

Newman Catholic College



First Aid Policy

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FIRST AID POLICY

Statement of intent

The **First Aid procedure** at **Newman Catholic College** is in operation to ensure timely and competent administration of first-aid and effective implementation of the policy. The policy promotes the health, safety and welfare of students, staff and visitors, compliant with The Health and Safety (First Aid) Regulations 1981, and relevant DCFS guidance.

Introduction

The purpose of the Policy is:

- 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 & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

Qualified First Aiders at Newman Catholic College are:

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

Name	Department	Extension
Mr Mike Finnie	PE	Ext: 235
Ms Pili Regueira	Reception	Ext: 200/1
Ms Arianna Mc Donagh	Reception	Ext: 200/1
Mr Alexis Ashley-Kormer	Student Services	Ext: 402

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.

Duty of First Aiders, Governing Body and Teaching staff:

FIRST AIDERS will:

- ☐ Ensure that their qualification and insurance [provided by the school] are 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 the safest way possible. 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 first aid kits are adequately stocked and always to hand.
 - Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by 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 a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
 - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
 - In the event that an ambulance needs to be called, the Head Teacher must be informed.
 - Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the Reception. 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 ground 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 & 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.

TEACHING STAFF 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.
- 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 Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency 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 Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Staff must **NOT** administer paracetamol or other medications.

Emergencies

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are a qualified First Aider, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to their respective form tutor.

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

September 2022

Review date: September 2023