


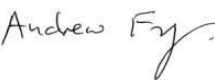


Crickhowell High School
Ysgol Uwchradd Crughywel

First Aid Policy 2023-2024

Reviewed by LT (name and date):	CJ Feb 2024
Date of Issue:	
Reviewed / adopted by Governor Committee:	February 2024
Ratified by the full Governing Body:	
Last reviewed and approved by the full Governing Body:	January 2024

Signed:

MISS C. JONES	HEADTEACHER		DATE:	Feb 24
MR A. FRYER	CHAIR OF GOVERNORS		DATE:	Feb 24

First Aid Policy

Crickhowell High School 2023-24

1. Regulations/Acts

Crickhowell High School promotes awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary, to save life.

2. Policy Statement

This policy is in place to ensure that the First Aid systems and provision at Crickhowell High School enables all students, staff and visitors to be as safe and as well as possible at all times.

The school holds the responsibility to:

- Appoint an appropriate number of suitably trained personnel as First Aid staff
- Ensure sufficient first aid facilities and resources are available
- A record of accidents is maintained
- Interim reports are provided to the Governing Body
- Ensure that suitable and sufficient information and training is provided to staff
- Ensure that students and parents/carers are aware of the policy and procedures
- Keep accident records and will report to the HSE as required under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- Report higher level and RIDDOR reportable incidents to the Local Authority
- Ensure that this policy is reviewed every two years.

3. Risk Assessments / Medical Conditions

Crickhowell High School has a separate **Health Care Needs Policy** which provides the necessary information for those learners and staff with medical conditions and healthcare needs. It is important that all parties communicate their needs to ensure the best level of care and support.

4. Staff & Resources

Appointed Persons

There are appointed persons who lead on operational first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties throughout the working day.

There are strategic appointed persons who oversee the systems and process for First Aid. The operational appointed persons will liaise with the strategic appointed persons through review meetings and line management.

Staff Members	Role
Mrs C Mutlow	Operational Appointed Person
Mrs E Ebbatson	Operational Appointed Person
Headteacher	Strategic Appointed Person
Business Manager	Strategic Appointed Person

Qualifications & Training

Appointed First Aid staff require the following attributes:

- Reliability, disposition and communication skills
- Aptitude and ability to absorb new knowledge and skills
- Ability to cope with intense and physically demanding emergency procedures.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider is made a selection criterion for staff appointed to any relevant post in the establishment. A person is only 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive.

Courses are as follows:

- The FAW is a full three-day course in first aid at work.
- The EFAW one-day course in emergency first aid at work.

A three-year certificate will be issued to those who successfully complete a FAW or EFAW course. Re-qualification training for both courses is required after the three-year period. During any three-year certification period, it is recommended that first aid personnel undertake annual 3-hour refresher training.

The Leadership Team will be responsible for keeping a record of all training and refresher dates.

First Aid Staff

The appointed First Aid staff at Crickhowell High School are below.

Staff Member	Role	Award Level	Expiry Date
Mrs Catherine Mutlow	Receptionist	FAW Emergency Paediatric First Aid	14/7/24 20/4/26
Ms Estelle Ebbatson	Administration	FAW	14/7/24

Mr Andrew York	Inclusion Hub Lead	FAW	14/7/24
Mr Nick Carter	ADT Technician	FAW	14/7/24
Ms Lucy Bethel	Deputy Director - Expressive Arts	FAW	14/7/24
Mr Aled Treharne	Deputy Director – Health & Wellbeing	FAW	14/7/24
Mr Gordon Davies	Sports Centre Manager	FAW	14/7/24
Mrs Cerys Probert	Administration	Emergency Paediatric First Aid	20/4/26
Mrs Kerry Williams	Administration	EFAW	17/7/26
Ms Iryna Kovalenko	Teaching Assistant	EFAW	17/7/26
Mrs Allyson Hand	Deputy Headteacher	EFAW	17/7/26
Miss Claire Jones	Headteacher	EFAW	17/7/26
Mrs Catie Gilbert	Director – Health & Wellbeing	EFAW	17/7/26
Mr Matt Godfrey	PE Teacher	EFAW	17/7/26
Miss Evie Jones	PE Teacher	EFAW	17/7/26
Mr Rhys Jones	PE Teacher	EFAW	1/2/24

5. Fixtures/ Trips First Aid

It is important that staff taking students on fixtures and trips plan ahead for First Aid provision. The school has a separate **Trip Policy Planning & Guidance document** and **Trips Checklist** that outlines the required process.

