

2022  
2023

Policy adopted: February 2015

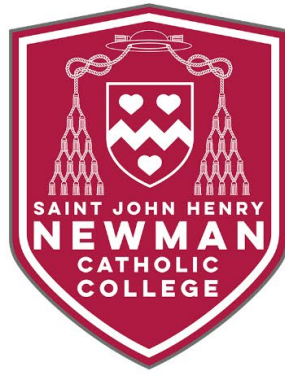
Last review date: February 2023

Next review date: February 2024

Signed by: Mr J. Cassin.  
Position: Chair of Governors

A handwritten signature in black ink, appearing to read "J. Cassin", is written over a white rectangular background.

## FIRST AID, ACCIDENT AND MEDICATION POLICY



Saint John Henry

# Newman Catholic College

**LOVE** ONE ANOTHER

**FAITH** IN OUR COMMUNITY

**COURAGE** TO DO THE RIGHT THING

**VOCATION** TO MAKE A POSITIVE CONTRIBUTION

**SERVICE** TO LOVE YOUR NEIGHBOUR AS YOURSELF

**DIGNITY** TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

**EXCELLENCE**

“We strive to have the courage to celebrate  
and live our Christian Faith,  
in love and service to all others,  
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

# **First Aid, Accident and Medication Policy**

## **Statement of Intent**

Saint John Henry Newman Catholic College will make appropriate and adequate arrangements for first aid as part of its obligations under the Health and Safety at Work Act 1974, and fulfill the requirements of the Health and Safety (First Aid) Regulations for all members of staff, pupils and visitors. As a result, this policy has been drawn up to give details of the first aid arrangements which have been made in the school.

## **Principles and Practice of First Aid**

First aid is the skilled application of accepted principles of treatment on the occurrence of any injury or sudden illness, using facilities or materials available at the time. It is the approved method of treating a casualty until placed, if necessary, in the care of parents/carers or removed to hospital. First aid treatment is given to a casualty to preserve life, to prevent the condition worsening and to promote recovery.

## **First Aid Arrangements**

### **Trained and Qualified First Aiders**

1. Trained and qualified first aiders are those members of staff who have attended a course of training on first aid (First aid at work or a refresher course) and have a valid current first aid certificate issued by an organization approved by the Health and Safety Executive under the Health and Safety (First Aid) regulations.
2. The first aid certificate is valid for three years and has to be updated by means of a refresher course.
3. The duties of the trained and qualified first aiders are:
  - a. To assess the situation where there is an injured or ill person
  - b. To give immediate and appropriate treatment bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention
  - c. To arrange, without delay, for the casualty to be collected by parents/carers or transported to hospital according to the seriousness of the condition. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
  - d. Ensuring that there is an adequate supply of all the prescribed materials in the first aid boxes and kits and that the contents of first aid boxes and kits are replenished after use and the items are not used after the expiry date which is shown on the packets.
  - e. Completing the accident book at reception or an accident form if appropriate.
4. The names, locations and telephone extension numbers of the trained and qualified first aiders will be displayed in the reception, staffroom and PPA rooms.

### **First Aid Boxes**

There will be first aid boxes in the Medical Room near reception, every PPA room, administration and the staffroom. The responsibility for ensuring all first aid boxes are adequately stocked is the Assistant Headteacher Inclusion

### **External trips and visits**

The first aid requirements and procedures if an accident occurs or other emergency will be documented when visits are planned including educational visits abroad. Travelling first aid kits will be provided for all visits.

## **CODE OF PRACTICE – FIRST AID**

### **If a pupil is unwell but able to go to the Pastoral Care Centre (PCC)**

- If a pupil complains of feeling unwell then they should be sent to the Pastoral Care Centre, accompanied by another pupil or a member of staff.
- A member of the Pastoral or Attendance teams will assess the situation and provide appropriate treatment and send the pupil back to class if applicable.
- If required, they may contact other trained first aiders for support if they believe the illness to require assessment from a trained First Aider. First Aid support will always be called for in the event of an injury.
- If the pupil needs to be sent home then the student should be taken to Pastoral Care Centre (if not already there). Staff in the Pastoral Care Centre will contact the Pastoral Co-ordinator or a member of SLT for authorisation.
- Staff in Pastoral Care Centre will contact parents/carers and log communication with parent/career on SIMs.

