



St. Gregory's Catholic High School

First Aid Policy

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy was reviewed by the Director of Finance and Resources and Senior Leadership Team on 1st February 2021 prior to the submission of the policy to Governors' Community Committee for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 10th December 2019

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Statement of intent

St Gregory's Catholic High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

St Gregory's Catholic High School will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. The policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury
- Ensure that medicines are only administered at the school when express permission has been granted for this
- Ensure that all medicines are appropriately stored
- Promote effective infection control

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site. The member of staff making the call should ensure that school reception are made aware, to manage the access of emergency vehicles and parental communication.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance
- Management of Health and Safety at Work Regulation of 1999
- The reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR 1995)
- DfE (2015) supporting pupils in school with medical conditions
- DfE (2000) guidance on first aid for schools
- DfE (2019) automated external defibrillators (AEDs)

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering medication policy
- Medical policy
- Record management policy
- Allergen and anaphylaxis policy
- Behaviour Policy
- Child protection and Safeguarding Policy
- Lone working policy
- Educational Visits and School Trips Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically have been conducted
- Ensuring that there is sufficient number of appointed first aiders within the school based upon these assessments
- Ensuring that there are procedures and arrangements in place for first aid during offsite or out of hours activities e.g. educational visits or parents evenings
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment
- Ensuring that appropriate and efficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding confidence and expertise in carrying out first aid duties
- Ensuring that adequate equipment and facilities are provided for the school site
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complying with the relevant legislation and guidance
- Ensuring that an appointed person is selected from amongst staff to take the lead in first aid arrangements and procedures for the school

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed particularly in the case of an emergency
- Ensuring that all pupils and staff are aware of the identities of the schools first aiders and how to contact them if necessary

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures including making sure that they know who to contact in the event of any illness, accident or injury
- Endeavouring at all times to secure the welfare of pupils at the school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board
- Ensuring that they are comfortable and confident in administering first aid, ensuring they are fully aware of the content of this policy and any procedures for administering first aid including emergency procedures

Schools must have at least one appointed person to oversee first aid provision. The appointed person is not a first aider and must not conduct any first aid for which they have not been trained. The appointed person should however, be trained in emergency procedures as outlined below. The appointment person is responsible for:

- Overseeing the schools first aid arrangements
- Taking charge when someone becomes injured or ill
- Looking after the first aid equipment e.g. restocking
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Partaking in emergency first aid training and refresher training where appropriate to ensure they have knowledge of:
 - What to do in an emergency
 - Cardiopulmonary resuscitation
 - First aid for the unconscious casualty
 - First aid for the wounded or bleeding
- Maintaining injury and illness records when required

3. First aid provision

The school will routinely re-evaluate its first aid arrangements at least annually to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals on site, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individual wrapped sterile adhesive dressings or assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferable sterile
- 6 safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the content of the first aid boxes including any mobile first aid boxes for offsite use – these 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 boxes are located in the following areas:

- CANTEEN – Catering First Aid Box
- FOOD TECH G18&G19 – Catering first aid boxes
- FOOD TECH G19 – Burns Kit
- DT G11 – Standard first aid kit
- SCIENCE PREP – Standard first aid kit
- SCIENCE PREP – Burns Kit
- SCIENCE N1 – Standard first aid kit
- DT N4 – Standard first aid kit
- STAFFROOM Kitchen area – Standard first aid kit
- PASTORAL – Standard first aid kit
- RECEPTION – Standard first aid kit
- RECEPTION – Minor burns sprays
- SPORTSHALL PE Office – Standard first aid kit
- SEN/AUGUSTINE – Standard first aid kit

4. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils staff or visitors and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence issued by a HSE approved organisation.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first aid personnel where this has not already been obtained.

The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the Director of Finance.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

Jill Lee	Ext 138	Main Office	Expires 22 Jan 2021
Tracey Chappell	Ext 100	Reception	Expires 3 October 2021
Maria Small	Ext 135	Attendance Office	Expires 1 July 2021
Kristy Woodier	Ext 143	SEN Dept	Expires 3 October 2021
Mark Bywater	Ext 100	Technology	Expires 3 October 2021
Peter Bacon	Ext 100	Geography	Expires 3 October 2021
Liz Lavin	Ext 116	Dep Hd Office	Expires 22 Jan 2022
Nicola Caldwell	Ext 134	Asst Hd Office	Expires 22 Jan 2022
Matthew Funnell	Ext 151	IONA	Expires 22 Jan 2022
Louise Dutton	Ext 128	Prep room	Expires 22 Jan 2022
Helen McSorley	Ext 103	Augustine	Expires 22 Jan 2022

The school will ensure that there is always a sufficient first aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders the school will follow the criteria laid out in government guidance considering the individuals:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties- a first aider must be able to leave to go immediately to an emergency

5. Automated external defibrillators (AEDs)

The school has an AED which is located in the main school office

Where the use of an AED is required, individuals will follow the step by step instructions displayed on the device.

