

# All Saints' Catholic Voluntary Academy Document

*Commit your work to the Lord, and your plans will be established. Proverbs 16:3*

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**Policy:** First Aid Policy  
**Prepared for:** All Saints' Catholic Voluntary Academy

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## Approval

Approved by	Approval date	Review Date
Headteacher	September 2014	September 2015
Headteacher	July 2016	July 2018
Head of School	October 2018	October 2020
Headteacher	October 2020	October 2022
Headteacher	July 2023	July 2025

The First Aid procedure at All Saints' is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. The health and well-being of children is important and we wish to support all parent who have any concerns about their child's well-being. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness (unless they have a cold in which case they should be encouraged to come to school).

All Saints Catholic Academy recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

It is emphasized that the team consists of qualified First Aiders and NOT trained doctors or nurses. All First Aiders hold a valid First Aid at work certificate or equivalent.

A list of First Aiders is available on the All Saints' T: drive.

At the start of each academic year a list should be provided to the First Aiders of students who are known to be Asthmatic, Anaphylactic, Diabetic, Epileptic or have and other long term conditions. This list is also available on the T: drive.

#### **Aims:**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To protect children and adults from preventable infection.
- To enable staff and parents to be clear about the requirements and procedures when children are unwell.
- To deal efficiently and effectively with First Aid emergencies that may arise whilst students, staff and visitors are in our care.

#### **First Aider will:**

- Ensure their qualification and insurance (provided by the school) is up to date.
- Ensure First Aid cover is available throughout the working hours of the week.
- Contact parent/carer of an injured student as appropriate.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing the gloves where any loss of blood or bodily fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Ensure portable First Aid kits are adequately stocked and always to hand.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury caused the student to feel unwell.
- Insist that any casualty who had sustained an injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is: Accompanied in the ambulance (the First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate adult should be sent). This adult will then be met at the hospital by the child's relative/carer.
- Met at hospital by a relative.
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.

- Keep an account of each student attended to on their SIMS, the nature of the injury and any treatment given. In the case of a serious accident or near miss an OLOL report shall be completed by all involved and this will be submitted on the OLOL portal. Records of which are kept in the General Office.
- Ensure that everything is cleared away after the event, using gloves, and that every dressing is disposed of in a yellow PSE bin (which must be sealed tightly before disposing of). Any fluid/bloodstains must be washed away thoroughly. No contaminated items to be left lying around.

Note: For cases that require hospital treatment but are not emergency, parents must be contacted and requested to pick up their child from school to take to hospital. In some cases, it may be in the best interest of the child for a member of staff to take the student to hospital and to meet a parent there.

**THE GOVERNING BODY will:**

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations (1981)
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of the First Aid procedures in school.

**All Teaching Staff will:**

- Familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are (see T: drive).
- Be aware of specific medical details of individual students, see pinned notices on Arbor or notices in the medical category on Arbor, list of medical needs also on T: drive.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception/General Office/Site Staff as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid First Aid certificate or know the correct procedures: such as staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to First Aid room if they are able to walk where a First Aider will see them: this student should be accompanied.
- Ensure that students have a current medical consent form indicating any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

**OFFICE STAFF will:**

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student/staff member.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send students who simply do not feel well to their YPL.

- Not administer paracetamol or any other medications unless they have an up to date consent form in the medication folder.

