

# First Aid Policy 2016

## Monitoring

Whom	Review Period	Method
Finance and Premises Committee	Annual then every 3 years	Review at meeting

Ownership: Medical Officer Manager

## Review History

Review	Changes	Next Review date
New policy 10/2014		
Revised Jan 2015	Change to names of first aiders. Reduced to 1 minibus	
Revised November 2016	Changes to names of first aiders. Change of Title	



## **Purpose of the Policy**

To set out the provision of first aid in the College in order to comply with the relevant legislation.

## **St Joseph's Vision and values and how this policy supports this**

Our College Vision statement states that:

“Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavours to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.”

This policy supports this by ensuring the provision supports the health and wellbeing of all members of the College community whilst on site or during College visits.

## **Outline of Policy**

Responsibility for first aid at St Joseph's is held by the Chief Financial and Operating Officer who is the responsible person.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

## **Aims & Objectives**

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed bi-annually or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment

- Ensuring the above provisions are clear and shared with all who may require them

The responsible person will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders and qualified first aiders are nominated, and as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

**Links to other policies**

Health and Safety Policy

Waste and Recycling policy

College Visits policy

Business continuity plan

Supporting students with medical needs policy

## **How this works in practice**

### **Qualified First Aiders**

At St Joseph's Catholic College there are 8 qualified first aiders who are as follows:

- |                           |  |
|---------------------------|--|
| • Liz Tkocz               | Anaphylaxis and Defibrillator trained. |
| • Jackie Maxwell          | Anaphylaxis and Defibrillator trained  |
| • Helen Peace             | Anaphylaxis and Defibrillator trained. |
| • Debra Lewis             | Anaphylaxis and Defibrillator trained. |
| • Michelle Ferris         | Anaphylaxis and Defibrillator trained. |
| • Charlie Peace           | Anaphylaxis and Defibrillator trained. |
| • Alan Wickson            | Anaphylaxis and Defibrillator trained  |
| • Florence Bradley-Sutton |  |

They will be responsible for administering first aid to Students and Staff who become injured or fall ill whilst in school/premises in accordance with their training. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

### **First Aid Provision**

Our First Aid Assessment has identified **18** First aid kits; they are located in the following places;

- x12 in the Medical Room
- x1 in the MRT
- x1 in Reception
- x1 in School Minibus
- x1 Community Entrance
- x1 School Kitchen
- x1 Director of Finance and Operations Office - WF18

It is the responsibility of the first aider to check the contents of all first aid kits.

The contents of first aid kits are listed in the first aid boxes.

The Medical Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- Bed
- Running water/drinking water
- First aid kits/medical supplies,
- Seating
- Medical fridge
- Lockable Medical Cabinet
- Waste bins, including bins for the disposal of body fluids and sharps
- Defibrillator
- Wheelchair

- Medical notes/care plans

The College has x2 Defibrillators they are located in the Medical room and the Training Centre. A spare set of Keys for Medical purposes (Entry to the Medical room/Cabinet) are located in reception.

### **In the event of an Emergency**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment in accordance with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will make sure an ambulance is called on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Medical Condition which needs medical attention

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Requires medical attention at hospital/Doctors

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim, we will ensure that the qualified first aider, appointed person remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Records**

All accidents requiring first aid treatment are to be recorded, details will include the following information:

- Name of injured person
- Name of the first aider/s who dealt with the incident
- Date and time of the accident
- Location/where accident occurred
- Type of accident (eg. bump on head, broken limb, sprain etc)

- Treatment provided and action taken
- Parents/Carers contacted
- Injured person/s to go home/hospital/remain at school

**The Person responsible for the investigation of accidents; The Chief Financial Operating Officer**