



**OAKLANDS CATHOLIC SCHOOL**  
**AND**  
**SIXTH FORM COLLEGE**

**With delegated responsibility**  
**from the Edith Stein Catholic**  
**Academy Trust**

**FIRST AID POLICY**

<b>APPROVED BY LOCAL GOVERNING BODY</b>	<b>December 2020</b>
<b>SCRUTINISED BY SENIOR LEADERSHIP TEAM</b>	<b>December 2020</b>
<b>DATE LAST REVIEWED</b>	<b>September 2021</b>
<b>MEMBER OF STAFF RESPONSIBLE</b>	<b>DEPUTY HEAD</b>
<b>STATUTORY / NON-STATUTORY</b>	<b>STATUTORY</b>



Community

Unity



Opportunity

<b>Policy Amendments</b>		
<b>Version Date</b>	<b>Section / Page</b>	<b>Amendments</b>
03/12/2020	4.1 / Page 5	Update to cover concussion and head bumps protocol
03/12/2020	Appendix D	Inclusion of the Head Bump and Concussion Report Form
03/12/2020	Throughout the document	Minor textual changes
13/01/2021	Throughout the document	Minor textual changes and the inclusion of school branded "Head Bump and Concussion Report Form". Re-numbering of sections
20/09/2021	4.1 / Page 6	Added 'If it is clear that the injury is serious (e.g. a bone is clearly broken) and requires more immediate medical attention then the first aider will call the emergency services first and then parents immediately after this.'

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## 1.0 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2.0 Legislation and Guidance

2.1 This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, decide to implement necessary measures and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2.2 This policy complies with our funding agreement and articles of association.

## 3.0 Roles and Responsibilities

3.1 Responsibility for first aid at Oaklands Catholic School and Sixth Form College is held by The Deputy Headteacher who is the responsible manager, assisted by the Business Support Manager, acting as the First Aid Coordinator and Student Services staff

3.2 All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### 3.3 Appointed person(s) and first aiders

At Oaklands Catholic School and Sixth Form College, there are sufficient numbers of first aiders who have completed the First Aid At Work training course provided by First For Aid and approved by the Health & Safety Executive (HSE).

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- 3.4 First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
  - Sending pupils home to recover, where necessary
  - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in Appendix B)
  - Keeping their contact details up to date
- 3.5 Our school's first aiders are listed in Appendix A. Information about how to seek First Aid is displayed prominently around the school and in our Visitors Leaflet.
- 3.6 **The Governing Board**  
The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.
- 3.7 **The Headteacher**  
The Headteacher is responsible for the implementation of this policy, including:
- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
  - Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
  - Ensuring all staff are aware of first aid procedures
  - Ensuring appropriate risk assessments are completed and appropriate measures are put in place
  - Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
  - Ensuring that adequate space is available for catering to the medical needs of pupils
  - Reporting specified incidents to the HSE when necessary (see section 6)
- 3.8 **Staff**  
School staff are responsible for:
- Ensuring they follow first aid procedures
  - Ensuring they know who the first aiders in school are
  - Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
  - Informing the headteacher or their manager of any specific health conditions or first aid needs

## 4.0 First aid Procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, Student Services will contact parents immediately

- If it is clear that the injury is serious (e.g. a bone is clearly broken) and requires more immediate medical attention then the first aider will call the emergency services first and then parents immediately after this.
- 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.

#### 4.2 Head Bump & Concussion Procedure

In the event of a child or adult bumping their head, the school will follow the below procedures ensuring the child or adults safety is of the utmost importance at all times.

When a student or adult seeks or is noticed that they require medical attention;

- A qualified first aider will assess the individual feeling and looking for lump/bump/cuts and check for signs of bruising and fluid coming from the ears. They would subsequently check for signs of dizziness/blurry vision and also observe the individual for 10 minutes in the school's designated medical room.
- If there are no perceived signs for concern from the first assessment, a qualified first aider will reassess the individual as above. If the reassessment shows no signs of concussion, appropriate attention is paid to any cuts and the individual can return to normal activity but is warned to be careful.
- The individual is warned if they begin to feel unwell, sick or have blurred vision then they are to return immediately with another person for support. If they are unable to return they are to request a first aider to attend immediately.
- In all scenarios a text message is sent to the individuals next of kin the same day to advise them of the bump to the head and also a link is provided to gain further information and what to look out for, they are referred to NHS concussion advice (<https://www.nhs.uk/conditions/concussion/>).