In the event of a CLA pupil needing to be sent home, the CLA team must be informed.

- In the event of a physical injury, the First Aider must then complete the accident book and complete an accident form which in turn must be forwarded to the Director of Support Services without delay.

### **If a pupil is unwell or injured and is unable to be moved.**

- Call a First Aider - Each PPA room will have details of current first aiders including location and extension numbers or call/radio reception and they will ensure a first aider attends.
- If the pupil requires an ambulance then the first aider will make the 999 call without delay.
- Reception then needs to be informed that an ambulance has been called so they can direct the medics to the location and get Equans to lower the barriers, or open gates if necessary
- Reception will require information about the pupil's condition and will then contact parents/carers. (if not already done so by another member of staff)
- Reception will print a pupil data sheet and arrange for a member of staff to accompany the pupil in the ambulance. . (if not already done so by another member of staff)
- Reception will record the incident in the accident book and will liaise with the First Aider who attended the incident, in order for an accident form to be completed where applicable.
- Reception will inform the attendance officer if the pupil has left site. (if not already done so by another member of staff)

## **CODE OF PRACTICE – RECORDING AND REPORTING ACCIDENTS Accident Forms – AIRS 1 Form**

- Part 1 and 2 of this form must be completed when an accident to any member of staff or pupil occurs, no matter how trivial. It should be completed by the first aider who dealt with the accident.
- Part 2 must be signed by the Director of Support Services.
- A record of all forms must be kept at reception.

**If the following accidents occur then a copy of the form must be sent to the Health Safety and Wellbeing Service at Oldham LA.**

- Fracture, other than fingers, thumbs and toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electrical shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours
- Injuries caused by plant e.g. lifts, machinery
- When a pupil is injured due to a lack of supervision
- When an injury occurs due to the condition of the premises

## **RIDDOR 1995**

Some accidents need to be reported to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. HSW will report these on our behalf. Part 3 is only completed if requested by the HSW. Reportable employee accidents are:

1. Employees off work for 7 days (including weekend) due to an accident at work.
2. If a person is hospitalized for 24 hours or longer due to an accident at work
3. Defect to premises which resulted in an accident

Reportable pupil accidents are :

1. Defect of premises
2. Lack of supervision

## MEDICATION POLICY

Pupils sometimes ask for painkillers at school including aspirin and paracetamol but school staff should not prescribe medication to pupils. They do not know whether the pupil has taken a previous dose or whether the medication may react with other medication being taken.

- We should only store, supervise and administer medicine that has been prescribed for an individual pupil and is accompanied with a signed parental agreement. This should be handed in at reception to be stored in the medical cabinet behind Reception (locked). Keys to the locked cupboard are held in the following locations in college:
  - Reception
  - Admin Office
  - SENCO's Office (Mrs Diveney's Office in V Hub)
  - Deputy Headteacher's Office (Ms Scott's Office in E Hub)
  - Assistant Headteacher's Office (Mrs McNee's Office in lower B hub)
- The reception staff should ensure that the supplied container is clearly labeled with the name of the pupil, the name and the dose of the medicine and the frequency of the administration.
- All emergency medicines, such as asthma inhalers and adrenaline pens, must be readily available to pupils.
- A register of all medication for pupil on site will be kept with the Administration department.

Further information is contained within the 'Supporting Pupils with Medical Conditions Policy'

### Pupils with SEND who require medication:

Some pupils with SEND are required to take medication daily during college hours. Where SEND pupils are able to do this independently their medication is held at reception. Some SEND pupils require support to take their medication. In these cases, their medication is stored in a wall mounted medical cabinet in the Link office, to which pupils have no independent access. The cabinet is kept locked at all times. Keys to the cabinet are held by the SENCO, Learning Support Manager and HLTA.

LINKs to additional policies:

- Supporting Children with Medical Conditions

<b>Name of policy:</b>	First Aid, Accident and Medication Policy
<b>Statutory/ Non Statutory status:</b>	Statutory
<b>Original or Adopted from:</b>	Newman College
<b>Policy Owner/ Responsibilites:</b>	Assistant Headteacher (supported by Director of Support Services)
<b>Approver(s) and Governors panel if applicable:</b>	HR, Finance and Premises
<b>Original Policy date:</b>	
<b>Review timeline:</b>	Annually
<b>Version/Date:</b>	1.3 February 2023



