



"The glory of God is  
a human being fully alive!"



# ST JOSEPH'S CATHOLIC HIGH SCHOOL

## First Aid Policy

## **First Aid Policy and Procedures**

The Local Academy Committee and Staff of St. Joseph's Catholic High School fully recognise the importance of safeguarding children and play a full and active part in protecting Students from harm.

In developing the First Aid Policy due consideration has been given to the St. Joseph's Catholic High School Child Protection Policy.

### **Introduction**

St. Joseph's Catholic High School is committed to provide, so far as is reasonably practicable, a safe and healthy environment for all school activities, with capable and adequately trained and supervised staff and with procedures to protect the health, safety and welfare of all staff, Students and other people including contractors and the public who visit the school or become involved in these activities. "Staff" includes teaching and non-teaching support staff.

This policy is in place to ensure that Students, staff and visitors to the school are well cared for in the event of an accident or if they feel unwell.

### **Aims**

- To ensure that all staff and Students are aware of the systems in place if a member of the whole school community sustains an injury or becomes unwell.
- To provide a First Aid service, where appropriate, for the whole school community, with particular reference to Students and staff.
- To ensure compliance with current First Aid Regulations and guidance:  
DfE - Guidance on First Aid for Schools. A Good Practice Guide.  
First Aid at Work – The Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice and Guidance.
- To treat casualties, their relatives and others involved with care, compassion and courtesy.

### **Linked Documents and procedures include:**

- Child Protection Policy.
- DfE - Guidance on First Aid for Schools. A Good Practice Guide.

## **First Aid and intimate care**

Staff who administer First Aid should ensure, wherever possible, that another adult or Student is present. The Student's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature for an individual Student should be carefully planned. Agreements between the school, those with parental responsibility and the Student concerned should be documented and be easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed, (see Intimate Care Policy and Procedures).

## **Whole School Procedures**

- The school will provide First Aid cover during the working hours of the school week and, where appropriate and necessary, out of school hours.
- A First Aider can be contacted via telephone to the school office, extension 201
- Users of the school premises for non-school activities are responsible for their own First Aid provision. The caretaker on duty is to be contacted in the event of an accident /incident.
- First Aid information will be readily available and staff and Students will be informed of whom to call for help, in any emergency.
- First Aid kits for minor injuries will be available for use in appropriate areas of the school.
- The First Aider will attend the casualty and provide any necessary emergency care.
- The First Aider will request that a member of staff contact emergency services if required.
- Parents will be contacted by the school office if a Student has sustained an injury. The next of kin will be contacted if a member of staff sustains an injury or becomes ill whilst at work.
- If necessary the First Aider or another appropriate adult will accompany a casualty to hospital. An appropriate adult will accompany a Student taken to hospital in an ambulance.
- All appropriate precautions will be taken with regards to infection control.
- The Health Care Adviser/First Aider is responsible for recording the incident on the internal First Aid Report document which should then be passed to the Wellbeing Manager.
- The Health Care Adviser is responsible for ensuring that the school's Accident Recording File and any other documentation required by the Local Authority is completed.
- The First Aider will ensure that the First Aid Kit is replenished after use.

## **Staff Responsibilities**

### **The Health Care Adviser will:**

- Hold a current First Aid at Work (FAW) qualification and undertake training at appropriate intervals to retain this qualification.
- In liaison with the SEN Manager ensure that at the start of each academic year the Master Document is available for all staff. (This includes a list of Students with known medical conditions and an outline of any relevant procedures). This will be reviewed and updated throughout the academic year as necessary.
- Share any relevant information relating to colleagues with health issues with named staff on a need-to-know basis and with the colleague's consent .
- Ensure that staff holding First Aid certificates undertake training at appropriate intervals to retain their qualifications.
- Ensure that all First Aid kits are situated in appropriate locations and stocked in line with the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance.
- Ensure First Aid notices are displayed in all areas of the school and that they contain up to date and relevant information.
- Provide First Aid kits requested by staff for school trips.
- Provide information to trip leaders in conjunction with the SEN Manager.
- Attend any training relevant to the post and disseminate this to other First Aiders/staff/Students.
- Meet with First Aiders termly and share any relevant information as required.
- Follow the guidelines on the management of specific medical conditions and health care plans relating to individual Students/colleagues.
- Record all incidents requiring First Aid and complete all appropriate documentation i.e, in-house, LA and health and safety reporting.
- Collate monthly accident figures and report the findings to the Safeguarding and Student Wellbeing Sub-committee.

### **School Staff will:**

- Familiarise themselves with the subject-specific risk assessments so that they are aware of teaching-related hazards.
- Refer to the individual Student/Staff First Aid Guidelines to familiarise themselves with the First Aid procedures in operation.
- Familiarise themselves with the additional needs of individual Students (Master Document).
- Never move a casualty unless the casualty is in immediate danger.
- Send for help immediately.
- Request a First Aider via the school office.
- Refer Students with minor injuries to a First Aider. They may be accompanied by another Student where appropriate.
- Comply with the School Visits and Events policy, complete risk assessments as required and be aware of specific needs of individual Students.
- Take a First Aid kit on any trips away from the school site.
- Ensure that Supply teachers are informed how to access First Aid assistance.

- Record any incident of First Aid treatment in line with the statutory requirements

#### **All First Aiders will:**

- Hold a current Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) qualification depending on their role in school and undertake training at appropriate intervals to retain their qualifications.
- Have access to a First Aid Kit Attend in-house meetings, training and have access to email updates.
- Record any incident on the green First Aid information sheet and pass this to the Health Care Advisor as soon as possible.
- Follow the guidelines on the management of specific medical conditions and health care plans relating to individual Students/colleagues.

#### **Staff working on site during holiday periods will:**

- Be made aware of First Aid provision.
- Have access to a First Aider.
- Have access to a First Aid Kit.
- Be made aware of any medical conditions of staff working on site and any relevant management plans.
- Ensure all incidents are reported to the staff on duty in the school office to ensure accurate record keeping.

### **Health and Safety**

The health and safety of Students and staff will be taken into consideration when devising individual care plans.

Appropriate training e.g. Manual Handling, will be facilitated by the school and providers of such training will be approved agencies.

Staff should always wear gloves and if appropriate an apron when dealing with body fluids. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a daily basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

### **Students in distress**

There may be occasions when a distressed Student needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will need to take account of the circumstances of a Student's distress, their age and the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be

more suitable to involve the Student's relative or a member of the Wellbeing Team.

## **Physical Contact**

All staff engaged in the care and education of Students need to exercise caution in the use of physical contact.

The expectation is that staff will work in a 'limited touch' culture and that when physical contact is made with Students this will be in response to the Student's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone to whom the action is described. Staff must therefore always be prepared to justify their actions and accept that all physical contact may be open to scrutiny.