

# St. Mark's Catholic School



## FIRST AID POLICY

Effective Date:	Review Date:	Prepared by:	Designated SLT:	Governor's Committee:
Nov 2024	Nov 2025	LOC/SBM	LOC	Pastoral

## **Our Mission:**

*St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.*

Under the Health and Safety (First Aid) Regulations, 2013 and guidance from the Department for Education and Skills and the Local Authority, the Governing Body of the School is responsible for making sure that the school has a Health and Safety Policy which includes arrangements for First Aid. This policy outlines the School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors. First Aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

This policy addresses the responsibilities, the procedures in place to meet that responsibility and it provides information related to First Aid.

### **AIMS**

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times for the health and safety of employees and of all those on the school premises.

### **OBJECTIVES**

In accordance with legislation and good practice the school will ensure that:

- the appropriate number of suitably trained people are appointed as First Aiders to meet the needs of the School;
- adequate training and guidance is available for first aiders. A record of such training is maintained and monitored by the Student Services officer and SBM;
- a risk assessment is carried out to determine the needs of the school and the level of provision required;
- the necessary equipment, appropriate resources and facilities are available;
- all staff are made aware of first aid arrangements;
- a written record is kept of all significant accidents both on and off the premises;
- a record is kept of all first aid treatment administered;
- Learning from accidents and treatment is shared among first aiders and SBM; then shared with the Risk Management Governors Committee.
- Medical forms are completed for each pupil describing any relevant medical or past history, relevant treatment and newly diagnosed conditions that the school should be aware of. This information should be uploaded to the School MIS and medical tracker for availability.

- All records and paperwork referring to accidents and treatments administered are stored in the medical room.

## PROCEDURES

**Risk assessments** are carried out on areas around school and school activities. Reviews are carried out at least annually. Recommendations on measures needed to prevent or control identified risks are forwarded to the Headteacher and Premises, IT & Health & Safety Governors Committee (**as set out in the School H&S policy**).

### Providing information

The Headteacher ensures that staff are informed about the **School's** first aid arrangements. All staff will have information on the location of equipment, facilities and first aid personnel in the Staff Handbook.

### First Aiders

The Head Teacher with the Senior Leadership Team ensures that First Aiders are available on-site all the time. All First Aiders complete a training course approved by the Health and Safety Executive (HSE).

The main duties of First Aiders

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school- this includes the treatment of any person on the school site/premises whether or not they are an employee, pupil, contractor or member of the public.
- To ensure that an ambulance or other professional medical help is called when necessary.
- To maintain good communication to ensure that accident reporting, risk identification, reduction and elimination is effective.

### Immediate Emergency Action for a sick or injured pupil

- . Assess the nature and seriousness of the situation in terms of the child's safety.
- . Contact the medical room for advice and assistance.
- i. Write down some short details for the medical room.
- . Ensure that parents/guardian are contacted and informed.
- iii. Notes on the incident to be written and uploaded to the medical tracker.
- . In serious situations, the Headteacher must be informed immediately.
- . Automated external defibrillator – located in reception

### Informing Parents

- Parents are informed of injuries, accidents or illnesses sustained at school, and any bump to the head, however minor.
- Parents will be telephoned immediately or as soon as practically possible as a precautionary measure if medical assistance has been required.
- The injury, accident or illness is recorded.
- For more significant incidents, the School Accident Report Form is completed.
- Subject to assessment by the First Aider, parents will be notified by telephone.

### **Transport to Hospital or Home**

- The First Aid Officer on duty determines what is a reasonable and sensible action to take in the circumstances of each case.
- Where the injury is an emergency an ambulance will be called following which the parents will be called.
- Where hospital treatment is required but it is not an emergency, then the parents will be contacted for them to take over the responsibility of the child.
- If the parents cannot be contacted then the First Aid Officer may decide to arrange transport of the pupil to hospital.
- Where the First Aid Officer makes arrangements for transporting a child then the following points will be observed.
  - i. Only staff cars insured to cover such transportation will be used.
  - ii. No individual member of staff should be alone with a pupil in the vehicle.
  - iii. The second member of staff will be present to provide supervision for the injured pupil.
  - iv. If possible at least one member of staff should be of the same gender as the pupil.

### **School Trips and Visits**

- The provision of adequate first aid cover forms part of the essential risk assessment involved in organising any off-site activity.
- Where journeys are close to populated areas, or the likelihood of injury is minimal, then an appointed person or someone with a working knowledge of first aid procedures should accompany sports or field trips and other school journeys, and a travelling first aid kit should be provided.
- The planning for such journeys will include what to do in case of accident and emergency.
- Pupils carry their own medication e.g. epipen.

### **Medical Room**

In compliance with The Education (School Premises) Regulations 2012 the Governing Body ensures that a room is made available for medical treatment. This facility contains the following and is readily available for use:

- sink with running hot and cold water;
- drinking water and disposable cups;
- paper towels;
- Toilet with hand washing facilities.
- smooth-topped working surfaces;
- a range of first aid equipment (at least to the standard required in first aid boxes) and proper storage;
- chair;
- a couch or bed (with waterproof cover),
- soap and anti-bacterial handwash;
- suitable refuse container (foot operated) lined with a clinical waste bag;
- Suitable Sharps bin (contract managed for collections and disposal)
- an appropriate record-keeping facility;
- means of communication, e.g. telephone.

### **Policy review**

This policy will be reviewed on a regular basis to comply with any changes in current regulations and in accordance with the agreed schedule of policy reviews.

**References:**

- The Health and Safety (First-Aid) Regulations 2013
- [www.hse.gov.uk/firstaid](http://www.hse.gov.uk/firstaid)
- Guidance on First Aid for Schools, Early Years and Further Education – DfE publication
- School policy “Supporting pupils in School with Medical Conditions
- School policy “Health and Safety”

**Appendix one: First Aid log**

Date	Last Name	First Name	Form	Time In	Time Out	Description	Action	Additional Info