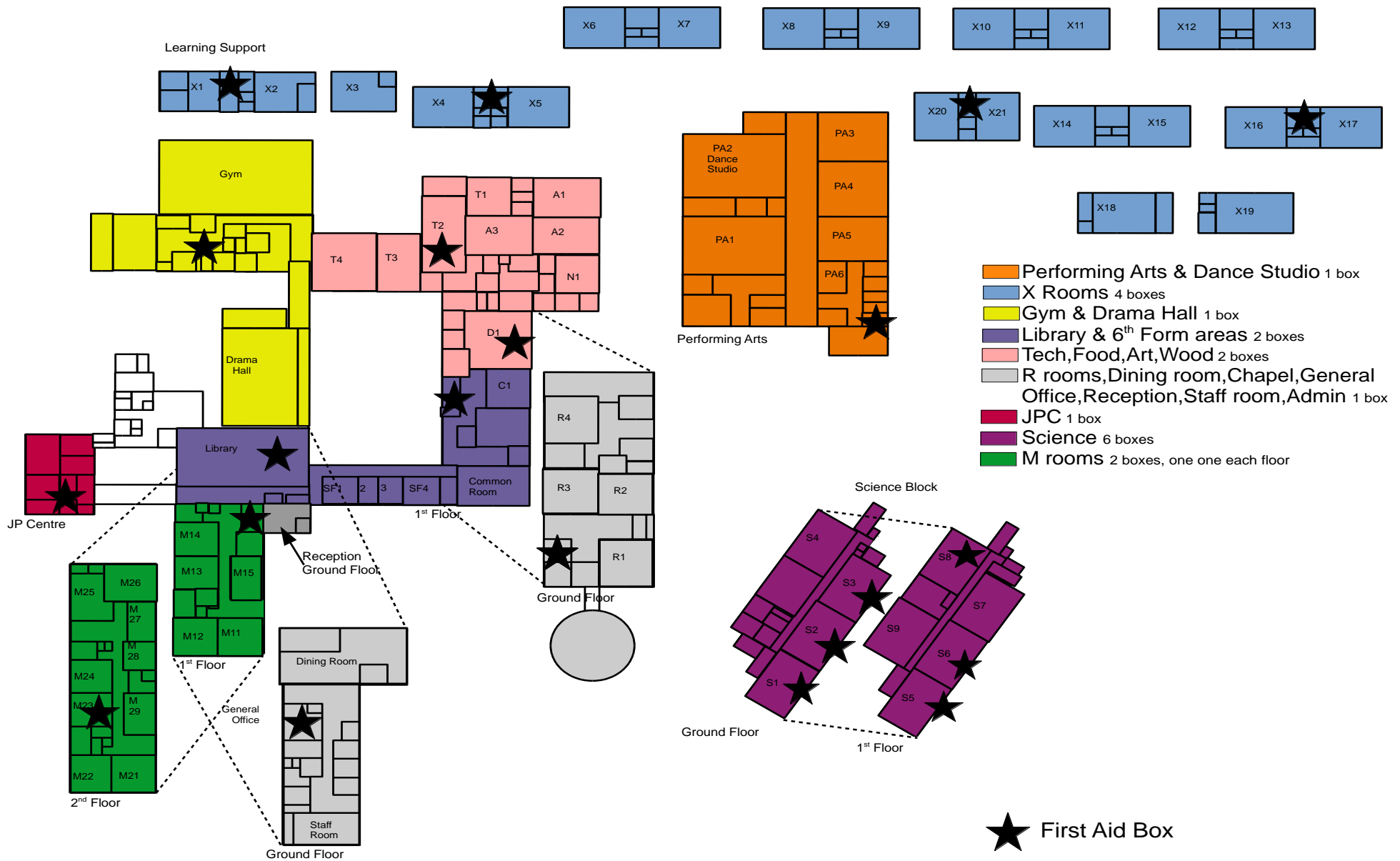
**LOCATION OF FIRST AID KITS:**

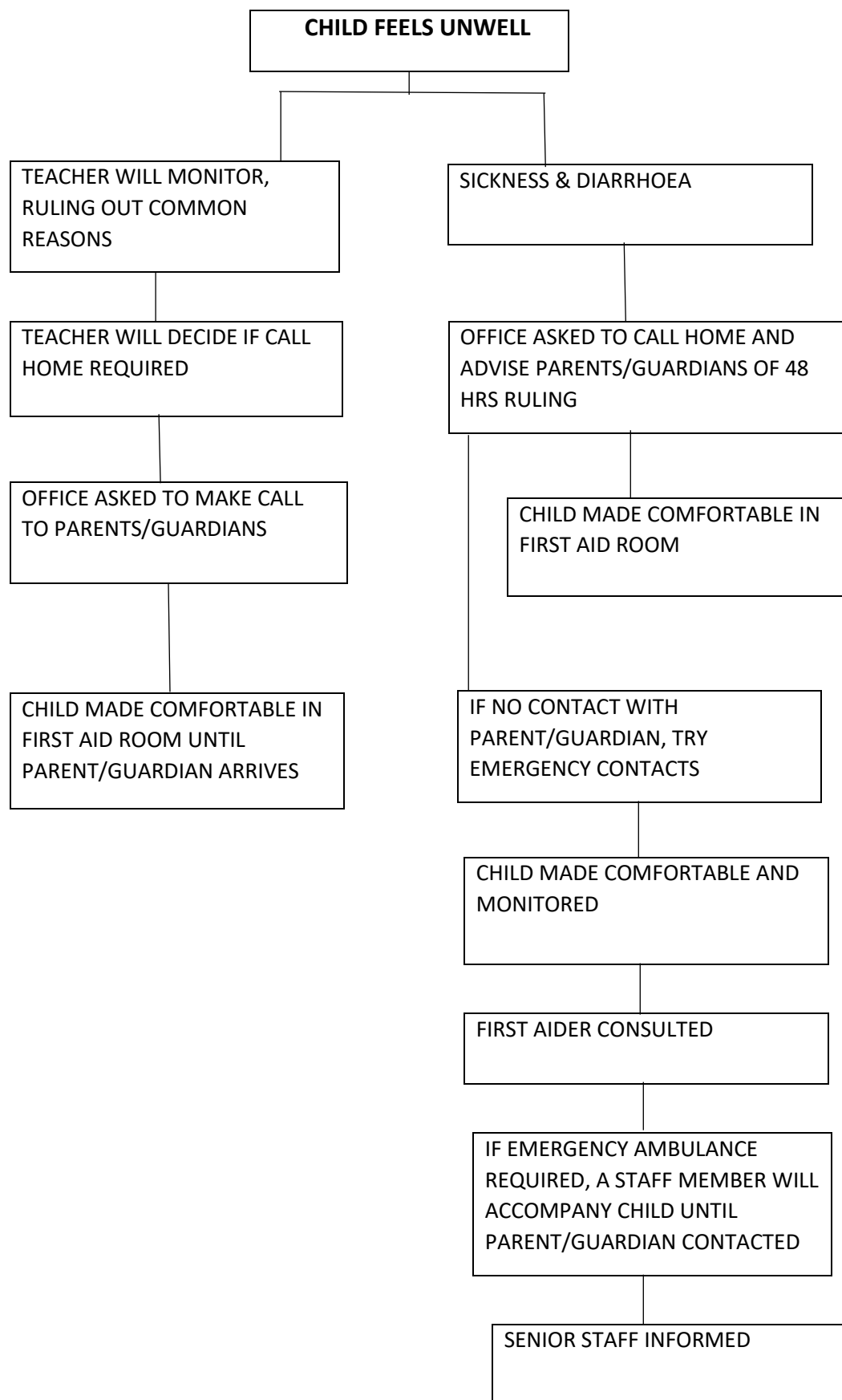
- Science labs 1,2,3,5,6&8
- Library
- X1/2, X4/5, 20/21, X16/17.
- Performing Arts Office
- T2, D1, T3
- Resources
- JPC
- PE Office & changing rooms
- IT Office M block
- General Office
- First Aid Room
- Site staff Office
- M23 &M16

