Khan	First	LRC (Admin Office)	324	September 27
Lynne Coyne	First	LRC (Admin Office)	324	September 27
Lucy Fearnley	First	LRC (Admin Office)	324	September 27
Eva Finnan	Ground	Performing Arts Workroom	321	September 27

Dave Atherton	Second	Science Prep Room	343	September 27
Tania Nevado	First	Languages Workroom	333	September 27
Ann-marie Campbell	Ground	DT Workroom	332	September 27
Chris Gillon	Ground	PE Workroom	320	September 27
Delme Herriman	Ground	PE Workroom	320	September 27
Nicola Atkinson	First	Humanities Workroom	337	September 27