





## St Augustine's Catholic High School and Sixth Form

### First Aid Procedure

Approved		Date
Chair, Academy Representatives C Hubble		03.12.19
Principal G T O'Connor		02.03.20
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# ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

## DEVELOPING THE WHOLE PERSON

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## First Aid Procedure

### INTRODUCTION

Arrangements are in place in the event that First Aid needs to be administered within school and/or during off site activities. The following documents the procedure that needs to be followed.

### 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 a First Aider within the Pastoral Team.

There are a number of appointed persons within school who are First Aid trained and their training is kept updated.

### EMERGENCY PROCEDURES IN SCHOOL

*Anaphylactic reaction (Epipen):* Whole staff training on the use of Epipens 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. A First Aider will also attend 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.

### **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 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 e.g. visitors which result in injury will be reported to the authority.

### **Student medical and accident issues:**

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

- 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 pupil 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 pastoral administrator or attendance officer 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.

### **Student Head Injuries**

The Academy Representatives 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.