



Happy in His
loving care



St Augustine Webster Catholic Voluntary Academy First Aid Policy

Date:	September 2023
To be reviewed:	2 yearly
Policy Holder	Head teacher

Mission Statement Links

Developing an awareness of God's love and presence in our lives	Meeting the emotional needs of all to grow and become valued members of society
Developing a positive set of attitudes, values and beliefs allowing us all to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ	Providing high quality learning experiences and achieve high standards in all we do
Fostering caring relationships with the school community supporting our links with home and parish	Providing a stimulating and well cared for environment for all
Aiming to always do our very best	Valuing and celebrating everyone's work and contributions
Being respectful to each other and take pride in our school	Being friends with Jesus through prayer, worship and liturgy

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment and school personnel qualified in first aid.

Aims

- To provide adequate first aid provision for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.

Role and Responsibilities

The Governing Body has:

- nominated a member of staff to take charge of first aid arrangements
- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring that the school complies with all equality legislation
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for ensuring all policies are made available to parents
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment
- train all school personnel in basic first aid arrangements
- conduct annual risk assessments
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- work closely with the link governor and coordinator
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- ensure the qualified first aider holds a valid certificate of competence that is valid for three years

- ensure Early Years first aiders are appropriately trained
- monitor the effectiveness of this policy

The nominated First Aider will:

- ensure that there are adequate stocks of first aid equipment
- position and maintain first aid containers at appropriate locations around the school
- ensure all accidents and injuries are recorded and reported
- ensure first aid kits are taken on educational visits or off-site sporting activities
- ensure that first aid kits are kept well stocked and free from clutter
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and hand washing facilities
- inform parents of any serious accidents dealt and of any first aid administered
- provide guidance and support to all school personnel
- keep up to date with new developments and resources
- review and monitor procedures for effectiveness

All school staff must:

- be aware of first aid arrangements; undertake training in basic first aid
- be prepared to offer first aid assistance for minor accidents and ensure that more serious ones are passed on quickly to the nominated First Aider
- report and record all accidents and first aid treatment administered
- act to prevent accidents (i.e. stopping play that may become dangerous)

Parents/carers will:

- be aware of and comply with this policy

Pupils will:

- report all accidents
- listen carefully to all instructions given by school staff
- ask for further help if they do not understand
- try to not act in a way that may cause accidents to happen

Recording Accidents and Injuries

Accidents and injuries to pupils will be:

- in minor cases, dealt with by the first member of staff aware of the incident (more serious accidents/injuries should be passed on to the nominated first aider)
- recorded with all details given on CPOMS (for more serious incidents ie. hospital treatment needed, it should also be recorded in the accident book). When recording on CPOMS the 'body map' should be used.
- reported to parents where appropriate in person, or telephone call

Head injuries will always be reported to parents by a phone call or text message and 'head bump' letter (depending on severity).

Accidents and injuries to staff and visitors will be:

- dealt with by the nominated first aider where appropriate/necessary
- recorded with all details in the accident book

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

Training

We have undertaken an assessment of first aid needs to determine the numbers of first aiders and the first aid facilities required.

New starters are provided with information about the first aid arrangements including the names of first aid personnel, as part of their induction. Notices are also displayed indicating the names and contact details of first aiders.

We ensure all school personnel have equal chances of training, career development and promotion. First aid training will be provided regularly for all staff so that they are kept up to date with new information and guide lines.