In conjunction with the above guidance, the school recognises that there is a heightened risk for individuals who participate within sporting activities led by the physical education department to sustain head-related injuries, in light of this it is also advised by the school for all PE staff to complete the England Rugby Union Head Case online course which helps staff recognise symptoms of concussion which will help them ascertain which actions to take. In sport-related injuries the PE staff are advised to follow the below guidance:

*If a suspected head injury occurs during a PE lesson you must follow the steps below:*

- Assess the student
- If required, send to student services with another student/call for First Aid. If you are unsure, **always seek medical assistance.**
- Make a record of the incident using the form which can be located electronically via Microsoft teams. This will then need to be filed in PE department>Oaklands PE>Risk Assessments>Concussion
- Notify the head of PE of the incident when reasonably practicable.

*If a suspected head injury occurs during a club/fixture:*

- Assess the student.
- Remove the student from activity.
- Contact parent & arrange collection/notify parent of suspected concussion. **Advise that they must seek medical advice.**
- Make a record of the incident using **both** forms which can be located electronically on Microsoft teams. These will need to be filed in the following location PE department>Oaklands PE>Risk Assessments>Concussion. Parents should also receive a copy of the form (**preferably in person** or email)
- Notify the head of PE of the incident when reasonably practicable.

### 4.3 **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

4.4 Risk assessments will be completed by the trip leader before any educational visit that necessitates taking pupils off school premises.

4.5 There will always be at least one first aider on school trips and visits.

## 5.0 **First Aid Equipment**

5.1 A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

5.2 Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First aid kits on the premises situated in:
  - Student Services, White House
  - Sixth Form Reception Site Office
  - Catering Department
  - P.E. Department
  - Thomas More Block
  - Newman Block
  - Romero Block
  - Angelico Block
  - Kolbe Block
  - JP Block
- Travel first aid kits in vehicles - located in each minibus

5.3 In addition, there are three first aid equipment stations based at: Student Services, Sixth Form Reception and JP Block.

5.4 Defibrillators are located in Student Services and Sixth Form Reception.

## 6.0 Record-Keeping and Reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix B
- Name of injured person
- Name of the qualified first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head)
- Treatment provided and action taken

6.2 A copy of the accident report form will be added to the pupil's medical record by Student Services staff.

6.3 Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 6.4 Reporting to the HSE

The Director of Business and Finance will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

6.5 The Director of Business and Finance will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

6.6 Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

6.7 Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>



## **6.8 Notifying parents**

Student Services will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **6.9 Reporting to Ofsted and child protection agencies**

The Designated Safeguarding Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

6.10 The Designated Safeguarding Lead will also notify Hampshire Children Safeguarding Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7.0 Training**

7.1 All school staff are able to undertake first aid training if appropriate to either their role in school and / or the needs of the school.

7.2 All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. (Appendix C)

7.3 Staff are encouraged to renew their first aid training when it is no longer valid

## **8.0 Links with other policies / procedures**

- 8.1 This first aid policy is linked to the
- Health and safety policy
  - Policy on supporting pupils with medical conditions
  - Risk assessment procedures

## Appendix A List of Trained First Aiders

Staff Name	Role	Contact details
LO	Senior IT Technician	IT
CC	Data Manager and Exams Officer	White House
KH	HR/Payroll Officer	White House
HH	Student Services Assistant	Medical room
DMC	Site Assistant	Roaming
YN	Inclusions Manager	White House
SD	Science Technician	Science
RM	Sixth Form Administrator	Sixth Form
MJ	Catering Assistant	Kitchen
RJ	Alternative Provisions Manager	Pastoral
EN	Sixth Form Administrator	Sixth Form
SB	Finance Manager	Finance
DL	Business Support Admin Assistant	White House
LP	Student Services Assistant	Student Services
JH	Learning Support Assistant	LSA
BB	Attendance Officer/ Business Support Assistant	White House
CG	Pastoral Support Worker	Pastoral
JL	Site Assistant	Site
SJB	Teacher	PE
CJM	Teacher	Angelico Block
JCC	Teacher	Angelico Block
CJW	Teacher	PE
PW	Teacher	PE
RIN	Teacher	PE

Due to inevitable staff turnover and the provision of first aid courses for staff, the list of qualified first aiders within the school can change from time to time. To obtain an up to date list of current qualified first aiders within the school, please liaise with the Business Support Manager who holds an up to date list.




