

# St. John the Evangelist Catholic Academy

*Part of the Newman Catholic Collegiate*



## Policy on First Aid

Policy Written:	Date: March 2014
Ratified by the Academy Committee	Date: April 2015
Date for review:	Date: June 2018

# St. John the Evangelist Catholic Academy



## First Aid Policy

### Management of First Aid

First aid will be provided to any person that we owe a duty of care if they are injured or become ill whilst on our premises or involved in an off-site activity. There will be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance can be provided quickly to casualties and a call made to the emergency services when appropriate.

Contractors who work on site must provide their own first aid.

To ensure that the arrangements are appropriate for our academy or a specific activity the Principal, Vice-Principal or activity leader will undertake a first aid risk assessment. This risk assessment will be reviewed if there is any significant change at the academy, and at a nominal yearly interval. A Checklist and Risk Assessment Form has been provided in the attachments.

Our first aiders are allocated the duty of day-to-day management of first aid within the establishment. This will include:

- reviewing the first aid risk assessment whenever necessary;
- co-coordinating first aid training to ensure continuation of competency; and
- ensuring that first aid supplies are replenished, kept in date and correctly stored

### Qualifications and training

All first aiders will hold a relevant current certificate that has been obtained through attendance on a training course run by an approved organisation.

#### First Aiders

**First Aid at Work (FAW)** - A 3-day course in first aid delivered by a Health and Safety Executive (HSE) approved training provider. Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

#### All Staff

**Basic First Aid** - A  $\frac{1}{2}$ -day course in first aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years.

## **Early Years Team**

**Paediatric or Early Years First Aid (EYFA)** - A 2-day course specialising in first aid for children aged up to 5 years. This qualification is required in addition to the standard first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years. Certificates are valid for 3 years.

## **How many first aiders?**

The number of qualified first aiders necessary for an educational establishment will depend upon the size and layout of the premises, the number of people it accommodates and the nature of the activities carried out.

There must be a sufficient number of first aiders strategically located to ensure that first aid treatment will be provided quickly in an emergency. The number must also be sufficient to ensure provision will be maintained during both planned and unplanned absences such as leave and sickness, and to accommodate off-site activities such as educational visits and sporting fixtures. First aid duties can be shared between qualified staff provided the appropriate level of provision is maintained.

At St. John the Evangelist catholic Academy we ensure there are at least 5 members of staff who hold the "First Aid at Work" qualification to ensure each site is always appropriately provided for.

In the Foundation Stage all staff hold an appropriate paediatric first aid certificate.

## **Letters of appointment**

Staff that agree to provide first aid will be given a formal letter of appointment, unless the role of first aid provider is already included in their job description.

## **Contacting first aiders**

Notices are displayed in conspicuous places and the procedure is included in staff and volunteer induction training and pupil safety briefings. (notices in staffroom and office).

## **Appropriate practice**

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response. This can involve treating the casualty if the injury is within the scope of their training, referring them to hospital for assessment or further treatment, or calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, he or she should refer to the First Aid Manual, call 999 or phone NHS 111.

**Urgent treatment should not be delayed in order to consult with parents or carers.**

The current first aid manual is the 9th edition published by Dorling Kindersley Limited in 2009 (ISBN 978 1 4053 3537 9).

First aiders should adhere to the procedures in the First Aid Manual.

## **Head bump letters**

Children often bump their heads without further consequences but parents will be informed about head bumps so that they can look out for signs that the injury could be more serious.

Parents will be informed of a bump to the head by a phone call made as soon as possible after the injury occurred and a completed Academy "bump note".

The "bump note " is not only used to inform parents about any head bumps, but to also inform them of the signs to look out for.

If any of these signs become apparent while the child is still at school, arrangements will be made for them to see a GP or attend an Accident and Emergency department immediately.

## **Calling the emergency services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance.

Calling 999 should not be delayed - let the emergency services decide the appropriate course of action based on the information that you give them.

## **Pupils with medical conditions**

First aiders will be informed if a pupil with a medical condition is likely to need special emergency treatment. Pupil health care plans will be available to first aiders, and a copy will be provided to any medical practitioner providing emergency medical care.

## **Hygiene and infection control**

First aiders will follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves will be worn and disposable paper towels and a detergent solution will be used to absorb and clean surfaces. These items will be disposed of in yellow plastic bin bags, tied up and placed directly into waste bins with other inert waste.

