



Bishop Ullathorne Catholic School

FIRST AID POLICY and PROCEDURES

Responsible for Policy	
Board Approval Date	
Posted on Website	
Sent out to Schools	
Date of Policy Review	

MAC MISSION STATEMENT

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

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Policy Statement

This policy sets out the school's arrangements for providing first aid to pupils, staff, visitors and contractors whilst on the school site and during school-led activities off-site.

The school is committed to ensuring that appropriate first aid provision is available at all times to preserve life, prevent conditions from worsening and promote recovery following injury or illness.

This policy supports the school's commitment to safeguarding, health and safety, and the welfare of everyone within the school community.

Legal Framework

This policy has been developed with reference to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Department for Education guidance on First Aid in Schools (current edition)

Aims

The aims of this policy are to:

- provide effective first aid arrangements for all members of the school community;
- ensure appropriate numbers of trained first aiders are available;
- minimise the effects of illness and injury;
- ensure compliance with current health and safety legislation;
- ensure accidents and incidents are properly recorded, monitored and investigated;
- provide staff with clear guidance on first aid responsibilities.

This policy applies to:

- pupils;
- employees;
- governors;
- volunteers;
- contractors;
- visitors;
- Directors
- Central Team
- educational visits and school activities off-site.

Cover staff will receive an information in the cover pack outlining expectations regarding first aid.

The first aid policy will be shared with all members of staff at the start of each academic year and will be electronically accessible via the staff SharePoint site.

Cover teachers will be notified of any pupils with relevant medical conditions, where appropriate and where the information is current.

Responsibilities

Governing Body/Directors

The Governing Body is responsible for ensuring that:

- suitable first aid arrangements are in place;
- sufficient resources are available;
- annual reviews of first aid provision are undertaken;
- adequate insurance arrangements are maintained.

Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring suitable risk assessments are completed;
- ensuring sufficient trained first aiders are available;
- ensuring staff receive appropriate information and training;
- reporting serious incidents where required.

Health & Safety Officer

The Health & Safety Officer will:

- oversee implementation of this policy;
- monitor first aid provision;
- maintain records;
- organise annual reviews;
- monitor accident trends;
- ensure compliance with RIDDOR;
- arrange replenishment of first aid equipment.

First Aiders

Qualified First Aiders will:

- respond promptly to incidents;
- assess casualties safely;
- provide appropriate first aid within their level of training;
- summon emergency medical assistance where necessary;
- maintain first aid records;
- check and restock first aid kits;
- maintain confidentiality.

All Staff

All staff are responsible for:

- taking reasonable care of pupils in their supervision;
- reporting accidents immediately;
- knowing how to summon a first aider;
- following this policy;
- supporting pupils with medical needs where trained to do so.

First Aid Provision

The school will ensure:

- adequate numbers of qualified first aiders are available throughout the school day;
- appropriate cover during educational visits;
- appropriate cover during after-school clubs and events;
- first aid provision for sports activities;

- additional provision where risk assessments identify higher-risk activities.

First Aid Equipment

The school maintains appropriately stocked first aid kits throughout the premises.

These are located in:

- Reception
- School Office
- Staff Room
- Science Department
- Design & Technology
- Art Department
- PE Department
- School Vehicles
- Educational Visit Kits

Staff should seek first aid advice from a qualified first aider where required. First aiders will notify the Health & Safety Officer of any serious incidents or concerns.

First aiders should notify Sue Hazle if first aid supplies are running low.

All first aid kits will:

- comply with HSE guidance;
- display a white cross on a green background;
- be checked each term;
- be replenished immediately after use.
-

Sue Hazle is responsible for checking and monitoring first aid supplies each term and reporting any shortages, deficiencies or other concerns to the Lead First Aider, who will ensure that appropriate action is taken.

Automated External Defibrillator

The school maintains an Automated External Defibrillator.

Staff are encouraged to familiarise themselves with the locations:

- Sports Hall
- B Block (External Box)
- The Hut
- Gatehouse Reception
- Main Admin Office 'A Block'

Gate Emergency services will provide guidance during an emergency if required.

The AED will be checked regularly in accordance with manufacturer recommendations by lead first aider.

Administration of First Aid

When an injury or illness occurs:

1. The nearest member of staff will assess the situation and should use their discretion
2. A qualified first aider will be contacted by phone or walkie talkie immediately where appropriate.

3. Emergency services will be called if necessary.
4. Parents or carers will be informed as soon as practicable for significant injuries or illness.
5. All treatment will be recorded.

No member of staff should administer medication unless authorised under the school's Supporting Pupils with Medical Conditions Policy.

Head Injuries

Any pupil sustaining a head injury will be monitored carefully by the first aider.

The first aider will then notify, by email, the next member of staff teaching that pupil so that they can look out for the following signs and symptoms:

loss of consciousness;
worsening headache;
repeated vomiting;
confusion;
unusual drowsiness;
seizure;
weakness or numbness;
difficulty speaking or walking;
changes in vision; or
blood or clear fluid from the nose or ears.

Possible concussion symptoms include headache, dizziness, nausea, confusion, memory or concentration problems, blurred vision, sensitivity to light or noise, fatigue, and changes in mood or sleep.