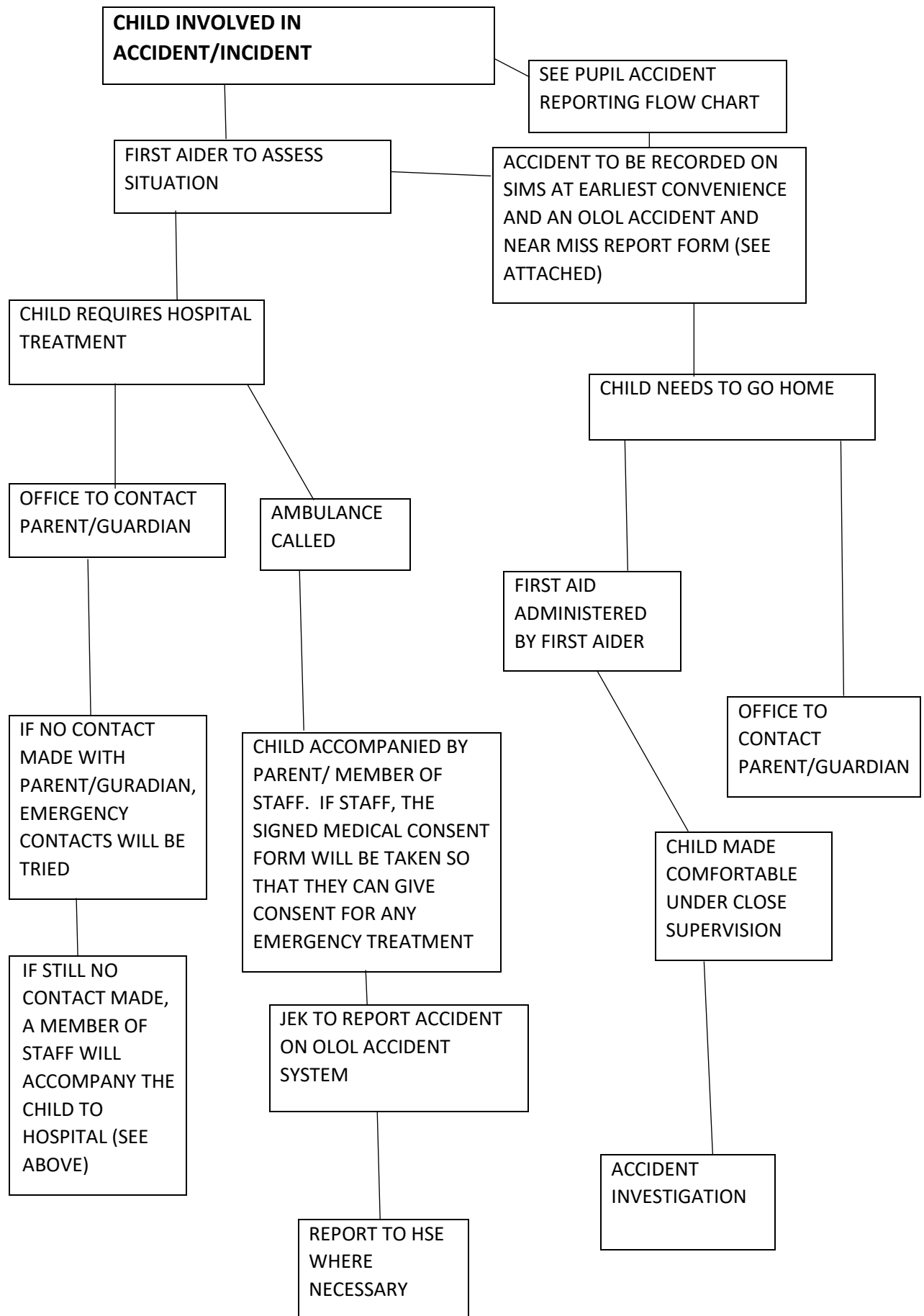
Related documents:

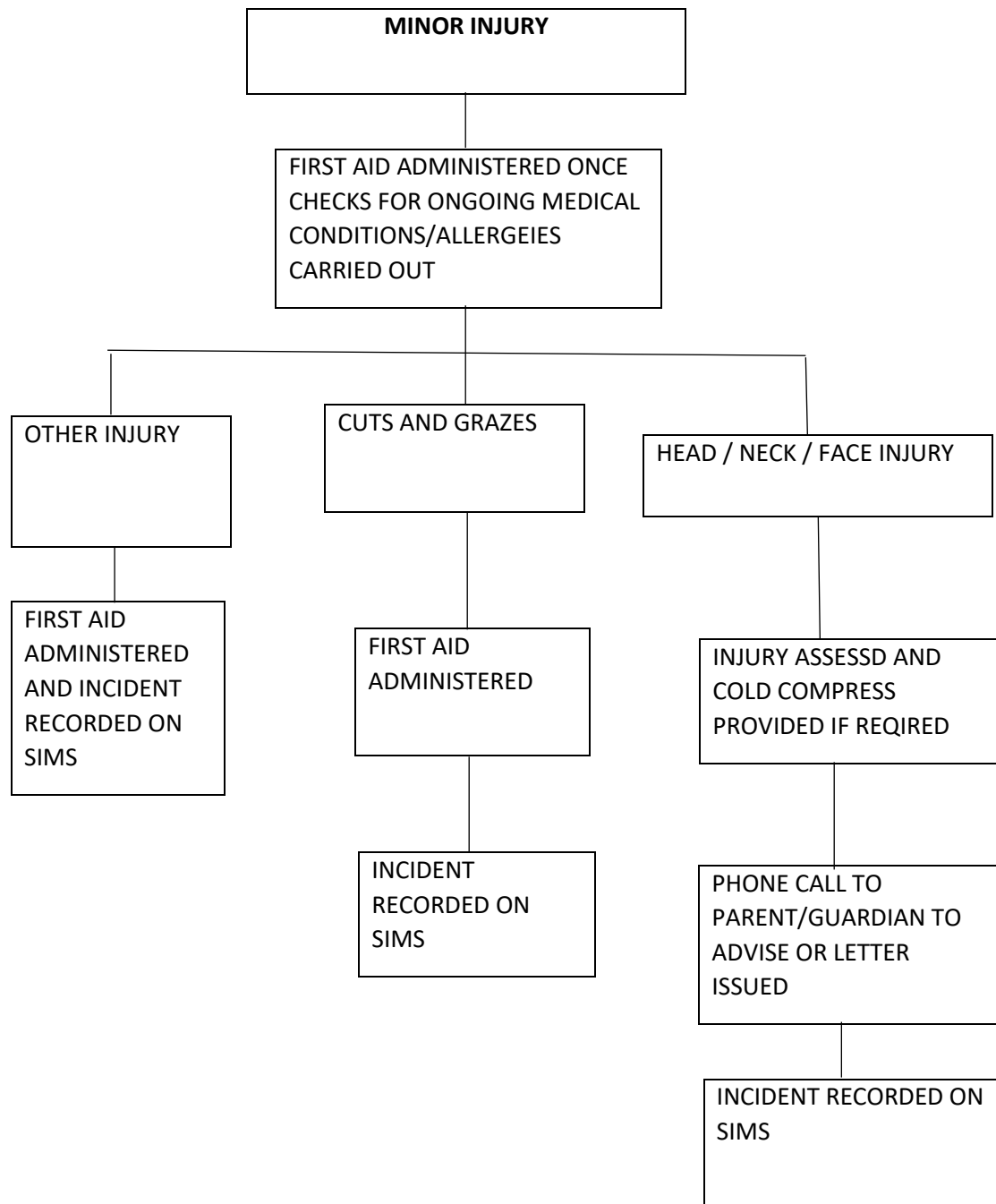
Health and Safety (first aid) Regulations [www.legislation.gov.uk/ukxi/1981/917/made](http://www.legislation.gov.uk/ukxi/1981/917/made)