## **Record keeping**

All first aiders should ensure that a record is made of all first aid treatment they give. This will include:

- the date, time and place of the injury or illness occurring;
- the name of the injured or ill person and their status, such as employee, pupil, client, visitor;
- details of the injury or illness and what first aid was given;
- what happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties; and

□ the printed name of the first aider or person dealing with the casualty.

Records will be kept according to the following schedule: 1

□ pupils - 6 years from the date of 18th birthday

□ employees and others - 6 years from the date of the accident.

This means that first aid provided to pupils is recorded separately from that provided to employees and others.

We also ensure that records are protected from unauthorised access.

## **Indemnity**

Newman Catholic Collegiate employees who hold a valid first aid qualification are indemnified by the Collegiate's insurance against any claims for negligence or injury, provided they relate to first aid provided in the course of their employment and they act in good faith and in accordance with their training.

The indemnity is regardless of where and to whom the first aid was provided.

## **Guidance on first aid kit sizes for a Workplace environment**

The academy ensures the size of the first aid kits to be used in the workplace is determined by the number of employees and the category of hazard incurred by the workplace environment;

## **First aid materials, equipment and facilities**

The academy will ensure there is an adequate level of first aid materials, equipment and facilities on each site, to ensure that an injured person can be treated quickly in an emergency.

Each playtime box will also contain a basic First Aid kit.

The minimum provision for each site will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits.

The academy will ensure that a First aid Kits will be immediately available on playing fields.

First aid kits are stored in robust containers designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box are checked regularly to ensure there is adequate stock and to replenish out of date items.

Contents of each first aid box are based upon the British Standard:

- 1 leaflet giving general guidance on first aid
- 1 leaflet giving a list of first aid kit components included in kit
- 6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)
- 40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas);
- 2 sterile eye pad dressing with bandage
- 2 individually wrapped sterile triangular bandages
- 1 conforming bandage
- 6 safety pins
- 4 medium-sized individually wrapped sterile unmedicated wound dressings (approximately 12cm x 12cm)
- 1 large individually wrapped sterile unmedicated wound dressings (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 20 alcohol free moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 2 finger sterile dressing with adhesive fixing
- 1 burn relief dressing
- Scissors

**Antiseptic creams, lotions, or any type of medication or drug will not be kept in a first aid kit.**

The contents of a travelling first aid kit for off-site visits will be appropriate to the type and duration of visit, but will contain as a minimum:

- 1 leaflet giving general advice on first aid
- 1 contents list giving the first aid components in the kit
- 1 Pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)
- 10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas)
- 1 sterile eye pad dressing with bandage
- 1 individually wrapped sterile triangular bandage
- 1 conforming bandage
- 2 safety pins
- 1 medium-sized, individually wrapped, sterile, unmedicated wound dressing (approximately 12cm x 12cm)
- 1 large, individually wrapped, sterile, unmedicated wound dressing (approximately 18cm x 18cm)
- 1 foil blanket 130cm x 210 cm
- 1 mouth-to-mouth resuscitation device which includes a one-way valve
- 4 alcohol-free, moist cleansing wipes individually wrapped (sterile)
- 1 micro-porous adhesive tape
- 1 burn relief dressing burn relief dressing
- Scissors
- 1 eye wash (250ml) -

## **Mini buses**

**We recognise It is a legal requirement for all minibuses to carry a first aid kit.**

## **Medical accommodation**

There are currently building constraints specific to St. John the Evangelist Catholic Academy but the academy will ensure there is accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. We recognise that it does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed. 1

It must be well lit and there must be access to a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should have reasonable access for a wheelchair and close to the space reserved for emergency vehicles.

The room will be equipped with adequate first aid facilities and equipment:

- access to a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given;
- a current edition of the First Aid Manual; and
- a copy of the Health Protection Agency poster 'Guidance on Infection Control in Schools and other Child Care Settings'.



