

St Matthew's RC High School

First Aid Policy



Reviewed: March 2017

To be reviewed: March 2019

FIRST AID POLICY

The First Aid procedure at St Matthew's is in operation to ensure that every student, member of staff, contractor and visitor will be well looked after in the event of an accident or becoming unwell.

It is emphasised that the **team** consists of **qualified First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips to prevent, where possible, potential dangers or accidents.

N.B. The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid qualification.

FIRST AIDERS will:

- Ensure that their qualification is always up-to-date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in a safe way. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that any casualty who has sustained a head injury is seen by professionals at the hospital, either by sending them directly to hospital or asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.

- Ensure that a child who is sent to hospital by ambulance is either:
- Accompanied in the ambulance at the request of Paramedics;
- Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a relative or carer.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Liaison **must** occur with the Cover Administrator, to ensure that lessons are covered in the event of an absent teacher or cover manager.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the floor must be washed away thoroughly. No contaminated or used items should be left lying around.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health and Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First aid procedures in school.

THE SENIOR LEADERSHIP TEAM will:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.

- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the First Aid Team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up-to-date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.
- In the event of an accident occurring and witnessed by the CCTV system, the event is archived as a record of the accident or incident.

ALL TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or knows the correct procedures; such staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to the nearest First Aider if they are able to walk.

- Send a student who feels generally 'unwell' to their respective Pastoral Manager not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.

- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific medical conditions or medications of which they should be aware.

- Have regard to personal safety.

In addition OFFICE STAFF will

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.

- Support the First Aiders in calling for an ambulance or contacting relatives or carers in an emergency.

ALL STAFF should

- Be aware that two defibrillators are situated in the school:
 1. In the Staff Entrance
 2. In the NoF Reception Sports Area

- These can be used by anyone in the event of an emergency. They will not discharge if a heartbeat is detected.

- If requested by North West Ambulance they must be made available to the public.

THE EXECUTION OF THE THIS POLICY will be monitored by both the FIRST AID TEAM and GOVERNORS

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Headteacher

Paula Bentley
School Business Manager