Where accident, injury or illness occurs on a trip or fixture, it is the responsibility of the Trip Leader to ensure that appropriate actions are taken in line with the aforementioned policies.

6. First Aid Equipment & Materials

Crickhowell High School has a suitable number of first aid boxes/kits properly marked, kept in the following locations:

Locations
First Aid Room (with back-up supplies)
Art & Design Corridor – A5
Outdoor Block – B5
Sixth Form Office
Outdoor Block – ALN Department
Science Preparation Room

There will be a wheelchair on every location:

Locations
Duty manager's office – sports centre
P.E Office – Demountable by 3G Pitch

All first aid stocks are checked monthly and restocked by the appointed persons, and a log of these checks is kept securely on school site.

All First Aid boxes are expected to contain the following standard items:

The First Aid box contains;

- Disposable Heat retaining foil blanket/s
- Microporous tape
- Sterile moist cleansing wipes
- Non-sterile disposable triangular bandages
- Scissors
- Nitrile Powder-free gloves
- Burnshield dressings
- Sterile eye pad dressings
- Medium sterile dressings
- Large sterile dressings
- Sterile finger dressings
- Conforming bandages
- Washproof plasters, assorted sizes

Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They must be replaced by the dates noted and expired items must be disposed of safely.

In cases where sterile items have no dates, it is advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, whether they are fit for purpose.

The Education Regulations require the school to have a suitable room that can be used for medical treatment when required, and for the care of pupils during school hours. The school has a dedicated Medical Room on the upper floor.

7. Information for Staff and Students

Crickhowell High School ensures that first aid procedures are included in staff inductions, and that all students have the key information shared with them through Form Time and Assemblies. Staff are regularly reminded on the procedures through Staff Briefings. The

school culture evolves around care, support and wellbeing, and staff are encouraged to share information around any medical concerns relating to students, staff and visitors.

The First Aid team endeavour to meet formally at least once per term to review procedures and individual health care concerns. Please see separate **Health Care Needs Policy**.

8. First Aid Record Keeping

A record must be kept of any first aid treatment given by the qualified First Aid staff.

The record must include:

- Date, time and place of the incident.
- Name and status of the injured or ill person (i.e. student, staff or visitor)
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example went back to lessons/work, went home, went to hospital).
- Name of the first-aider or person dealing with the incident.

The school system to log incidents is '*Smart Log*' and all staff have access to create their own logs. The logs are reviewed by the Business Manager.

The Business Manager and Headteacher will review First Aid records on a termly basis and ensure that actions are taken where patterns or repeat incidents occur. The Headteacher will report the data to the Governing Body at interim points through the academic year.

9. Responding to an incident or injury

Injury or illness is to be reported by students and staff to main reception. The Administration Team will call on the First Aid staff in order of the table above, due to the likeliness of their accessibility and other responsibilities.

Where a student, staff member or visitor presents with a head injury, back injury or any mobility difficulties, they must be kept in situ with supervision, as comfortably as possible, whilst others are directed to call for First Aid staff.

If available, general staff are encouraged to support First Aid staff with the following:

- Helping to cordon off the incident area if First Aid staff are unable to move a student.
- Enforcing a one-way system, managing how students, staff and visitors move around, avoiding the incident area
- Ensuring there is access for an ambulance via the carpark and at the school drive. This is especially important at the start and end of the school day with the traffic in to and out of the school car park.
- Meeting the ambulance in the carpark to direct them to incident area
- Collecting medication/defibrillator/first aid kit etc. for First Aid staff

10. Emergency Services

As/when there is a concern around a high-level injury or illness to any student, staff member or visitor, First Aid or other appointed staff may contact emergency services who may attend the school site.

The rurality of the school may cause waiting times for ambulances to be extensive, and the First Aid Team may consult with the Leadership Team around the possibility of transporting a student with parent/carer consent. Where parents/carers are not contactable, the Leadership Team will make a decision on the appropriate steps.

It is essential that no staff member transports a student without the approval of the Leadership Team. Where approval is granted, it is essential that there is always a minimum of two members of staff transporting the individual concerned.