Parents or carers will be informed on the same day.

Where symptoms indicate possible concussion or serious injury, emergency medical assistance will be sought immediately.

Asthma, Allergies and Anaphylaxis

Staff will follow individual healthcare plans, that are on Arbor,

Emergency medication, including inhalers and adrenaline auto-injectors, will only be administered by trained staff or in accordance with emergency guidance.

The location of Inhalers and EpiPens:

- Main Admin Office 'A Block'
- Catering
- Gatehouse

The member of staff with the person experiencing the emergency will contact the emergency services and notify the gatehouse. Emergency services will always be called following the administration of an adrenaline auto-injector.

Infection Prevention and Control

Staff must:

- wash hands before and after treatment;
- Antibacterial hand gel will be available in first aid bags
- wear disposable gloves where bodily fluids may be present;

- safely dispose of contaminated materials;
- clean contaminated surfaces appropriately (Cleaner will refer back to the COSHH)
- report exposure incidents.

Educational Visits

A suitable first aid risk assessment will be completed before every educational visit.

Visit leaders must ensure:

- a suitable first aid kit is available;
- emergency contact details are carried by paper or access on excel spreadsheet
- appropriate numbers of trained staff attend;
- medical information for pupils is available.
- In line with GDPR the information will be destroyed

Accident Reporting

All accidents requiring first aid must be recorded.

Records will include:

- date and time;
- location;
- injured person's details;
- description of injury;
- treatment given;
- action taken;
- name of first aider.

Parents will be informed where appropriate.

RIDDOR Reporting

The school will report incidents to the Health and Safety Executive where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Health & Safety Officer is responsible for ensuring reportable incidents are submitted within statutory timescales.

Record Keeping

Accident records will be retained in accordance with legal requirements and the school's records retention schedule.

Information will be stored securely in accordance with the Data Protection Act 2018 and UK GDPR. Access will be limited to authorised personnel.

Monitoring

The Health & Safety Officer will review accident reports regularly to identify:

- trends;
- recurring hazards;
- training needs;
- improvements to risk assessments;
- improvements to first aid provision.

Findings will be reported to the Headteacher and Governing Body where appropriate.

Training

The school will ensure:

- all first aid certificates remain current;
- refresher training is completed before expiry;
- induction includes first aid arrangements;

- staff receive additional training where required.

Training records will be maintained by Human Resources.

Equality

The school will ensure first aid arrangements are accessible to all pupils, staff and visitors regardless of disability, medical need, religion, gender, ethnicity or other protected characteristics.

Reasonable adjustments will be made where necessary.

Monitoring and Review

This policy will be reviewed:

- annually;
- following significant incidents;
- following changes in legislation;
- following changes to school operations.

Appendix A – Key Personnel

Role	Name
Headteacher	Mrs S Boyle
Health & Safety Officer	Mr P Carpenter
Training Administrator	Miss Z Stanbridge
Lead First Aider	
PE Lead	Mr I Cox

Appendix B – First Aiders

A current list of qualified first aiders is displayed in Reception, the Staff Room, the School Office and shared by staff email every term,

Main Admin Office ‘A’ Block	Defibrillator location	EIPEN location Inhaler location
Sue Hazle	First Aider	Ext 4108
Gatehouse Reception	Defibrillator location	
Selina Wilding	First Aider	Ext 4115
George Jeremiah	First Aider	Ext 4117
Site Services		
Jarek Kluczek	Awaiting Training	
D&T Workshop		
Barrie Morris	First Aider	Ext 4283
Science Technician’s office		
Andrew Bowskill	First Aider	Ext 4217
Ben Southall	First Aider	Ext 4217
Catering		EIPEN location
Kim Gilbert	First Aider	Ext 4113
PE Department	Defibrillator location Behind reception desk in the new Sports Hall	
Ian Cox	First Aider	Ext 4203
Shauna Lawton	First Aider	Ext 4203
Rosie Gill	First Aider	Ext 4203
Mike Anstee	First Aider	Ext 4203
The Hut	Defibrillator location	

Please direct/ take children to your nearest first aid point. If the child is unable to move, please call the nearest first aider or send for help.

Emails requesting urgent first aid support can cause a delay or be missed if staff are undertaking their routine work. Please telephone if possible.

If a student is sick/ feeling sick or requires painkillers for a headache or pain they should be directed to their Pastoral Support Manager.

Appendix B – First Aid Check list

First Aid Check List		
Department:		
Location:		
Date of Check:		
Item	Quantity	Expiry date of items checked
Wash Proof Plasters (various sizes)	Multiple	
Small Dressings	4	
Medium Dressings	5	
Large Dressings	3	
Triangular Bandages	1	
Finger Dressings	1	
Bandages	4	
Scissors	1	
Disposable Gloves (pairs)	4	
Face Shield/Pocket Masks	1	
Cleansing Wipes/Alcohol Free Wipes	16	
Adhesive Tape	2	
Foil Blanket	1	
Vomit Bag	1	
Checked By:	Signed:	

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Date of Check:		
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Vomit Bag	1	
Checked By:	Signed:	