## Appendix B Accident Report Form

<b>Name of injured person</b>	<b>Role/class</b>
<b>Date and time of incident</b>	<b>Location of incident</b>
<b>Incident details</b>	
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>	
<b>Action taken</b>	
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>	
<b>Follow-up action required</b>	
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>	
<b>Name of person attending the incident</b>	
<b>Signature</b>	<b>Date</b>

## Appendix C First Aid Training Log

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
<i>E.g. first aid</i>			
<i>E.g. paediatric first aid</i>			
<i>E.g. anaphylaxis</i>			

# Appendix D Head Bump & Concussion Report Form

 <p style="text-align: center;"><b>Concussion Injury Advice</b></p> <p><i>(School to retain original copy and photo copy provided to parent or legal guardian)</i></p> <p>The person named opposite has received an injury to the head, which has been reviewed as described.</p> <p>Recovery time is variable in different individuals and the injured person will need monitoring for a further period by a responsible adult.</p> <p>If you notice any change in behaviour, vomiting, dizziness, worsening headache, double vision or excessive drowsiness, please contact your doctor or the nearest hospital emergency department immediately.</p> <p style="text-align: center;">In an emergency telephone 999 or 112</p> <p>If the injury is confirmed as a concussion, it must be reported to oaklands catholic school within 48 hours.</p> <p>Tel: 02392 259 214 E-Mail: oaklands@oaklandscatholicschool.org</p>	<p style="text-align: right;"><b>Personal Details</b></p>  <p>Persons Name/DOB: .....</p> <p>Date/time of injury: .....</p> <p>Nature of injury: ..... .....</p> <p>Name of person reviewing injury: .....</p> <p>Position: .....</p> <p><b>It is recommended that this information is shared with any other sports organisations which this person is involved with currently.</b></p> <p style="text-align: center;"><b>Recognise— Remove—Recover—Return</b></p>
<p style="text-align: center;"><b>Signs of Concussion</b></p> <p>Problems could arise over the first 24-48 hours. The athlete should not be left alone and must go to a hospital at once if they:</p> <ul style="list-style-type: none"> <li>• Have a headache that gets worse</li> <li>• Are very drowsy or cant be awakened</li> <li>• Cant recognis people or places</li> <li>• Have repeated vomiting or prolonged nausea</li> <li>• Behave unusually or seem confused; are very irritable</li> <li>• Have seizures (arms and legs jerk uncontrollably)</li> <li>• Have weak or numb arms or legs</li> <li>• Have clear fluid coming out of ears or nose</li> <li>• Are unsteady on their feet; have slurred speech</li> <li>• Have difficulty speaking or understanding, or experience deafness in one or both ears</li> </ul> <p>For full concussion advice, please see the following link: <a href="https://www.nhs.uk/conditions/concussion/">https://www.nhs.uk/conditions/concussion/</a></p> 	<p style="text-align: center;"><b>Other Important Points To Note</b></p> <ul style="list-style-type: none"> <li>• Rest (physically and mentally), including training or playing sports until symptoms resolve and you are medically cleared</li> <li>• No alcohol</li> <li>• No prescription or non– prescription drugs without medical supervision</li> </ul> <p>Specifically:</p> <ul style="list-style-type: none"> <li>⇒ No sleeping tablets</li> <li>⇒ Do not use aspirin, anti inflammatory medication or sedating pain killers</li> </ul> <ul style="list-style-type: none"> <li>• Do not drive until medically cleared</li> <li>• <u>Do not train or play sport for atleast 21 days until medically cleared by a registered healthcare professional.</u></li> </ul> <p style="text-align: center;"><b>Remember , it is better to be safe.</b></p> <p style="text-align: center;"><i>Consult your doctor as soon as possible after a suspected concussion. You should not be left alone for 24 hours</i></p> 