Appendix 1

	Assessment Factor	Apply		Impact on First Aid Provision
		Yes	No	
1	Does your school have higher risk areas such as science labs or workshops?			You will need to ensure that first aid is available close to these rooms.
2	Are there any specific risks such as hazardous substances, dangerous tools or machinery or animals?			You will need to consider: <ul style="list-style-type: none"> <li>o Provision of additional first aid cover</li> <li>o extra first-aid equipment</li> <li>o precise positioning of equipment</li> </ul>
3	Is there adequate first aid provision close at hand for sports activities (consider curriculum and out of hours activities), and also for all offsite activities and visits?			You will need to ensure: <ul style="list-style-type: none"> <li>o Adequate numbers of FAW or EYFAs for these lessons, events or visits.</li> <li>o Travelling first aid kits have been maintained</li> <li>o For outdoor events, there is equipment to keep casualties warm e.g. survival bag or blanket.</li> <li>o Where first aid cover is spread out with a travelling group that there is a reliable and efficient method of communication with first aiders.</li> <li>o Where an off-site visit is to a rural or remote area, where emergency services may take longer to arrive, you may need additional first aiders and with better qualifications, e.g. FAW</li> <li>o Qualified sports or adventurous activity leaders may already hold a First Aid qualification recognised by their sport or activity national governing body. Before deciding to depend upon this provision, you should check that it meets the minimum standard of EFAW and if they will supervise primary age children and that it includes the resuscitation of that age group.</li> </ul>
4	Does your curriculum contain swimming lessons?			Does your curriculum contain swimming lessons? Unless you use facilities with qualified lifeguards, you will need to train supervising staff to perform rescues and resuscitation.
5	Do you have pupils and visitors who have special health needs?			<ul style="list-style-type: none"> <li>o Individual health care plans should be undertaken with the school nurse and should include any specific emergency procedures.</li> <li>o There must be sufficient staff trained to provide emergency care to pupils with medical needs at all times.</li> </ul>
6	What is your history of accidents and cases of ill health? What type are they and			You will need to check your records You may need to: <ul style="list-style-type: none"> <li>o locate first aid in certain areas</li> <li>o review the provision</li> </ul>

	where did they happen?			
7	Are the premises spread out, e.g. are there several buildings on the site or multi-storey buildings?			You will need to consider provision in each building and on several floors.
8	Is there shift work or out-of hours working or after school activities?			First-aid provision is required at all times while people are at work or in your duty of care.
9	Do you have staff that travel a lot or work alone?			You will need to consider: o issuing personal first-aid kits and training staff how to use them; o issuing personal communications.
10	Do any of your staff work at sites occupied by other employers?			You must make sure that adequate arrangements for first aid exist at all sites used by your employees.
11	Do you have any temporary workers, volunteers or other children on site?			Your first-aid provision must cover them.

**Action:** **Who By:** **Target Date:**

**Member of staff responsible for overseeing First Aid:**

**Agreed First Aid Provision (Provide staff names)**

## Appendix B

### MODEL LETTER TO BE ISSUED TO FIRST AIDERS

Dear

Following your agreement to act as a First-Aider, I set out below the duties that you have agreed to undertake:

- 1) Administering First-Aid in accordance with your training;
- 2) Deciding when to refer casualties for further treatment or assessment, or to call the emergency services;
- 3) Maintaining First-Aid records;
- 4) Maintain familiarity with the guidance on first aid provided in the health and safety section of the West Sussex Grid for Learning:
  - a) Maintain First-Aid boxes and travelling first aid kits;
  - b) Maintaining First-Aid rooms and areas;
  - c) Maintaining effective communications.

Yours sincerely,

Principal

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I confirm that I agree to undertake the duties specified in this letter.

Signed - \_\_\_\_\_

Date \_\_\_\_\_

## Appendix C

### MODEL LETTER TO BE ISSUED TO APPOINTED PERSONS

Dear

Following your agreement to act as an Appointed Person, I set out below the duties, which you have agreed to undertake.

- Take charge in an emergency and call the emergency services
- Provide emergency aid treatment in accordance with training.
- Maintain First-Aid boxes to the standards outlined in the health and safety guidance issued by Staffordshire County Council.

Please sign and return to me the copy of this letter.

Yours sincerely,

Principal

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I confirm that I agree to undertake the duties specified in this letter.

Signed \_\_\_\_\_

Date \_\_\_\_\_









There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

<b><u>Policy Written:</u></b>		Date: March 2014
<b><u>Approved by:</u></b>	Senior Leadership Team	Date:
	Staff team	Date:
	Academy Committee	Date: March 2014
<b><u>To be reviewed:</u></b>		Date: March 2016
<b><u>Chair of Academy committee:</u></b>	Angela Jones	Date: