



Loreto High School Chorlton

## **First Aid Policy November 2018**

**Approved: 12<sup>th</sup> November 2018**  
**Date of Review: November 2020**

## Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation the school has to ensure that there are adequate and appropriate equipment and facilities for providing first aid to employees, pupils, visitors and contractors.

The Health & Safety at Work Act 1974 imposes a general duty on employers to ensure as far as reasonably practicable, the health safety and welfare of all their employees. In the case of a school this extends to pupils and visitors if they are injured or taken ill whilst on school premises.

Further legislation such as the Health and Safety (First Aid) Regulations 1981 and the DfE Guidance on First Aid for Schools set out the basic requirements for this provision.

This policy reflects the advice given in the DfE Guidance on First Aid for Schools. It is important that all school employees adhere to the policy and to associated procedures.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. However, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils. In general, the consequences of taking no action are likely to be more serious than those of trying assist in an emergency.

The First Aid is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team of qualified First Aiders **are not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the procedures.
- To provide awareness of Health & Safety issues within school and on school trips/visits, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent.

### **FIRST AIDERS will:**

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week, in liaison with the Senior Leadership Team.
- 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 following the event.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked, in date and always to hand.
- All first aid supplies are kept securely in Student Services.
- Insist that any casualty who has sustained a significant head injury resulting in a loss of consciousness or a broken bone is seen by professionals at hospital, either by requesting an ambulance to take them directly to hospital or by asking parents to pick up a child advising them to take their child to hospital; ensuring that parents are aware of all head injuries promptly. In the event of a head injury, staff should ensure that they speak to parents or send a head injury advice slip home.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to 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 pupil attended to, the nature of the injury and any treatment given, in the form provided in the First Aid Cupboard situated in Student Services. In the case of an accident, the Accident Form must be completed by the appropriate person as well and handed in person to Jane Naughton.
- When instances of a serious injury occur i.e. broken bones, dislocation, unconsciousness or severe head injuries report them to the Facilities Manager /Health and Safety Lead (Jane Naughton) who will report it to the HSE.  
<http://www.hse.gov.uk/riddor/index.htm>.
- Ensure that everything is cleared away using gloves, and every dressing etc. is disposed of in the appropriate manner. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

**THE GOVERNING BODY will ensure that the School:**

- Provides adequate first aid cover as outlined in the Health and Safety (First Aid) Regulations 1981;
- Monitors and responds to all matters relating to the health and safety of all persons on the school premises;
- Will nominate a named person, Head of Year Laura Mitton, who will ensure that all staff are made aware of First Aid procedures in school.
- The nominated member of the Leadership Team – Jane Naughton will liaise with the SENCO and School Nurse to ensure that:
  - At the start of each academic year the staff of the First Aid Team are provided with a list of pupils who have medical conditions e.g. diabetes, epilepsy and any other serious medical condition;
  - There is a file of medical consent forms available for staff responsible for school trips/visits.

**Teachers and Teaching Assistants will ensure that:**

- In the event of an injury, the pupil must be referred to a First Aider;
- They always obtain the history relating to a pupil not feeling well, particularly in the case of a headache; in order to ensure that no injury has caused the pupil to feel unwell;
- They are familiar with the First Aid procedures and know who the First Aiders are;
- They are aware of specific medical details of individual pupils;
- All pupils are made aware of First Aid procedures;
- They never move a casualty until they have been assessed by a First Aider;
- They will email the Main Office for First Aid as soon as possible, ensuring that the messenger includes the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained;
- They reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid at Work Certificate; such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed;
- Do not send a student directly to the Main Office if they feel unwell, an email outlining the student's needs should be sent first.
- Parents/carers of pupils who are not well enough to resume lessons and do not require immediate hospital treatment should be contacted and asked to collect their child/children. If pupils are well enough to resume lessons they should do so.
- They have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware;

#### **The Support Staff will:**

- Call for a qualified First Aider, unless they are qualified themselves, to treat any injured pupil. This should be by email or radio control, giving the specific location of the casualty
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency;
- NOT administer paracetamol or other medications, unless previously agreed with the parent and written consent on site.

#### **Administration of Medicine**

- The administration of medicine does not form part of first aid.

#### **In the event of the need to make an emergency 999 call:**

- The First Aider who has administered First Aid to the casualty will make the 999 call
- The School Reception staff will contact the casualty's parents/carers to inform of the incident
- The First Aider will call the parents/carers once the casualty has been assessed by the paramedics and the course of action decided upon
- The School Reception staff will print off the casualty's details from SIMS.

This policy to be reviewed annually

#### **Reference:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

Health & Safety Policy at Work etc Act 1974 (HSWA)

<http://www.hse.gov.uk/legislation/hswa.htm>

