



ST BENET BISCOP  
CATHOLIC ACADEMY

# First Aid Policy

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## Statement of intent

St Benet Biscop Catholic Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, students and visitors.

St Benet Biscop Catholic Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

1. Health and Safety Policy
2. Behaviour Policy
3. Safeguarding & Child Protection Policy
4. Supporting Pupils with Medical Conditions Policy

The ultimate responsibility for the welfare of students rests with the Headteacher. In operational terms the Headteacher delegates this responsibility to all staff. All staff are expected to follow these arrangements and associated Academy policies at all times.

## 1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance  
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

## 2. Aims

1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
2. All staff will use their best endeavours, at all times, to secure the welfare of the students. In the case of illness or injury to a student or member of staff, staff who are not first aid trained will be expected to act in a way a responsible parent might act.
3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
4. The aim of this policy is to:
  - Ensure that the school has adequate, safe and effective first aid provision in order for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
  - Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
  - Ensure that medicines are only administered at the school when express permission has been granted for this.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

## 3. First Aid boxes

1. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:
  - A leaflet giving general advice on first aid;
  - Individually wrapped sterile adhesive dressings (assorted sizes);
  - Two sterile eye pads;
  - Four individually wrapped triangular bandages (preferably sterile)
  - Six safety pins;
  - Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
  - Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
  - One pair of disposable gloves.
  - Equivalent or additional items are acceptable.

2. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
3. First aid boxes are located in the areas listed on Appendix 1

#### **4. First aiders**

1. The main duties of first aiders are to give emergency first aid to students, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary. Staff who are not first aid trained are expected to act in a way that a responsible parent might act.
2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Office Manager/HR department.
3. First aiders have a responsibility to support the lead first aider to ensure all first aid kits are properly stocked and maintained.
4. The current first aiders in the school are listed on Appendix 2

#### **5. Emergency procedure in the event of an accident, illness or injury**

1. If an accident, illness or injury occurs, the staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - a. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - b. Call an ambulance, if this is deemed appropriate – and inform parents.
  - c. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - d. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - e. See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable students may need parental support to be called immediately.
5. When the above action has been taken, the incident must be reported to:
  - The School Leadership Team
  - The Academy Business Manager
  - The parents/carers of the victim(s)

## 6. Reporting to parents/carers

1. In the event of serious incident or injury to a student, at least one of the student's parents/carers must be informed as soon as practicable.
2. Parents/carers will be informed of any injury to the head by email and/or telephone. The student will be given a guidance sheet to take home on action to take if symptoms develop.
3. In the event of serious injury or an incident requiring further medical treatment, the lead first aider or a member of the pastoral team will telephone the student's parents as soon as possible. Where an ambulance is not considered to be necessary, the parent/carer will be asked to come and collect the student.
4. A list of student emergency contact details is available to all staff via Bromcom
5. A list of staff emergency contact details are held by the HR Team.

## 7. Visits and events off-site

1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Educational Visit Coordinator before the event and submitted to Newcastle City Council via the Evolve system for approval.
2. Please see the separate Educational Visits and School Trips Processes for more information about the school's educational visit requirements.

## 8. Storage of medication

1. For the purposes of this policy, '**medicines**' refers to **prescription medication**.
2. St Benet Biscop does not keep over the counter medication in school and can only administer medication in accordance with an agreed individual health care plan for a diagnosed medical condition.
3. Medicines are always securely stored in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them.
4. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
5. All medicines will be returned to the parent/carer to arrange for safe disposal when they are no longer required.
6. An emergency supply of medication is recommended for students with medical conditions that require regular medication. Compliance is at the discretion of the parents.
7. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and nut allergies. A disclaimer will be signed by the parent/carer in this regard.

## 9. Illness

1. When a student becomes ill during the day, they should bring this to the attention of a member of staff who will assess their condition. Unless it is clear that a student is too unwell to stay in school, students will be encouraged to stay and will be reviewed throughout the day.

2. When a student becomes ill during the day but is deemed able to remain at school with over-the-counter pain relief such as paracetamol, this must be provided by the parent/carer and administered by either the parent/carer or the student if the parent/carer deems the student responsible. It is deemed appropriate for a student to carry and self administer a limited amount of over-the-counter medication to aid with general ailments such as headache/migraine, period pains and hay fever.
3. When a student becomes ill during the day but is deemed unable to remain at school, the parent/carer will be contacted to come and collect their child as soon as possible.
4. Students will be directed to a quiet area to rest while they wait for their parent/carer to arrive to pick them up. Students will be monitored during this time.
5. Students suffering from vomiting or diarrhoea must stay away from school for 48 hours from the last episode of vomiting or diarrhoea.

