



FIRST AID POLICY AND PROCEDURE

May 2020

(Version 1)

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| Date approved by SNOMAC Directors | 18th May 2020 |
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| Body responsible for review | Board of Directors |

Saint Nicholas Owen Catholic Multi Academy Company First Aid Policy and Procedure

This First Aid Policy and Procedure has been approved and adopted by Saint Nicholas Owen Catholic Multi Academy Company on 18th May 2020 and will be reviewed in May 2021

Signed by Director of Saint Nicholas Owen Catholic MAC (Academy Trust Company):

Academy to which this policy relates:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Joseph’s Catholic Primary School:

Signed by Principal for – St Mary’s Catholic Primary School:

Signed by Principal for – St Wulstan’s Catholic Primary School:

Signed by Principal for – Hagley Catholic High School:

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

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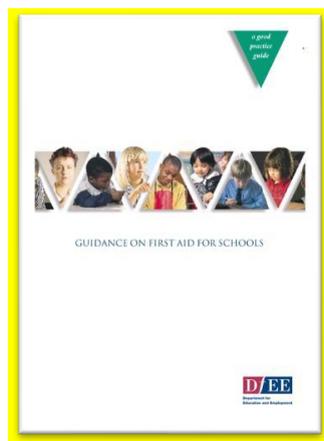
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Definitions

In this **First Aid Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'St Nicholas Owen MAC'** means the Company named at the beginning of this **First Aid Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. St Nicholas Owen MAC includes; **Hagley Catholic High School, Our Lady of Fatima Catholic Primary School, St Ambrose Catholic Primary School, St Mary's Catholic Primary School, St Joseph's Catholic Primary School, St Wulstan's Catholic Primary School, Central Team.**
- ii **'Board'** means the board of Directors of St Nicholas Owen MAC.
- iii **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- iv **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- v **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vi **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- vii **'Local Academy Committee'** means the governing body of the School.
- viii **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.'
- ix **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- x **'School'** means the school within St Nicholas Owen MAC and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xi **'Central Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xii **'Vice-Chair'** means the Vice-Chair of the Academy Committee elected from time to time.
- xiii **Dudley LA Health and Safety Services** " Is deployed by all schools in St Nicholas Owen MAC to provide the highest standard of advice in relation workplace Health & Safety expertise and project implementation.

This Policy follows this DfE guidance.



1. Introduction

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

St Nicholas Owen MAC acknowledges its responsibility to have appropriate first aid arrangements in all its Schools and services. This will include ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its staff, students and others who may be affected by its activities, should they become injured or become ill whilst at the school.

St Nicholas Owen MAC expects staff to adhere to this policy in line with obligations under equality legislation. The Board of Directors and Principals must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

Our schools are required to carry out an annual First Aid Risk Assessment of first aid needs to determine what to provide in each of our schools.

Further guidance can be found making adequate and appropriate provision for first aid in First aid at work: The Health and Safety (First Aid) Regulations 1981 - Guidance on Regulation.

2. Responsibilities

The Local Academy Committee and Principals are responsible for;

- Ensuring a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Ensuring adequate and appropriate identified first aid equipment and facilities are provided.
- Ensuring that an appropriate number of trained first aid personnel are present in the school at any one time.
- Ensuring the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary.
- Ensuring staff under their control are aware of the first aid arrangements.
- Undertaking personal needs assessments for lone/mobile workers or those with specific health needs.

First Aid Personnel are responsible for;

- Responding to incidents in the school.
- Recording any first aid treatment given.
- Keeping first aid treatment records secure in line with data protection.
- Appropriately maintain the medical confidentiality of the person they are treating.
- Keeping their training up to date including refreshers and keeping a record of this.
- Treating casualties in accordance with the training they have been given.
- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements.
- Ensuring their contact details are updated if they move premises or change their usual working location.

- Taking effective measures to protect themselves from any blood borne infection.
- Reporting insufficiencies in first aid arrangements to their Principal.

Staff are responsible for;

- Ensuring they are familiar with the name and location of the nearest first aider or appointed person.
- Ensuring an incident report is completed for all accidents.
- Informing their Principal of any specific health conditions or first aid needs of any member of the community who requires attention.

3. First Aid Needs Risk Assessment

A First Aid Needs Risk Assessment must be carried out to identify the first aid requirements. Significant risks in the workplace or service must be included in the assessment process, which helps identify what each school's first aid needs will be. For further support please contact the MAC Health & Safety Advisors, Dudley LA Mike Morton.

First Aid Provision must be reviewed at least annually or sooner if no longer relevant, for example:-

- There is a significant change in the number of people in the school.
- There are changes in the way people work or use the school.
- There is an increase in the hazard of the activities carried out on site.
- There is a change in legislation or guidance.
- Review does not necessarily mean carrying out a new assessment, but checking the existing one to ensure it is still valid or recording any amendments to reflect changes in circumstances.

