

Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE



A Christ centred learning community committed to the development of the whole person

FIRST AID PROCEDURES

Arrangements for First Aid

Materials, Equipment and Facilities

The school will provide materials, equipment and facilities as set out in the DfE's 'Guidance on First Aid for schools'.

The Location of First Aid Kits in School is:

- First Aid Room
- Main Office
- Design and Technology
- PE office

Defibrillator location:

- Reception
- PE Department

The contents of the kits will be checked on a regular basis by Mrs Ann Eaton.

Appointed persons for First Aid:

Mrs Ann Eaton (expires 14th February 2020)
Mrs Charley Evans (expires 15th November 2020)
Miss Carol-Anne Klatt (expires 28th March 2021)
Mr Mark Hawkins (expires 14th February 2020)
Mrs Lucy Humphries (expires 20th October 2019)
Mr Richard Morris (expires 19th March 2019)
Mr Nick Murphy (expires 23rd January 2020)
Mr Stuart Ross (expires 8th February 2021)
Mrs Sarah Such (expires 1st June 2020)
Mrs Emma Coley (expires 25th February 2019)
Miss Laura Thomas (expires 1st December 2020)
Mrs Elizabeth Walker (expires 28th September 2020)

EMERGENCY PROCEDURES IN SCHOOL

Anaphylactic reaction (Epi-Pen)

Whole staff training on the use of EPIPEN's and diabetes will be undertaken once a year and all teaching and support staff will be invited to attend when necessary.

Off-Site Activities

At least one first aid kit will be taken on all off site activities, along with individual student's medication such as inhalers, epipens etc. along with a First Aider where reasonably practicable.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.

In addition the Principal will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with first aid qualifications.
- Location of first aid boxes.

All members of staff will be made aware of the school's First Aid Policy.

Accident Reporting

The Academy Representatives will implement the LA's procedures for reporting:

- All accidents to employees
- All incidents of violence and aggression.

The Academy Representatives are aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and students an accident will only be reported under RIDDOR:

- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Principal considers an accident to a visitor or student is reportable under RIDDOR the advice of the authority will be sought. Where a student has an accident it will be reported to the LA.

All accidents to non-employees (eg) visitors which result in injury will be reported to the authority.

Student medical and accident issues:

Students should report all medical issues and injuries to an appointed First Aider, as listed above. The First Aider will then:

- Assess the accident/medical issue.
- Record the accident/medical issue in the accident book, located in the main office, with the date, time, name of student, accident/medical issue and treatment given.
- Contact the parent/carer informing them of the accident/medical issue.

Student Head Injuries

The Governing Body recognise that accidents involving the student's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents.
- Head bump forms are kept in the accident book in the First Aid cupboard in the main office.

Transport to Hospital or Home

- Where the injury is an emergency an ambulance will be called following which the parent will be contacted.

The appropriate accident form is completed and sent to the LA.

- Where hospital treatment is required but it is not an emergency, then the designated First Aider will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted then the Principal/First Aider may decide to transport the student to hospital.

September 2018