## 10. Consent

1. Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid and emergency non-prescription pain relief medication – these forms will be updated periodically.
2. Staff do not act ‘in loco parentis’ in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

## 11. Administering Medication

1. Only prescribed medication will only be administered with the appropriate written consent from parent/carer and in strict accordance with the Supporting Pupils with Medical Conditions Policy.
2. St Benet Biscop Catholic Academy **do not** keep or administer over the counter medication such as paracetamol, ibuprofen or anti-histamines.

## 12. Keeping records

1. Staff will record information relating to the first aid intervention or illness on a secure central record.
2. Staff will record details of communication with parent/carer on Bromcom and/or Class Charts.
3. Staff will report any reportable incidents to Bishop Bewick Catholic Education Trust and/or Health & Safety Executive as required.

## 13. Monitoring and review

1. This policy is reviewed annually by the Office Manager in conjunction with the Governors and any changes made to this policy will be communicated to all staff.
2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

## Appendix 1 - First Aid Box Locations

| Building       | Location   |
|----------------|--|
| St Aidan's     | Admin Office, Student Reception, Business Office, Maths Office 1, IT Support Office, LSA Room, Lesson Remove |
| St Benedict's  | Admin Office, LRC Office   |
| St Cuthbert's  | English Office/Intervention Room   |
| St Oswald's    | PE Office, Main Kitchen, Pastoral Offices, Science Prep rooms, TE4, AR2, TE1, MFL Office                     |
| St Peter's     | ITSP   |
| St Wilfrid's   | Chapel, Humanities/RE Office   |
| Staff room/Hub | Kitchen area   |

## Appendix 2 - First Aid Trained Staff

| Name                     | Location              | Qualification       | Expiry Date   |                         |
|--------------------------|-----------------------|---------------------|---------------|-------------------------|
| <b>Melanie Rayson</b>    | <b>St Aidan's</b>     | <b>EFAW (3 day)</b> | <b>Feb-25</b> | <b>Lead First Aider</b> |
| <b>Gemma Thompson</b>    | St Aidan's LRC        | EFAW (3 day)        | Jun-26        |                         |
| <b>Bridgid Duffy</b>     | St Wilfrid's Chapel   | EFAW (3 day)        | Jun-26        |                         |
| <b>Elisha Hope</b>       | St Aidan's            | EFAW (3 day)        | Jun-26        |                         |
|                          |                       |                     |               |                         |
| Carol Allaway            | St Oswald's Pastoral  | EFAW                | Jul-25        |                         |
| Katie Smith              | St Oswald's Pastoral  | EFAW                | Jan-27        |                         |
| Marcia Watts             | St Oswald's Pastoral  | EFAW                | Jun-25        |                         |
| Steve Gravell            | St Oswald's PE        | EFAW                | Jul-25        |                         |
| Lauren Hughes            | St Oswald's PE        | EFAW                | Jul-25        |                         |
| Kerry Davies             | St Oswald's PE        | EFAW                | Jun-25        |                         |
| James McKenna            | St Oswald's PE        | EFAW                | Jul-25        |                         |
| Daniel Pollard           | St Oswald's Science   | EFAW                | Jul-25        |                         |
| Dave Maccoy              | St Oswald's Science   | EFAW                | Jan-27        |                         |
| Zoe Thomson              | St Oswald's D&T       | EFAW                | Jan-25        |                         |
|                          |                       |                     |               |                         |
| Joe Woodhams             | St Wilfrid's          | EFAW                | Dec-25        |                         |
| Chloe Charters           | St Wilfrid's          | EFAW                | May-26        |                         |
|                          |                       |                     |               |                         |
| Nick Gibson              | St Benedict's Music   | EFAW                | Jan-27        |                         |
| Louise Maughan           | St Benedict's Drama   | EFAW                | Jan-27        |                         |
|                          |                       |                     |               |                         |
| Angela Ormsby            | St Aidan's            | EFAW                | Jul-24        |                         |
| Tracey Galston           | St Aidan's            | EFAW                | Jul-24        |                         |
| Abbie Woodmass           | St Aidan's            | EFAW                | Jul-24        |                         |
| Lucie Archbold           | St Aidan's            | EFAW                | Jun-25        |                         |
| Iris Barrett             | St Aidan's            | EFAW                | Jun-25        |                         |
| Antonietta D'Angelo-Worn | St Aidan's            | EFAW                | Jan-27        |                         |
| Jess Miles               | St Aidan's            | EFAW                | Jan-27        |                         |
| Paul Robins              | St Aidan's IT         | EFAW                | Jan-25        |                         |
| Liam Paxton              | St Aidan's IT         | EFAW                | Jun-25        |                         |
| Rhonda Murray            | St Aidan's (Bungalow) | EFAW                | Jan-25        |                         |
| Lesley Andrews           | St Aidan's (Bungalow) | EFAW                | May-26        |                         |
| Robyn Davison            | St Aidan's (Bungalow) | EFAW                | Jul-25        |                         |