



# ST MICHAEL'S CATHOLIC ACADEMY

## FIRST AID POLICY

<b>Document control</b>	
Date policy approved	
Date Reviewed	April 2017
Next Review Date	April 2018
Version	4
Approving Body	



## **FIRST AID POLICY**

### **GENERAL**

The school is required under the Health and Safety at Work Act 1974 to have a First Aid policy. This policy is in line with the Local Authority's generic policy, and contains the policies and procedures to be used in this school.

### **AIM**

- To ensure that St Michael's Catholic Academy has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid; and
- To ensure that the First Aid arrangements are based on a risk assessment of the school.

### **RESPONSIBILITIES**

The responsibility for the provision of First Aid within St Michael's Catholic Academy rests with the Governing Body. On a day to day basis, this responsibility is delegated to the Headteacher.

### **MANAGEMENT**

The internal management responsibility for First Aid is delegated to the Headteacher who is responsible, in conjunction with the Business Manager, for developing, monitoring and evaluating detailed procedures.

The Headteacher will ensure that all stakeholders are aware of the school's Health and Safety and First Aid policies.

The school has appointed the Business Manager to be in overall charge of First Aid provision. She will work through the Senior First Aider who will:

- Ensure that the First Aid provision is adequate and appropriate;
- Carry out appropriate risk assessments in liaison with the Head;
- Ensure that the number of First Aid/appointed persons meets the assessed need;
- Ensure that the equipment and facilities are fit for purpose; and
- Regularly keep the Head informed of the implementation of the policy.

Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to

secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess.

## **DUTIES OF A FIRST AIDER**

They must :

- complete an approved HSE training course;
- give immediate help to casualties; and
- ensure that when necessary an ambulance or other professional medical help is called.

More specifically, when dealing with a situation, the First Aider must :

- carefully assess the extent of any injury;
- ascertain, if possible, from the person how the injury has occurred. It is essential that full details are obtained so that they can be recorded once the injury has been dealt with;
- in the event of the injury being a bang to the head, parents should always be contacted;
- judge whether the extent of the injury warrants contacting parents. If in doubt, the First Aider should always consult a senior member of staff;
- administer relevant first aid;
- ensure that in contacting parents they are given the correct and relevant information;
- if deciding to call an ambulance, ensure all correct information is given;
- complete the accident book fully;
- contact the Business Manager in the event of the injured person being taken to hospital to complete SP8.

## **NUMBER AND LOCATION OF FIRST AID CONTAINERS**

There are First Aid containers located around the school as follows :

- Reception
- Kitchen
- Medical room
- CDT room
- Science labs
- PE
- Food room + Burns Pack
- Travel first aid kits are available for trips. Please contact the senior first aider prior to travel who will ensure that a first aid kit is available.

## **RISK ASSESSMENTS**

The person responsible for First Aid will make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

## **INSURANCE**

The school governors will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

Details of RPA cover and certificate can be found in the Business Manager's Office.

## **TRAINING**

The school will provide adequate and appropriate training for First Aid staff and appropriate information for all staff to enable them to carry out their duty of care.

The governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off site.

## **EQUAL OPPORTUNITIES**

The school will take particular care with the First Aid provision for its disabled staff and pupils. Appropriate risk assessments will be done by the person in charge of First Aid, and suitable provision will be made in liaison with the Head.

## **MONITORING AND REVIEW**

The Head will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons are in post, and that the appropriate standards are met.

The governing body will receive an annual report from the Head and will review the policy every two years.