St Patrick's RC High School

First Aid Policy

Review Date: **Summer 2025 - 2026**

Date of Next Review: **Summer 2026 - 2027**

Committee: **Pupil Welfare**

Statutory

Signed: **_____ (Chair)**

School Mission Statement

Our school community is guided by the values of truth, resilience, service, love and faith.

Our Catholic faith is taught, lived and celebrated. We strive for academic excellence, celebrate ambition and value the achievements of all.

We recognise the importance of kindness, the value of friendship and our role in making a difference to God's world.

School British Values Statement

St Patrick's teachers uphold public trust in the profession and maintain high standards of ethics and behaviour. Teachers do this by not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Equality Statement

Salford Local Authority HR Team aims to regularly review all the policies and procedures we operate to ensure there are no negative equality impacts on staff based on their age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. Consultation with our customers is an important part of how we achieve this. If you feel, on reading these policies, that there may be a negative equality impact within your school, please tell us about this. Please also let us know if you need to access this policy in a different format.

Introduction

The Governing Body, as the employer, is required under the Health and Safety at Work Act (1974) to ensure that there is a school Health & Safety Policy which should include arrangements for First Aid. Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. As a school we will also include anyone else on the premises, such as pupils and contractors, within any Risk Assessments undertaken. This policy supports the Local Authority's generic policy and contains the procedures to be used in this school.

The School's Aims

This policy aims to meet the requirements of the Health & Safety at Work Act (1974) and the Health & Safety (First Aid) Regulations 1981 in order to:

Ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

Ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid; and

Ensure that the First Aid arrangements are based on a risk assessment of the school.

Responsibilities

The Headteacher is responsible for the internal management of First Aid within the school and during off-site activities. Day to day management of First Aid, as part of the schools Health & Safety provision is delegated to the School Business Manager- J Sykes

The Headteacher must ensure that parents are aware of the school's Health & Safety and First Aid policies.

The Headteacher will appoint a person to be in charge of First Aid provision, who will:
Ensure that the First Aid provision is adequate and appropriate;
Carries out appropriate risk assessments in liaison with the Headteacher;
Ensures that the number of First Aiders/appointed persons meets the assessed need;
Ensures that the equipment and facilities are fit for purpose;
Ensures that appropriate arrangements are in place for off-site activities/trips
Ensures that appropriate arrangements are in place for out of school activities; and
Regularly keeps the Headteacher informed of the implementation of the policy;

Teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake First Aid tasks. All staff in charge of pupils (including volunteer staff) must use their best endeavors 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 and ensure that when necessary an ambulance or other professional medical help is called.

Both First Aiders and appointed persons – will be expected to follow any LA or government guidance.

Number of First Aiders:
A minimum of one First Aider to every 50 to 100 employees is recommended by the HSE. In line with the schools First Aid Risk Assessment the following staff are fully trained First Aiders;

Mrs L Slater, Attendance Officer – Designated First Aider
Secondary First Aiders:
S Rothery – Librarian/Mini bus driver
M Sykes – PA to HT
E Ballard - Technician
A Davis – Teacher
S Ingram – PE Teacher
H Shepherd – PE Teacher
L Turner - Teacher
S McCulloch – PE Teacher
M Challoner – PE Teacher
N Haque – Teaching Assistant
K Billingham – SLT/English Teacher
G McIntyre – Science Technician
A Schreuder – Pastoral Mentor
T Dixon – Pastoral Mentor
C O'Grady – Pastoral Mentor

Secondary First Aiders will respond to all First Aid instances initially and will work under the direction of Mrs Slater. Mrs Slater will ensure that all first aiders are aware of procedures and complete appropriate record sheets. During periods of planned absence from the school site the Designated First Aider should make prior arrangements with a Secondary First Aider to ensure appropriate cover.

First Aid cover will be available within the normal school operating hours of 8.00am to 4.00pm.
Appointed Persons (None at present)
Appointed Persons are not First Aiders, however, they are trained in coping with emergencies.

They can:
Take charge when someone is ill or injured;
Look after the First Aid equipment; and
Ensure that medical help is called when necessary.

They should NOT give First Aid treatment.

At St Patrick's we have sufficient fully trained First Aiders so removing the need for an Appointed Person to deal with First Aid instances.

Out of Normal School Hours Activities

Staff organising any "Out of Hours" activity should make appropriate arrangements for First Aid cover with the Designated First Aider prior to any such activity taking place. This includes all events held before or after school.

Off-Site Activities

Where feasible off-site trips should include one of the school's First Aiders as named above within the party. This will, however, not always be possible or practicable. Where a school First Aider is unable to attend the activity it is the responsibility of the Trip Leader to ensure that adequate First Aid cover is available; this is often available at the destination. Further advice can be obtained from the School Business Manager – J Sykes who acts as Educational Visits Co-Ordinator and Health & Safety Officer.

