

St Bede's Catholic High School



First Aid Procedures

Review date: October 2023

Next review date: October 2024

Reviewed by: Mr W Emmett

APPLICATION OF THE PROCEDURE

The procedure applies to the Headteacher, Governors and all staff employed by the school. In the context of supply staff or visitors it is expected they will collaborate with all staff and support the First Aid Procedures in a professional manner.

PURPOSE

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid for staff and students at St Bede's. First Aid provision must be available at all times while people are on the school premises, and also off the premises whilst on school visits or official school business.

GUIDANCE

Staff and students should familiarise themselves with the names and locations of Qualified First Aiders. Such information is displayed in the main staffroom, classrooms and notices around school. The list is maintained by support staff in student services.

- ❖ Accidents vary in nature and severity and contacting a qualified first aider is necessary even if in doubt about the nature of the injury. A first aider can be contacted using the telephone system, radios or by face to face request. The use of common sense and speedy action is required.

- ❖ First Aid Boxes and Record of Treatment Books are listed in Table 1.

Table 1: Location of First Aid Boxes and First Aid Treatment Books

Location	First Aid Box[es]	Treatment Book
Main Staffroom	Yes	Yes
1 st Aid Room	Yes	Yes
Kitchen	Yes	NO
Design Techonology FOOD	Yes	NO
Design Techonology DT1	Yes	NO
Science Prep Room	Yes	NO
Art	Yes	NO
PE Dept	Yes	NO
Mobile Kit -Educational Visits	YES	

Table 2: List of Qualified First Aiders [QFA]

Name	Location	Telephone ext
Lauren McDowall	E2	
Lisa Noon	Pastoral managers office	129
Tommy Murphy	R3	149
Hayley Wainwright	DT/Year 11 office	154/111
Matt Hefferan	IT Office	120
Morgan Hesketh	IT Office	123
Janinta Brown	Chaplaincy	131
Julie Taylor	Office	115
Les Rooney	Science Prep	150

Rhodri Lloyd	PE Dept	146
Roy Gibson	DT3	155
Wayne Emmett	Site Office	121

Procedure for all accidents which results in a person[s] [Staff/Pupils/Visitors] being injured in connection with any activity at St Bede's

1	Any member of staff who is aware or notified of an injury, accident or the need for medical attention [pupil, staff or visitor] should investigate
2	If the injury or accident is considered to be a minor one after assessment by a qualified first aider, then the person can be dealt with.
2a	<p>After treatment of a minor injury the person should either be:</p> <ul style="list-style-type: none"> • allowed to stay in school and the appropriate covering letter given to notify parents/guardians if a pupil [Appendix 1 –Letter-Accident in School and Appendix 2 – Bump to the Head Letter with tear of slip for school records]. All minor accidents or injuries need to be recorded in a First Aid Treatment Book. • collected by parents /guardians and the appropriate covering letter given to notify parents/guardians if a pupil [Appendix 1 –Letter Accident in School and Appendix 2 – Bump to the Head Letter with tear of slip for school records – supply in main Staffroom]. Year leader or member of Management Team to meet with

	<p>parent/guardian regarding accident /medical injury. If a pupil is taken to hospital for treatment by their parent/guardian then this must be reported to admin support, student services to report to the HSE.</p> <ul style="list-style-type: none"> • as an adult, their injury/ accident must be recorded in a First Aid Treatment Book and correct advice given for recovery and their capability to stay in work. Check with the management team if there is a concern.
3	<p>If the injury or accident is considered to be MAJOR after assessment by a first aider, then further professional support should be sought.</p> <ul style="list-style-type: none"> • An ambulance must be called either via the nearest phone, the main reception [120] or from a mobile phone. The parents/guardians must be contacted at the same time to organise a meeting place – this could be school or a named hospital. • If an adult is involved then the school has a duty to contact the next of kin or the named relative to explain the situation so further support can be provided.
3a	<p>After treatment of a MAJOR injury/accident where hospital treatment has been organised by the school it is necessary to report this to the Health and Safety executive. See admin support, student services who will manage submission of the HSE documentation on behalf of St Bede's.</p>
4	<p>Any accident/injury that occurs off School premises but is connected with the following:</p> <ul style="list-style-type: none"> • an approved educational visit • an approved educational activity • official School business <p>must follow the same First Aid Procedures as approved by the Headteacher and the Governors of the School.</p>

Appendix 1

Date:

Dear Parent

Your child _____
had an accident at school today and has received first aid
treatment.

They were treated by

If it is necessary for your child to have further treatment,
please inform the school.

Yours sincerely

D Morgan
Headteacher

Appendix 2

Date:

Dear Parent or Guardian

Your child

has had an accident at school today.

They received a bump to the head at _____ and have been well for the rest of the school day. However, it is important that you watch for any signs or symptoms in your child which might indicate a more serious injury.

PLEASE WATCH FOR:

- Drowsiness that is unexpected.
- Vomiting more than once.
- Any signs of blood or watery fluid coming from the nose or ears.
- Any complaint of a headache.
- Any complaint of "seeing double" or "blurred eyesight".

If any of these signs develop, then you should contact your doctor for further advice.

Yours sincerely

Mr D Morgan
Headteacher

BUMP TO THE HEAD LETTER

This is to certify that a "bump to the head" letter has been given to the parent/guardian of:

(pupil's name)

Signed _____ Date _____