Guidance on First Aid for Schools, A Good Practice Guide, DFEE



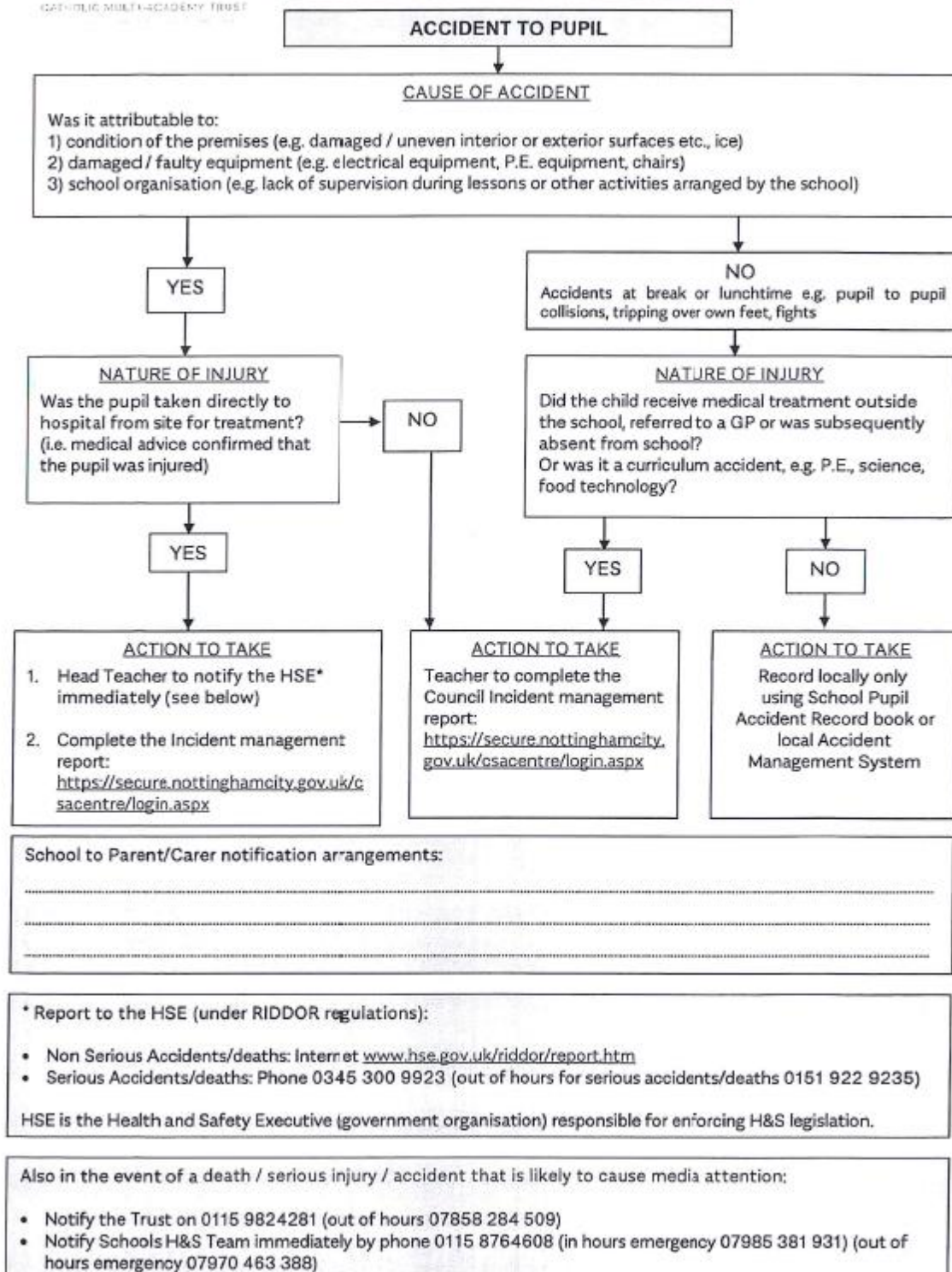








## Pupil Accident Reporting Flowchart



## ACCIDENT AND NEAR MISS REPORT FORM

**SECTIONS A –D:  
TO BE COMPLETED BY THE INJURED PERSON OR RESPONSIBLE PERSON ACTING ON THEIR BEHALF**

### A) INJURED PERSON DETAILS

FORENAMES	SURNAME	AGE	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>
HOME ADDRESS		TEL NO.	
POST CODE			
<b>CATEGORY</b>		<b>SCHOOL PUPILS ONLY</b>	<b>ACADEMY EMPLOYEES ONLY</b>
Pupil <input type="checkbox"/>	Temp/agency staff <input type="checkbox"/>	Tutor Group	Line Manager's Name
Employee <input type="checkbox"/>	Work experience <input type="checkbox"/>		Occupation
Contractor <input type="checkbox"/>	Member of public <input type="checkbox"/>		

### B) INJURY / ILLNESS DETAILS

WHEN DID THE ACCIDENT OCCUR		INITIAL RESPONSE	
Date	Time	Time reported:	Casualty made own way to Reception Yes <input type="checkbox"/> No <input type="checkbox"/>
			If not, was casualty moved before assessment Yes <input type="checkbox"/> No <input type="checkbox"/>
WHAT IS THE INJURY OR ILLNESS? (e.g. cut, bruise, sprain, unconsciousness etc.)		WHAT PART OF THE BODY IS INJURED? (Specify exact location e.g. left, right, upper or lower)	
<input type="checkbox"/> Not applicable (near miss)		<input type="checkbox"/> Not applicable (near miss)	
MEDICAL TREATMENT RECEIVED / ACTION TAKEN (Tick all that apply)			
None <input type="checkbox"/>	Offered a drink <input type="checkbox"/>	Doctor <input type="checkbox"/>	Medical details checked on SIMS <input type="checkbox"/>
First Aid <input type="checkbox"/>	Head bump letter given <input type="checkbox"/>	Ambulance called <input type="checkbox"/>	Linked documents checked <input type="checkbox"/>
Returned to work / lessons <input type="checkbox"/>	Sent / taken Home <input type="checkbox"/>	Other (detail here)	
Time returned to lesson:	Time went home from school:	Days in hospital:	Days off school:
<b>HOSPITAL:</b>			
Time ambulance called	Time ambulance arrived	Who accompanied injured person to hospital	
Notes:			

C) ACCIDENT DETAILS		
ADDRESS OF THE ACCIDENT  <div style="text-align: right;"><input type="checkbox"/> On the Academy campus</div>	SITE OF THE ACCIDENT (e.g. class, building)	
<b>DESCRIBE THE ACCIDENT</b>		
<div> <ul style="list-style-type: none"> <li>• Events leading up to the accident</li> <li>• Environmental conditions</li> <li>• Name of any substance, type of machinery/equipment involved, tools being used</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>• What job/activity was being undertaken</li> <li>• Personal protective equipment used</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>• Why it happened</li> <li>• If a fall, state the distance fallen in metres</li> </ul> </div>		
NAME/ADDRESS OF WITNESS(ES):		
<b>D) SIGN OFF</b>		
<b>I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE ACCIDENT</b>		
Name	Signed	Date