



ST JAMES

Senior Boys' School

First Aid Policy

It is incumbent on the employer to administer timely and competent first aid. The total number of first aiders (including 'paediatric' first aiders) and appointed persons must be identified after all relevant factors have been assessed, including age of pupils, layout of premises, remoteness of site from emergency medical services, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.

A First Aider is always on site during routine school hours, when an activity takes place out of school hours or away from the school site, the staff member in charge of the activity should ensure that appropriate first aid arrangements are made. This will include ensuring that there are enough staff attending the activity, who have adequate first aid training and obtaining medical / first aid equipment from Matron.

First aiders must be trained in accordance with the standards laid down by the Health and Safety Executive and if necessary they must be trained to administer first aid for identified and specific risks including paediatric first aid.

First aiders must be certificated. (There are two levels of certification – First Aid at Work and Emergency First Aid at Work.) First aid certificates are issued for a three year period only and re-qualification and re-certification are required after that. Consideration should be given to providing annual refresher training which can be carried out via e learning.

Trainers are not required to be approved by HSE but the training offered must be evaluated by the school as satisfactory. A checklist for evaluating the competence of first-aid training organisations is available on the HSE website.

Appointed persons are responsible persons whose duty it is to take charge of a situation if a serious injury or illness occurs and a first aider is not available. Appointed persons must be appointed in writing and basic emergency first aid training should be provided for them. The basic training must be considered for a large number of employees because there should be at least a trained appointed person present on site when pupils are present.

All first aid trained persons, appointed persons and other staff must know that should any person's condition be a cause for concern they must know how and when to call for additional help i.e. dial 999. If an ambulance is called the Bursar must be informed. All

members of staff have a duty of care to respond quickly to a major incident and respond appropriately.

During the school day the Matron is available to discern the medical needs of the pupils. If matron is not available i.e. when activities take place outside school, staff in charge should administer appropriate first aid, contacting emergency services as necessary. An accident form should be completed and returned to matron at the earliest opportunity. Parents should be informed if their child requires first aid during a trip or visit.

A list of Staff members with current first aid qualifications can be found in Appendix 1.

First Aid Notices

First Aid notices must be displayed in key positions showing the names of nominated first aiders and appointed persons and the location of the nearest first aid container.

First Aid Containers

First aid containers (which must be clean and marked with a white cross on a green background) must be kept stocked according to the contents list and any other assessed need (including for children) and should contain a guidance leaflet. Contents must be checked regularly. Eye wash must be provided where there is a need and eye wash stations must be identified by appropriate signage. Stations should be checked regularly. Maintenance of First aid equipment is the responsibility of the Matron.

A list of First Aid container locations can be found in Appendix 1

When activities take place away from base, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.

Sufficient quantities of each item should always be available in every container. In most cases the listed items will suffice:

- One guidance leaflet
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work carried out e.g. of a detectable type for food handlers
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Two medium sized individually wrapped sterile un-medicated wound dressings
- Two large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)

- One pair of disposable gloves.

If additional materials and equipment are assessed as necessary, for example, scissors, adhesive tape, individually wrapped moist wipes, these may be kept.

Where eye wash stations are necessary and mains tap water is not readily available at least a litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Sufficient containers to provide several minutes irrigation are necessary at each station.

First aid Kits for Travelling

The contents of travelling first aid kits should be appropriate to the circumstances in which they are likely to be used. In most cases the listed items will suffice:

- One guidance leaflet
- Twenty individually wrapped sterile adhesive dressings
- Two large sterile un-medicated dressing approximately 18cm x 18cm
- Two safety pins
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves.

Spillage kits

Kits for dealing with body fluids and aprons will also be available.

Records

Records must be kept of all first aid administration. Significant injuries/ accidents must be notified in writing to parents.

All staff have a duty to report accidents and near misses that occur during a school activity or on school property. Accident / incident forms are available in the staff room and in first aid containers. These should be returned to Matron.

First Aid – Appendix 1

List of Staff with First Aid Qualifications (updated March 2018)

Surname	Forename	Award	Renewal Date
Brennan	Helen	Expedition First Aid level 4	02/05/2018
Bell	Kevan	FAAW 3 Day	10/01/2020
Bridge	Stuart	FAAW 3 Day	08/07/2019
Choimet	Anne-Helene	FAAW 3 Day	19/06/2020
Clarke	Jeremy	FAAW 3 Day	21/03/2020
Fletcher	Richard	FAAW 3 Day	16/01/2020
Freddino	Nick	FAAW 3 Day	11/05/2019
Hooper	Adam	FAAW 3 Day	08/07/2019
Jefferies	Alison	FAAW 3 Day	18/10/2019
Jefferys	William	FAAW 3 Day	08/07/2019
Johnson	James	FAAW 3 Day	25/05/2020
Karavla	Bran	FAAW 3 Day	11/05/2019
Lovell	Keith	FAAW 3 Day	09/05/2019
Mitchell	Stevie	FAAW 3 Day	21/11/2019
Prendergast	Tim	FAAW 3 Day	11/05/2019
Pugh	Caroline	FAAW 3 Day	04/05/2019
Rhoden	Maurice	FAAW 3 Day	09/07/2019
Rodgers	Peter	FAAW 3 Day	08/07/2019
Russell	Julia	FAAW 3 Day	11/05/2019
Saunders	Mark	FAAW 3 Day	08/07/2019
Soares	Lorraine	FAAW 3 Day	15/05/2020
Taylor	Tammy	FAAW 3 Day	09/03/2020
Wassell	Ben	FAAW 3 Day	08/07/2019
Byrne	Frank	EFAW 1 Day	24/10/2020
Morey	Rosie	EFAW 1 Day	29/05/2020
Neave	Charles	EFAW 1 Day	15/02/2020
Neyton	Annie	EFAW 1 Day	04/10/2020
Lal	Neetu	Paediatric First Aid	04/03/2020

Location of First Aid Boxes

- Ground floor Corridor – Outside meeting room G33P
- Staff Room
- Medical Room
- Entrance to Astroturf
- Maintenance Office
- DT Room
- Art Room
- Moot Hall
- Science Labs (+ eye wash stations)
- School Buses

Defibrillator

Ground floor corridor - outside meeting room G33P

Emergency Cupboard Contents

- Student's spare Adrenaline Auto injectors and Antihistamine
- Student's spare inhalers
- Emergency inhaler kit
- Emergency Diabetic Hypo Box
- First Aid Kit
- Resuscitation mask with valve