4. Types of First Aid Personnel

Emergency First Aider

The role of those trained in Emergency First Aid at Work is to carry out basic first aid or lifesaving interventions whilst waiting for emergency services. Staff taking on this role must undergo Emergency First Aid training (6-hour course) and will need to undertake a requalification course every three years to keep their qualification current. They may also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

First Aid at Work

This is someone trained to provide first aid to a range of specific injuries and illnesses for both adults and children, as well as emergency first aid. They must have undergone First Aid at Work training (an 18-hour course) and will need to undertake a requalification course every three years to keep their qualification current. They may also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

Paediatric First Aid

As a Multi Academy Company of schools with young children (i.e. children from three years to the end of the academic year in which a child has their fifth birthday) we are required to have at least one person in Early Years trained in paediatric first aid. We require all permanent staff in Early Years to undertake this training. The requalification course will need to be undertaken every three years to keep the qualification current. They may also need to undertake annual refresher training to ensure they are able to use their skills if called upon.

Additional Training

To ensure illness or injuries can be adequately dealt with, we may identify the need for more specialised training for all staff or first aid personnel. For further details please see our **Supporting Pupils with Medical Conditions and Administering Medicine policy**.

Some examples could be;

- Asthma
- Epilepsy
- Diabetes
- Use of Defibrillators
- Epi-pens
- Other specific conditions
- All levels/types of first aiders must attend annual refresher training to update basic skills.

5. First Aid Kits (taken from the DfE guidance document on page 2)

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for splitsites/levels, distant sports fields or playgrounds, any other high risk areas and any offsite activities.

All first-aid containers must be marked with a white cross on a green background. The siting of first-aid boxes is a crucial element in the school's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

There is not a definitive list of what items should be in the first aid box. It will depend on what each school assesses its needs to be. The following is a guide of suggested minimum stock where there is no special risk in the workplace;

First Aid Kit in school

- a leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary),
- 2 sterile eye pads,
- 2 individually wrapped triangular bandages, preferably sterile,
- 6 safety pins,
- 2 large, individually wrapped, sterile, unmedicated wound dressings,
- 6 medium sized, individually wrapped, sterile, unmedicated wound dressings,
- At least three pairs of disposable gloves (preferably latex free).

Above is the suggested minimum stock but each school's needs assessment may identify additional equipment or materials are required, depending on the work activities. Examples could be disposable aprons, individually wrapped moist wipes, adhesive hypoallergenic microporous tape, shears capable of cutting through clothing, sterile disposable tweezers, foil blankets to protect casualties from the elements etc.

There are first aid kits which are compliant with British Standard BS 8599 which contain slightly more than the recognised minimum stock. Whether using a kit compliant with BS 8599, or an alternative kit, the contents should reflect the outcome of the first aid needs assessment.

No medication of any kind, for example, paracetamol, antiseptic creams, burn sprays, EpiPen's, insulin, asthma inhalers etc, should be kept in first aid boxes or kits, nor should these be used as a form of first aid. The reasoning behind this is;

- In the case of tablets/medicines, you may not know if any medication has previously been taken, so schools must refer to the parental permission form for administering medicines (see **Supporting Pupils with Medical Conditions and the Administration of Medicines policy**) and only prescribed medication may be administered in school or if it has, what dosage and when. Giving such medication may adversely affect treatment or surgery that may be required
- Epi-pens and inhalers for asthma should be given to staff who will be responsible for providing a safe place of storage. The storage of the inhaler will depend on the maturity of the pupil to manage their medical condition:
 - Younger pupils - usually the class teacher at Primary will store the inhaler close to hand in classroom
 - Older pupils -will keep inhalers on their person
- If the wrong cream is used for the wrong injury, or used inappropriately, there may be serious scarring or long-term discomfort for the casualty. There may also be the chance of an adverse allergic reaction
- A First Aiders role is to assist persons to self-medicate where possible and contact emergency services if required

The only exception to this rule is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first aid practice. If kept for these purposes Aspirin should be kept separately from the general first aid kit in a secure location. Aspirin is not to be used to treat illness.

Prescribed medicines kept for individual students do not fall under this policy. Schools should refer to the **Supporting Pupils with Medicine Conditions and Administration of Medicines policy**.

First aid kits must be checked regularly so that stocks can be maintained. It is suggested each school has named first aiders for this role. The container should protect first aid items from dust and damp. Any items with expiry dates should not be used beyond their expiry date.

First aid kits should be clearly identifiable (container should have a white cross on a green background) and readily accessible to staff. Kits should be placed conveniently, if possible, near to hand washing facilities. Kits should also be available in areas of greater risk, for example, science labs, workshops and kitchens. In small low risk establishments, it would be appropriate to site the first aid kit in a central office or secure reception area. If the premises are used after normal working hours, arrangements should ensure that a first aid kit is available to persons who may require its use e.g. after school clubs.

