



CONNAH'S QUAY HIGH SCHOOL

Creu Llwyddiant | Creating Success

First Aid Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed biannually.

Policy Title	First Aid Policy
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Approved by & Date	October 2023
SLT Lead	CHA

STATEMENT OF POLICY

This is the First Aid Policy of Connah's Quay High School which has been written with reference to the Flintshire County Council (FCC) Corporate Standard 'First Aid at Work' document and the Department for Education and Employment (DfEE) document 'Guidance on First Aid for Schools' to meet the Health and Safety (First Aid) regulations 1981.

AIM

The Governing Body is committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors, including adequate First Aid provision per the school's Health and Safety Policy.

OBJECTIVES

- Make an assessment of First Aid needs within Connah's Quay High School based on staff/pupil numbers and the activities covered. Hazards include chemicals in science, machinery in DT, electricity, manual handling, slips and trips.
- Ensure that the school has a sufficient number of First Aiders (3 day trained) based on the assessment (an emergency First Aider cannot undertake the duties of a full First Aider).
- The school is considered to be a low to medium hazard environment. The guidance is that with nearly 100 employees it should have at least two First Aiders and an additional one for each 100 employees. Whilst pupils are not employees, it is good practice for schools to take them into account. With a roll of approx. 1100 (September 2023) and approx. 115 staff there are over 1215 people on site on a typical day and therefore the school believes that 13 First Aiders is an appropriate number.
- The school shall ensure that there are an additional 12 to 15 Emergency First Aiders (1 day trained) to provide additional cover for first aid requirements.
- The school will provide a designated medical room, with sufficient supplies to deal with most first aid requirements, and a confidential bed space.
- Ensure employees are aware of the First Aid arrangements the kits available to them and their location.
- Ensure that any accident data is taken into account in planning First Aid. All accidents, incidents and near misses are to be reported via the schools Incident / Accident Report form.
- Ensure that First Aiders retain their certificate of competence (valid for 3 years). Failure to requalify within three years will mean that they are no longer covered

by insurance and must attend a new course. All First Aiders must attend an annual half day skills and update course.

- First Aid provision must be available at all times while people are on the school premises and also off the premises whilst on a school trip.

ORGANISATION

This section details the individual responsibilities and duties of the Governing Body, Headteacher and staff.

Governors

- Liaison with LEA and others on matters of policy
- Review and ratify up school First Aid Policy
- Delegate health and safety matters to appropriate committee
- Monitor Health and Safety standards in school (including First Aid)

Headteacher / Business Manager

- Take day to day responsibility for Health and Safety, including First Aid, acting as the First Aid Coordinator.
- Liaison with LA and others on matters of organisation and procedures.
- Arrange for staff to be informed and trained.
- Delegate First Aid duties to trained members of staff and ensure that the school maintains an adequate number of trained First Aiders.
- Ensure all accidents are reported to Corporate Health and Safety using the prescribed forms and within specified timescales.
- Look after the first aid equipment and ensure stock is in place for all first aid requirements.

First Aiders (both First Aiders and Emergency First Aiders)

- Administer First Aid as required.
- Participate in a Rota of first aiders on duty throughout the week.
- Respond immediately to incidents involving learners, staff or visitors.
- Call for an ambulance if required.
- Complete an Incident / Accident Report Form.
- Ensure that they maintain their certificate (attend annual half day course and requalify inside three years).

Pastoral Coordinators

- Contact parents / guardians to inform them of the situation when a first aid incident occurs.

The following members of staff are currently qualified to administer First Aid:

Name	Location	Extension
Laura Jones*	Cam Nesaf	3027
Sue Messham*	Office	3098
Cathy Edwards*	Pastoral Office	3046

Chelsea Hunter*	Pastoral Office	3070
Amy Catherall	Pastoral Office	3088
Sian Nash*	On Call	3049
Alex Jones	PE Office / Class	3037
David Morris	PE Office / Class	3037
Stephen Rowlands	PE Office / Class	3037
Kerry Roberts*	Pastoral Office	3050
Carwyn Moller	Humanities Office / Class	3041
Rowan Blanchard	Maths Office / Class	3044
Sian Jones	MFL Office / Class	3031

*These first aiders have a portable radio with them at all times.

