



# Cardinal Heenan Catholic High School

## First Aid Policy

|                             |                           |
|-----------------------------|---------------------------|
| Key staff:                  | J Asquith                 |
| Key governor:               |                           |
| Last reviewed:              | Oct 2015                  |
| Approved by Governing Body: | <i>A Tremarco</i>         |
| Date:                       | <del>11</del> 10 May 2018 |

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| Due for renewal: | May 2019 |
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### **Policy Statement**

The Head teacher and Board of Governors of Cardinal Heenan Catholic High School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Cardinal Heenan Catholic High School recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **Introduction**

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

## **Statement of First Aid Provision**

The School's arrangements for providing First Aid will:-

- Place a duty on the Head teacher and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using the relevant proforma to the Local Authority;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to administer first aid;
- Make arrangements for all First Aiders to be trained. Records of training to be maintained and reviewed annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

## **Arrangements for First Aid**

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:-

| <b>Ground Floor</b> | <b>First Floor</b> | <b>Second Floor</b>     | <b>Leyfield House</b> |
|---------------------|--------------------|-------------------------|-----------------------|
| First Aid room      | Staff room         | Geography               | Main Office           |
| Kitchen             | English            | Maths                   |                       |
| Caretakers Office   | Science            | Sixth Form Study Area   |                       |
| Food Technology     |                    | Sixth Form Admin Office |                       |
| DT                  |                    |                         |                       |
| PE                  |                    |                         |                       |
| Drama               |                    |                         |                       |

**A standard First Aid Kit will contain the following items:**

- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra large wound dressings
- 1 pair of disposable gloves

The contents of the Kits will be checked on a regular basis by the First Aid Administrator

The School First Aiders are

|                  |                         |
|------------------|-------------------------|
| Mr G Aster       | Sixth Form Study Area   |
| Mrs V Bate       | Admin Office            |
| Mrs S Booth      | Progress Leader         |
| Mr T Cannon      | Grounds person          |
| Miss S Curran    | Admin Office            |
| Mrs S Dixon      | Cover Supervisor        |
| Mrs L Dowler     | Progress Leader         |
| Mrs N Fallon     | Sixth Form Admin Office |
| Miss S Farrell   | Art                     |
| Mrs L Gaskin     | SEN Area                |
| Mr A Hughes      | Science                 |
| Mr R Hunter      | Science                 |
| Mrs N Jackson    | Progress Leader         |
| Mr A Jones       | Progress Leader         |
| Mr D Jones       | Sports Centre           |
| Mr S Martin      | Cover Supervisor        |
| Mr P Melanaphy   | Geography               |
| Mr P Melia       | DT                      |
| Mr L Millington  | Sports Centre           |
| Miss E Mitchard  | Reprographics           |
| Mrs G Mitton     | Admin Office            |
| Mr G Mooney      | Science                 |
| Mrs C Morgan     | Sports Centre           |
| Mrs C Mylchreest | Cover Supervisor        |
| Mr T Phipps      | PE / Sixth Form         |
| Mrs E Pilkington | Cover Supervisor        |
| Mr P Pomford     | Head of Year            |
| Mrs C Stephenson | Reception               |
| Mrs A Ventre     | Progress Leader         |

Before undertaking any off site activities the level of first aid provision will be assessed by the Educational Visits Co-ordinator and at least one First Aid Kit will be taken along.

### **Information on First Aid Arrangements**

The Head teacher will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Head teacher will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications;
- The area where the employees are located;
- Location of the First Aid boxes.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

### **Accidents involving bumps to a Pupil's head**

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

The First Aider will inform a parent/guardian every time a pupil sustains a bump or blow to the head.

### **Administering medication**

Refer to the school's Managing Medicines policy.

### **Transport to hospital or home**

The Head teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts the Head teacher may decide to transport the pupil to the hospital.

Where the Head teacher makes arrangements for transporting a child the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Pupil informs staff they are injured

Contact nearest first aider

First aider to administer first aid

If the pupil requires further medical assistance contact the parent/guardian (if it is an emergency dial 999)

If a pupil suffers any bump to the head/ facial area parents must be contacted immediately

Complete the accident book

Complete the accident book

Asthma

Calm and reassure the child. Encourage to breathe slowly and deeply. Assist them in using their inhaler

If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs

If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE

Head Injury

Sit them down and give them something cold to hold against the injury. You can use a cold compress, or a bag of ice or frozen peas wrapped in a cloth.

Treat any scalp wounds like a bleed, by applying direct pressure to the wound.

Check their level of consciousness, using the AVPU scale below. Make a note of their reactions, especially any changes to their level of response, to pass on to the ambulance, in case you have to call one.

SEIZURE

Sudden loss of consciousness, Rigid body with arching back Noisy difficult breathing, convulsing, possible loss of bladder or bowel. Afterwards they maybe confused and fall into a deep sleep

Don't restrain or move them.

Protect them from hurting themselves. Clear away any potentially dangerous objects, like hot drinks or sharp objects.

Make a note of the time when the seizure started and how long it lasts.

Protect their head by placing something soft underneath it, like a towel, and loosen any clothing around their neck.

Once the seizure has stopped, they may fall into a deep sleep – if they do, open their airway and check their breathing.

If they're breathing, put them in the recovery position.