



# Policies

## First Aid Policy

Next Review – December 2022



# Contents

Contents	1
Introduction	2
Definition of First-Aid	2
First Aiders	2
Calling the Emergency Services.....	2
First Aid Equipment	2
Record Keeping	3

## Introduction

Holmes Chapel Comprehensive School recognises its responsibility to ensure the provision

of Qualified First Aiders within the school qualified to cope with minor injuries until professional medical help can be obtained.

This policy has been prepared to comply with the Health and Safety (First Aid) Regulations 1981.

## Definition of First Aid

First Aid is the initial or immediate assistance given to someone who is ill or injured.

## First Aiders

Holmes Chapel Comprehensive School has qualified first aiders available at all times during the school day. The school has a nominated first-aider for each school period including before school, breaks and lunchtime. After school clubs are covered by trained members of staff running clubs or reception staff. They are contacted via the main office where a copy is held of the rota. Lunch times are covered by reception and the Health Care Officer who can be contacted via phone or radio.

- The Health Care officer is the initial point of contact for D&T incidents during the hours of 9.30 – 2.00 Monday to Thursday and 9.30 – 1.30 Fridays. Outside of these hours, First aid incidents will be allocated to the First Aider on duty.
- The PE staff are the first point of contact for all PE incidents.
- The Health Care officer can be contacted as an additional First Aider for any serious incidents/illnesses, for a second opinion or if a First Aider cannot be located.

Qualified First-Aiders are a mixture of teachers and support staff. Should a member of staff wish to become a qualified first-aider they should contact the Health Care Officer in the first instance.

All qualified first-aiders are required to renew their qualification every three years, in order to maintain their knowledge and skills. These records are held by the Health Care Officer, who is responsible for ensuring training is completed before the qualifications expire.

Ofqual regulated training is delivered by the Health Care Officer to staff renewing their qualification and new staff wishing to become a First Aider.

The first aid rota is maintained by the Health Care Officer, and it is the responsibility of the qualified first-aider to communicate any changes required to the first aid rota.

The first aider is responsible for contacting a pupil's parent in the following circumstances –

- If a student has banged their head, usually for information only, following administration of appropriate First Aid. The student will be sent home with a head injury advice letter.
- If the student is too unwell to remain at school.
- If the student requires an ambulance for further medical attention.

If the student displays any signs or symptoms of Covid-19, the First Aider must notify a member of the track and trace team, who will decide on the next steps to take.

## Calling the Emergency Services.

If the Emergency services are required, either the First Aider should call on their mobile phone, if available, or ask the office to call. There are radios which are available for the First Aiders whilst they are on their duty to enable them to keep in touch with the office.

## First Aid Equipment

The Health Care Officer can be located in the Medical room. This contains surplus First Aid equipment required to re-stock all First Aid Kits, including PPE. It is equipped with a medical bed and freezer, containing ice packs. The room is kept updated with stock by the Health Care Officer.

There is a wheelchair, which is located in the staff toilet area near SLT. This is for any student unable to walk due to an injury or illness. Another wheelchair is located in the Leisure centre cupboard in reception.

School has an AED, which is stored centrally in the office. Weekly and monthly checks are carried out by the Health Care Officer to ensure that the equipment is in date and fully working. Log sheets are kept with the AED to register these checks.

There are First Aid boxes distributed throughout the school and it is the responsibility of the Health Care officer to ensure these are kept adequately stocked and in a visible place. A location map of First Aid boxes is stored on the shared google drive: Medical.

There are 6 First Aid bags, containing Thermometers and PPE for First Aiders to collect before they attend a First Aid Incident. The locations of these bags are communicated regularly to First Aiders and a list can be found in the shared google drive; Medical

Needles, tablets, medicines or ointments should never be kept in the First Aid boxes within the school. Please refer to the Medical Conditions Policy for rules on safe storage of medication in school.

There is a supply of travelling First Aid kits which are kept in the Medical Room. It is the requirement that they are taken on trips, by supervising staff. The content of these boxes are checked by the Health Care Officer prior to each trip.

## Record Keeping

First Aiders must keep a record of all treatment that they provide to a student by completing a First Aid Medical Event on the students Bromcom record. This should include the time of the first aid, what happened, first aid provided, by whom and whether parents were contacted. All fields must be completed in full to ensure compliance with GDPR.

Details on how to add a First Aid to Bromcom are stored on the shared Medical Drive. Newly qualified first aiders are directed to read the information in the Shared Medical Drive.

For first aid for a member of staff, an accident report/incident report form should be completed and returned to the Health Care Officer. These can be obtained from the Health Care Officer in the Medical Room.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The Health Care Officer will report any injuries at school for students, staff and members of the public on site using the online Cheshire East PRIME system as required.

Prepared by: Mrs Helen Cliff

Approved by the Governing Body:

Signature: *Christina M. Burgess.*

Name: Mrs C Burgess, Board Chair

Date: 24<sup>th</sup> January 2022

To be reviewed in 1 years

Date for review: January 2023