Travelling First Aid kits for visits off school sites

Each school should have a number of first aid kits for trips. There is no mandatory list of items to be included in kits for travelling workers - the contents should be guided by the outcomes of your need's assessment.

However, these kits may typically contain;

- a leaflet giving general guidance on first aid e.g. HSE leaflet – basic advice on first aid at work,
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary),
- 2 individually wrapped triangular bandages, preferably sterile,
- 2 safety pins,
- 1 large sterile un-medicated dressing,
- 1 individually wrapped moist cleaning wipes,
- 2 pairs of disposable gloves (preferably latex free).
- **Additional Item For residential trips**
 - Ear Thermometer or forehead (scan) thermometer
 - On residential trips, it may be necessary to administer pain relief medication to a pupil if parental consent has been given. Pain relief may need to be administered to a pupil if their temperature exceeds 38.3°C. An ear thermometer or forehead (scan) thermometer will be taken on the trip to ensure an accurate temperature reading is taken. Parents will be asked to complete a medicine administration form as detailed in the **Supporting Pupils with Medical conditions and Administration of Medicine Policy**

Clearly all schools must undertake an Educational Visits Risk Assessment. Each class teacher or person responsible for organising the trip must ensure that any specific medication i.e. inhalers or epi-pens must be taken on the trip.

6. First Aid Rooms

First Aid rooms are only present in some of our schools due to the restriction on space and resources.

If a school has a First Aid room, then the room could contain essential first aid facilities and equipment, typically;

- a sink with hot and cold running water,
- drinking water and disposable cups,
- liquid soap and disposable paper towels,
- a store for first aid materials,
- foot operated waste bins, lined with yellow clinical waste bags or container suitable for safe disposal of clinical waste,
- a couch with waterproof protection, clean pillows and blankets (and a system for keeping them clean), • a chair,
- telephone or other communication equipment,
- a method of recording all incidents where the first aid has been given.

Ideally, the room should be reserved specifically for providing first aid. It should be easily accessible to stretchers and be clearly signposted and identified. It should be kept clean and tidy at all times and not used as a storeroom.

Where a room cannot be specifically reserved for giving first aid, Principals will need to make sure first aid facilities can be made available quickly if necessary. Principals will need to consider therefore:-

- Whether the activities normally carried out in a room can be stopped immediately in an emergency.
- Furniture and equipment can be moved easily and quickly to a position that will not interfere with giving first aid.
- First aid supplies and equipment can be easily made available quickly when necessary.

7. Recording First Aid Treatment

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident.
- Name and job title (where relevant) of the injured person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went home, went back to class/work, went to hospital).
- Name and signature of the person dealing with the incident.

All completed records of first aid treatment must be kept in a secure location to comply with the requirements of data protection legislation using the appropriate First Aid Book and GDPR compliance. Where necessary in the event of accident or assault, an Incident form will need to be completed.

8. Automated External Defibrillator (AED)

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in cardiac arrest. The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardiopulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped round the body.

Research into community schemes to install defibrillators across the world show a success rate of between 12% and 39% compared to a rate of about 7% when using CPR alone. Legislation does not make the provision of AEDs a general requirement, although enforcing authorities acknowledge they may be of benefit in some circumstances.

It is currently not a statutory requirement to have an AED in school and this means that corporate funding for the installation of AEDs is not available. We currently have two located:

- 📍 Hagley Catholic High School – foyer area of F Block (Reception)
- 📍 St Ambrose Catholic Primary School – available in the car park of the church outside the church hall
- 📍 St Marys Catholic Primary School – Reception
- 📍 Our Lady of Fatima Catholic Primary School – Main Corridor adjacent to the hall and classrooms

If Academy Committee representatives/Principals identify the need from their first aid needs assessment and wish to consider purchasing an AED for the site they manage, the following factors must be taken into consideration;

- The availability and willingness of a sufficient number of existing first aid personnel to be trained in the use of an AED (refresher training is required every 6 months).

- The availability of enough trained personnel to have continuity of cover to ensure trained personnel are available at all times that the site is used.
- The availability of suitable places for installation of the devices.
- The number of devices required to be most effective; AEDs should be used within 2 minutes of a person collapsing to be most effective.
- Finances for purchasing, testing and maintaining the equipment.

9. Links to other Policies

This First Aid Policy is linked to our schools’;

- Health and Safety Policy
- Supporting Pupils With Medical Conditions and Administration of Medicine Policy
- Educational Visits Policy

10. Monitoring Review

- The Board of Directors delegate the implementation of this policy to the Academy Committee of each school.
- This policy will be reviewed by the Compliance Committee.