A general awareness briefing session to promote the use of AEDs will be provided to staff on an annual basis, during the statutory safeguarding training.

Use of the AED will be promoted to pupils during PD lessons.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

If the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained or the individual has become seriously unwell a responding staff member will call 999 immediately.

Where necessary a trained staff member will administer emergency help to all injured persons. The purpose of this is to keep the victim(s) alive, and if possible comfortable before professional medical help arrives. In some situations, immediate action can prevent the accident from getting serious or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instruction of the operator – this may include the administering of emergency first aid
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupils parent/carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent/carer arrives
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in the school mini bus accompanied by at least 2 members of staff, one of whom should be a first aider. The pupils parent/carer is called as soon as possible to inform them that this course of action has been taken and at least one of the staff members remains with the pupil until a parent/carer arrives

The school will ensure that no further injury can result from any incidents that occur either by making the scene of the incident safe or (if they are fit to be moved) by removing injured persons for the scene.

Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

When the above action has been taken, the incident must be reported promptly to:

- The Headteacher
- The parents/carer of the victim(s)

7. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.

Parents must be informed in writing of any injury to the head, whether minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents/carers as soon as possible.

A list of emergency contact details is kept at reception/admin office.

The appointed person will ensure that records are kept of any injuries accidents or illnesses as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident
- The name and class of the injured or ill person
- Details of the injury or illness and what first aid was given
- What happened to the person immediately afterwards
- The name and signature of the first aider or person dealing with the incident

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the records management policy.

8. Offsite visits and events

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.

For more information, please see the separate Educational Visits and School Trips Policy.

9. Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment ie epi pen.

Parents should advise the school when a child has a chronic medical condition or severe allergy so that a Individual Health Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

10. Illness and allergies

When a pupil becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy this will be addressed by the school's allergen and anaphylaxis policy.

11. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupils in mind – guidelines are issued to staff in this regard.

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking. The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

1. Legal framework

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2020) 'Guidance for full opening: schools'

The policy is implemented in conjunction with the school's comprehensive risk assessment.

2. Enforcing new procedures

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals.

The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

The school ensures that additional first aid procedures are communicated effectively to all pupils.

Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.

The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

3. Social distancing and infection control measures

When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

The school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of paragraph 7.3 or if required to do so in accordance with the school's risk assessment.

4. First Aiders

The school ensures that there is a minimum of two trained first aiders on site during school hours.

The school ensures that there is a minimum of two trained first aiders on site for the duration of any after school intervention or activities

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended

5. First aid training

First aiders' training is kept up-to-date.

The school will ensure that any first aider whose First Aid at Work or Emergency First Aid at Work certificate expired after 16 March 2020 receives requalification training as soon as possible and no later than 31 March 2021.

Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to:

- Check if they are eligible for an extension.
- Undertake any training that can be done online where face-to-face training is not required or available.

6. Administering and handling medication

When administering medication, staff will be expected to:

- Adhere to the school's social distancing and infection control measures as much as possible
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead
- Minimise face-to-face contact where side-by-side interaction is not practical

The school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of paragraph 7.3

When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required
- Minimise the number of people handling medication
- Ensure that medication or medical equipment brought in from home is safe to be taken home again

7. Ill health and infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets

In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 3 of this appendix.

Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

In the event that a first aider develops coronavirus symptoms, they will be sent home and the [headteacher](#) will ensure there remains a sufficient number of first aiders on the premises.

8. Emergencies

Accidents and emergencies are managed in line with [section 7](#) of the main body of this policy.

When administering emergency first aid, social distancing restrictions do not apply.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:

- Call 999 immediately – tell the call handler if the patient is exhibiting any coronavirus symptoms
- If a portable defibrillator is available, ideally ensure that it is used by someone who has been trained to operate it, however, training is not a mandatory requirement
- Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate – do not use rescue breaths
- After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned
- Wash hands thoroughly with warm, soapy water