



# St Joseph's College

## First Aid Policy

<b>Date Reviewed -</b>	<b>Spring 1<sup>st</sup> Half-Term 2024</b>
<b>Next Review Date -</b>	<b>Spring 1<sup>st</sup> Half-Term 2025</b>
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*To inspire the minds of all generations through education, with fearless faith.  
As a united community we demonstrate our Lasallian values of faith, service, and respect.*

**Mission Statement**

## Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Roles and Responsibilities.....	3
4. First Aid Procedures.....	4
5. First Aid Equipment.....	4
6. Automated External Defibrillator (AED) .....	5
7. Record-Keeping and Reporting.....	5
8. Training .....	7
9. Monitoring Arrangements .....	7
10. Links with other policies .....	7
Appendix 1: First Aid Trained Staff with Training Log.....	8

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### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### 2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and articles of association.

### 3. Roles and Responsibilities

The college Reception Manager is the Lead First Aider, who, with another member of the Reception team, has an advanced First Aid qualification. She is the 'appointed person' to take charge of first aid arrangements. All members of staff who work on Reception and key staff in the college are trained First Aiders. The Lead First Aider is line managed by the Director of Development who has responsibility for oversight of Health & Safety in the college.

#### 3.1 Appointed Person(s) and First Aiders

The colleges' appointed Lead First Aider is the Reception Manager, Mrs S Barrow. They are responsible for:

- Taking charge when someone is injured or becomes ill – either attending or ensuring a trained First Aider responds.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits as required.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day as, or as soon as is reasonably practicable after, an incident form must be completed on the online Evolve Accident book.
- Keeping their contact details up to date.

Our colleges' First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the college site.

#### 3.2 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### 3.3 The Headteacher

The Headteacher through his delegated representative, the Director of Development, is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of First Aid staff are present in the college at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the Health and Safety Executive (HSE) when necessary (see section 6).

#### 3.4 Staff

Staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the qualified first aiders are in the college are specifically those nearest to their classroom.
- Completing accident reports with the Reception Manager on the Evolve Accident Online Record for all incidents they attend to where a First Aider may not have been called.

- Informing the Headteacher or their manager of any specific health conditions or first aid needs.
- Any student sent to Reception for medical or first aid needs will have a note and this is recorded and logged on an internal system and shared with Heads of Years weekly.

## 4. First Aid Procedures

### 4.1 In-School Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from another colleague or the emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, a member of the Reception team will contact parents immediately and inform the Director of Development and the Headteacher.
- The Reception Manager will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury, with those who were involved.
- The Director of Development will review the Accident Book entry and decide if further action is necessary, such as an investigation or RIDDOR form completed.

### 4.2 Off-Site Procedures

When taking pupils off the college premises, staff will ensure they always have the following:

- A college mobile phone/ or college phone app.
- The Duty Officer's contact details if outside college hours.
- A portable first aid kit.
  - The kit will be inspected before departure by the delegated first aider.
- Information about the specific medical needs of pupils.
- Parent/carer contact details.

When transporting pupils using a minibus or other large vehicle, the college will make sure the vehicle is equipped with a clearly marked first aid box.

- Before departure, if using the college minibus, the allocated first aid member of staff will review the contents of the kit to ensure it is appropriately stocked.

Risk assessments will be completed by the trip leader and submitted on the colleges EVOLVE portal prior to any educational visit that necessitates taking pupils off college premises. All trip requests are completed on the EVOLVE.

## 5. First Aid Equipment

A typical first aid kit in our college will include the following (as based on the HSE's recommendations for a minimum first aid):

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.

- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves.

No medication is kept in first aid kits.

First aid kits are stored in the following areas:

- Reception/ Medical Room
- The Lower School - MFL
- Science Technician's Room
- Design and technology Technician's room
- The Catering Kitchens
- College vehicles
- Maintenance Office
- Where all First Aid trained staff are based
- 6th Form Centre
- PE Office

## 6. Automated External Defibrillator (AED)

St Joseph's College has two AED's, one in the main reception area and the other in the PE Office. Any member of staff can use these in an emergency whether they are qualified or not.

The AED's onsite are regularly checked.

## 7. Record-Keeping and Reporting

### 7.1 First Aid and Accident Record Book

- An accident form on the EVOLVE Accident book will be completed by the Reception Manager or delegated person on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- For accidents involving pupils, a copy of the accident report form will also be added to the pupil's educational record by the Reception Manager.
- A review of the incident will be reviewed by the Director of Development who will assess if a further investigation is required. They will also decide if a RIDDOR incident needs to be recorded. They are supported by our external H&S partner Arinite.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of unless required to keep them.

### 7.2 Reporting to the Health & Safety Executive (HSE)

The Director of Development will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director of Development will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

#### School Staff: Reportable Injuries, Diseases or Dangerous Occurrences

These include:

- Death
- Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Director of Development will report these to the HSE, if required, as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

**Pupils and other people who are not at work (e.g. visitors): Reportable Injuries, Diseases or Dangerous Occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment.
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\*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **7.3 Notifying Parents/Carers**

A member of the reception team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

## **8. Training**

All College staff are invited to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The college will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

The college will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the college will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## **9. Monitoring Arrangements**

This policy will be reviewed and approved by the Governing Board annually.

## **10. Links with other policies**

This first aid policy is linked to the:

- Health and Safety policy.
- Risk Assessment policy.
- Supporting Pupils with Medical Conditions policy.

**Appendix 1:****First Aid Trained Staff with Training Log**

<b>Forename</b>	<b>Surname</b>	<b>Expiry Dates EFAW*</b>	<b>Expiry Dates RLSS NRASTC**</b>	<b>Department</b>
Sherrold	Barrow	24/11/2026		RECEPTION/MEDICAL
Su	Yam	07/11/2026		RECEPTION/MEDICAL
Janet	Morrison	30/08/2025		RECEPTION/MEDICAL
Shareel	Rego	01/10/2026		ADMISSIONS
Amina	Walji	01/10/2026		REPROGRAPHICS
Michael	Delaney	14/08/2025	14/08/2025	PE TEACHER
Adrian	Monk	01/07/2026		PE TEACHER
Edward	Jones	14/08/2025	14/08/2025	PE TEACHER
Dariusz	Adamek	14/08/2025	14/08/2025	SITE SUPERVISOR
Kevin	Grant	30/08/2025		MAINTENANCE
Khya	Green - Shillingford	30/08/2025		LSA
Maureen	Watson	30/08/2025		LSA
Demi	Clarke	30/08/2025		LSA
Alia	Dweik	30/08/2025		SCIENCE TECHNICIAN
Hussam	Nazzal	30/08/2025		COVER SUPEVISOR
Clara	Wilson	30/08/2025		SPANISH TEACHER
Nicholas	Fielding	01/10/2026		DT TECHNICIAN

\* *Emergency First Aid Training at Work (EFAW)*

\*\* *Royal Life Saving Society - National Rescue Award for Swimming Teachers and Coaches*