Lettings

The Governors take no responsibility for First Aid provision for private lets of the school building/facilities. Hirers are recommended to provide their own First Aid cover. All lets are conditional on the signed agreement of this disclaimer.

Risk Assessments

The person responsible for First Aid must 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 any non-employees who may come into the school.

Accident Reporting

Any first aid attendance must be recorded in the school's First Aid spreadsheet, found on One Drive – Pastoral/Folder.

Accidents or near misses which cause, or have the potential to cause, more severe injuries should also be reported to the Health and Safety Team. Some of these accidents and certain diseases and dangerous occurrences must be reported to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The Health and Safety Team makes these reports where necessary. Such occurrences should be reported, in the first instance, to the Office Manager using the form "Report of an Accident or Dangerous Occurrence". The Office Manager will then report the occurrence to the Headteacher and LA using the on-line system. This is accessed from:

https://yourzone.salford.gov.uk/knowledge-zone/how-we-do-things/health-and-safety/health-and-safety-forms/

Insurance

The school insurance (Combined Risk Policy) provides full cover for claims arising from actions of staff acting within the scope of their employment.

Training

The school will provide adequate and appropriate training for First Aid staff that is recognized by the Health & Safety Executive and will provide appropriate information for all staff to enable them to carry out their duty of care.

The governors will ensure that there is sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff that may be 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 wil be done by the person in charge of First Aid, and suitable provision will be in liaison with the Headteacher.

Monitoring and Review

The Headteacher will review the First Aid needs and arrangements annually, and will ensure that the appropriate level of First Aiders/appointed persons is in post, and that the appropriate standards are met. There are no rules on exact numbers and the school will make a judgment based on local circumstances, having considered likely risks to staff, pupils and visitors. The school will have regard to any advice from the LA.

The Health and Safety Commission (HSE) recommends:
In low risk places including normally schools – 1 First Aider to every 50 to 100 employees. In this school the ratio is currently 1 to every 15 staff and 150 pupils.

The school has ensured that there is adequate cover at breaks and lunchtimes; during practical lessons and PE and Games activities. Off-site activities will be reviewed on an individual basis.

The Governing Body will review the policy every year.

Appendix A

First Aid Boxes (See below for 'Emergency Asthma inhalers and EpiPen – onsite')

The First Aid Boxes are stored as follows;
Reception First Aid box – stored in the office area.
School First Aid Box – stored in the medical room
Classroom First Aid boxes – Science and Technology
PE First Aid Box – PE office
Off-Site First Aid Box – stored in the school mini-bus/Coach trips 10 allocated in the medical room (with Asthma Inhalers)

Emergency Asthma inhalers and EpiPen - onsite

These are in clear Perspex boxes attached to the walls of the following rooms:

- Reception
- Kitchen
- Food Technology – ground floor
- Mrs Gardiner's office (next to the medical room) – first floor
- Science Prep room – 2nd floor
- PE Department – Office

Emergency Asthma inhalers and EpiPen – offsite/trips

All first aid bags will contain an Asthma inhaler and an EpiPen can be collected from the main office and returned once the trip ends.

In addition to the First Aid boxes there are also Eye Wash Stations located in the Science Prep Room and the Technology (woodwork) Prep Room.

All staff have been issued a copy of this policy and so know where the First Aid boxes are kept.

The boxes must contain a 'sufficient quantity' of First Aid material and nothing else.

The school requires the following items to be in the School First Aid Box as a minimum.

	Minimum for 51-100 employees
Guidance card	1
Washproof Plasters	60
Medium dressings	12
Large dressings	4
Eye Dressings	6
Triangular bandages	8
Moist Wipes	20
Safety pins	12
Disposable gloves	3 pairs

The person in charge of First Aid will determine whether there should be more than the minimum items. It has been deemed appropriate to also have the following items within the First Aid Box;
Sick bags
Alcohol free wipes

The school requires the following items to be in the Off-Site First Aid Box as a minimum.

Guidance Card	1
Individually wrapped sterile plasters	6
Triangular bandages	2
Safety pins	2
Large dressings	1
Moist Wipes	5
Disposable gloves	1 pair

Emergency Eye Wash
Emergency Eye Wash Pod Stations containing individual sodium chloride topical irrigation solution pods (10ml) have been allocated to Science and Technology (CDT). These are stored in the preparation areas of these departments.

In case of an incident where a substance or particle enters the eye staff are advised to call for a First Aider and then flush to eye using a full pod of solution.

Defibrillator (AED)

The school has four automatic defibrillators available for use. The defibrillator provides therapeutic and diagnostic functions and advises on the need for a shock, which is delivered automatically on the appropriate rhythm being detected by the AED. Spare EpiPens are also located with the defibrillators as below.
Defibrillators are located in:

- Main School Reception – Ground floor
- Sports Hall classroom – PE block
- Mrs Gardiner's Office (next to Medical Room) - First floor
- Science Prep room – Second Floor

Staff trained as First Aiders are also trained to use the AED, as part of their first aid course.