



St. Augustine's RC High School

First Aid Policy

DRAFT

Date approved by Governors:
November 2023

Review Date:
November 2025

School Mission Statement

“We act justly, love tenderly and recognise God in our lives.”

Faith and Love

At Saint Augustine’s, we want our young people to act justly, love tenderly and recognise God in their lives. Working with families, we will educate children in accordance with the principles and teachings of the Catholic church.

Our faith is nourished through the Eucharist and we want everyone at Saint Augustine’s to experience the joy of the Gospel in their journey through school and beyond. We will foster in all members of our community a love of God and a love of others as Jesus taught us.

Care and Support

We believe that every person is made and loved by God. This is why we respect each other, value human dignity and consider the needs of the poorest and most vulnerable.

We want our pupils to be safe, happy and successful at school. We will provide an environment that inspires, encourages and supports their development through nurturing their gifts and talents and will instil in them the importance of the common good and the stewardship of creation.

Ambition and Success

We aim to provide pupils with the knowledge, skills and attitudes that they need to be successful at school and in later life.

We will work to fulfil the potential of every member of our school by providing an education that values the whole person and promotes personal and spiritual growth.

Together we will send out our young people to make a difference in our community and in the wider world.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on advice from the Department for Education on First Aid in Schools and Health and Safety in schools.

Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed person is Mrs Cheryl Shackleton (Lead First Aider). She is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our school's first aiders and defibrillator trained staff lists are held in first aid. Their names will also be displayed prominently around the school (appendix A).

The Local Governing Body

The LGB has responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

In-school procedures

In the event of an accident leading to injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the relevant individual prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits.

First Aid Equipment

First aid kits in our school will comply with B58599-1:2019 standard.

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- Science prep room
- All design and technology classrooms
- School kitchens
- PE Department
- MFL
- Geography

Defibrillator

There are 2 defibrillators in school. One in the foyer (near the steps to English) and on the external wall near reception, requiring a 999 code.

Staff have voluntary training every 2 years.

Record-Keeping and Reporting

First aid and accident record book

An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form provided by the first aider.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Notifying parents

The relevant school nominated member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The relevant school nominated member of staff will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will

happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The relevant school nominated member of staff will also notify any relevant child protection agencies of any serious accident or injury, or the death of a pupil whilst in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. (Saved in first aid folder)

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring Arrangements

This policy will be reviewed by the Senior Leadership Team every two years. At every review, the policy will be approved by the Full Governing Body.

This first aid policy is linked to the health and safety policy.

The appendix which indicates which staff are trained in first aid will be updated on an annual basis.

Appendix A

	St Augustine's RC High School	
+ First aid		
<h1 style="color: #008000; margin: 0;">Trained First Aiders</h1>		
+ First aid		
C Shackleton Advanced First Aider		
Mrs L Ashcroft	Mrs R Hodgeon	Mrs A Priest
Mrs D Bailey	Mr N Hodgson	Mrs J Rutter
Mrs D Barraclough	Mr M Holden	Mrs C Shackleton
Mr M Burrow	Mrs A Hollings	Miss L Swindells
Mrs R Burton	Mrs T Hudson	Mrs A Townley
Mr S Burton	Mr C Juriansz	Mrs H Walkden
Dr D Clark	Mrs C Juriansz	Mrs K Warren
Mrs SJ Clarke	Mrs K Lee	Mr J Watson
Mrs A Cobb	Mrs V Lewis	Mr M Williams
Mrs C Doherty	Mrs K Lowe	Mr M Wright
Mr P Earnshaw	Mr H McManus	
Mrs C Flynn	Miss C Nutter	
Mrs L Grove	Mr A Parkinson	
Mr M Haworth	Miss J Pentony	
<h2 style="margin: 0;">Valid until October 2024</h2>		
First Aid Kit Locations		
School Office	Science Prep Room	Geography Office Humanities Block
Food Tech 4 & 5	Technology 1 and 3	
MFL Office	P.E.	
<small>Mrs Bury November 2023</small>		