Rota

First aiders will be placed on a rota and must be available to respond to calls for first aid during this time.

OPERATIONAL

Medical Treatment Room

The Medical Treatment Room is for access by First Aiders only. It is located next to the Business Manager's office. Learners must be accompanied when in this room. The room will stocked with first aid supplies including ice.

Any use of the room must be recorded on an Incident / Accident Report form.

Location of First Aid Kits

Fully stocked First Aid kits can be found in the following locations:

- Reception
- Pastoral Office
- On-Call
- 2 x Trip Kits – kept in the Main Office
- Science (2 Prep Rooms) Technology (Prep Room), PE Office and Food Technology Room

First Aid Kit Inventory

First Aid kits will be stocked with general supplies as well as items specific to that area. This will include, but is not limited to, burn gel, eye wash and splints for arms and legs.

First Aid Kits should be checked on a monthly basis and check sheet completed for each kit.

Wheelchair

The school has a wheelchair for use to transport anyone who needs assistance. It is located in the Medical Treatment Room.

Defibrillators

There are 3 Defibrillators on site. They are located in:

- Main Reception

- PE Office
- On-Call

All First Aiders are trained in the use of the equipment. The First Aid Co-ordinator is to perform monthly checks on the Defibrillators in line with the manufacturer recommendation. A 'wrench' symbol indicates that service is required or that the device may not function as intended.

ARRANGEMENTS FOR FIRST AID

- The closest member of staff present will assess the seriousness of the injury and seek the assistance from the member of staff on Management by Walk About (MBWA).
- If required, the MBWA staff will 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 a colleague or the emergency services. They will remain on 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, they will inform the child's Pastoral Co-ordinator. The parents will be contacted by the Pastoral Co-ordinator (or pastoral team if PC is not available) and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Pastoral Co-ordinator will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Emergency Procedures

The following should be adhered to by all First Aiders

- *Calm everyone down*
- Check the learner is safe. Do not move them.
- Send a learner to get help
- Send another learner to get blankets from office or medical room
- If an ambulance is needed, make sure the office has the details – Name, Form, Any medical history, Nature/account of injury/accident.
- Arrange for a member of staff to wait for the ambulance at the main gate so that it can be directed straight to the emergency.
- Ask the ambulance service for any advice/help if required.

Learner behaviour

At no time should a learner 'self-refer' to a First Aider. If they feel sick between lessons, they need to see their next teacher or, if it is break or lunchtime, their form

tutor or Pastoral Coordinator. If they are wandering around the school or by the medical room without permission, please send them away and back to lessons.

School Nurse

There is currently no School Nurse on site.

Staff Accidents / Illness whilst at work

Should a member of staff be injured whilst at work, help must be sought and the member of staff taken to hospital/home, whichever is deemed most appropriate (an attempt should be made to contact next of kin), an accident form must be completed and given to the Head. If a member of staff is taken ill they should be helped home, to the doctors or where necessary. If the injured person is a member of the teaching staff, then the person in charge of cover must be informed to arrange for the remainder of the lesson to be covered.

First Aiders are trained in first aid for both learners and adults. All first aiders must be prepared to assist with any individual who needs assistance.

If a lesson needs to be taken, it would be hoped that anyone free at the time would step in until cover can be arranged.

The same procedure must be followed for support staff and ancillary help.

ARRANGEMENTS FOR ILLNESS

“If a learner is feeling unwell the following should be considered before an alert is sent:

- *Is the learner sufficiently hydrated?*
- *Has any excess clothing been removed to ensure body temperature is appropriate*
- *Has the learner been placed near to a window to help moderate body temperature?*

*At **no point** should the learner be sent unsupervised out of the classroom, e.g. to stand out in the corridor or to go to the toilet.*

*If the learner **continues to complain** of feeling unwell, please press the alert on Satchel One. A member of staff will then escort the learner to the relevant Pastoral Co-ordinator.”*

(extract from CQHS Healthcare Policy 2023)

Medication

Please refer to the CQHS Healthcare Policy for more information on administering medication to learners.