



First Aid Policy

2025/26

Aspire not to have more but to be more

Archbishop Oscar Romero

+ Honourable Purpose + Respect + Compassion + Cooperation
+ Stewardship +

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First Aid Policy

Contents

Covid-19 – Arrangements and Infection Control for the Return to College

Statement of intent	3
1. Legal framework	3
2. Aims.....	3,4,5
3. First aiders	5
4. Emergency procedure in the event of an accident, illness or injury.....	6
5. Reporting to parents	7
6. Visits and events off-site.....	7
7. Administration of medication.....	7
8. Storage of medication.....	7
9. Illness.....	8
10. Consent	8
11. Monitoring and review	8

Statement of Intent

All Hallows Catholic College has a legal duty to provide adequate and appropriate equipment, facilities and personnel, to ensure anyone injured in College receives immediate attention if they are injured or become ill. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the College in regard to all staff, students and visitors.

All Hallows Catholic College will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Supporting Young People with Medical Conditions Policy

The Medical Needs Coordinator has overall responsibility for ensuring that the College has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- (i) The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance.
- (ii) Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

2. Aims

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

- 2.1. All staff will use their best endeavours, always, to secure the welfare of the students.
- 2.2. Anyone on the College premises is expected to take reasonable care for their own and others' safety.
- 2.3. The aim of this policy is to:
 - Ensure that All Hallows Catholic College has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
 - Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.
 - Ensure that medicines are only administered at the College when express permission has been granted for this by way of a completed Administration of Medication Consent Form, signed by the parent/carer and All Hallows Catholic College.
 - Ensure that all medicines are appropriately stored.

- Promote effective infection control.

2.4. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the college site.

To achieve the aims of this policy, the College will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- Disposable Gloves
- Plasters (varied sizes)
- Dressings
- Bandages (varied sizes)
- Cleansing Wipes (Alcohol free)
- Adhesive Tape
- Safety Pins
- Eye Wash
- Scissors

2.5. The Medical Needs Coordinator is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. Staff should notify the Medical Needs Coordinator if they have used items or if any items are missing from the first aid box so that the items can be replenished immediately.

2.6. First aid boxes are in the following areas:

Art, Design and Technology (ADT) Building

D1

D2

D3

D4

A Block

RE Corridor – RE office

A8 Science Room

B Block

Science Prep Room

B8

C Block

Top Floor C5

Middle Floor C10

E Block

Music Room E1

F Block

Top Floor F8 Maths Office

Middle Floor F11

Ground Floor Food Technology

Sports

Sports Hall

JP2

Main Building

Reception

Romero Suite

Isolation

AHCC Minibus

Aspire Building

KS3 Pastoral Office

KS4 Pastoral Office

Additional spare first aid boxes are kept in the Attendance Office.

3. First aiders

- 3.1. The main duties of first aiders are to give immediate first aid to students, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Medical Needs Coordinator.
- 3.3. The Medical Needs Coordinator will be responsible for maintaining first aid supplies.
- 3.4. The current first aid appointed persons are:

Mrs K Ramsay	Medical/Attendance Office/Head's Corridor
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Miss J Walker	Medical Coordinator
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Mrs J Pini	Medical Coordinator
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Mrs A Williams	Attendance Office
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Mrs A Costanda	Heads Corridor
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A further 31 members of staff are Emergency First Aid at Work trained, and 3 have an advanced certificate in Outdoor First Aid.

4. Emergency procedure in the event of an accident, illness or injury

- 4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately and/or calling for a first aider.
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or take the accident victim(s) to hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable students may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:

The Principal

The parents/carer of the victim(s)

A detailed First Aid Report must be completed and passed to the Medical Needs Coordinator to be reported further to Prime Accident Reporting and RIDDOR (if appropriate).

5. Reporting to parents/carers

- 5.1. In the event of incident or injury to a student, at least one of the student's parents/carer must be informed as soon as practicable.
- 5.2. Parents/carer must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, the student's class teacher/form tutor or first aider will telephone the student's parents/carer as soon as possible.

6. Visits and events off-site

- 6.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. They should liaise with the Medical Needs Coordinator for further information about any students who may have an Individual Healthcare Plan (IHCP) or medical issues. The teacher will ensure that they have any IHCP's, medication and a first aid box before the trip, provided by the Medical Needs Coordinator.

7. Administration of medication

- 7.1. Medicines should only be taken to College when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the College day.
- 7.2. Only appropriately trained staff will administer medication to students, in accordance with the prescriber's instructions for administration and express permission has been granted for this by way of written permission by a parent/carer or a completed Administration of Medication Consent Form, signed by the parent/carer.

The medication must be properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicines

Non-prescribed medicine that can be purchased from 'reputable' pharmacies as 'over the counter' (OTC) medication may be sent in by parents/carers to be used in College for the short term management of minor, self-limiting conditions.

The Medicines and Healthcare Products Regulatory Agency licences all medicines and classifies them as OTC when it considers it safe and appropriate that they may be used without a prescription. It is appropriate therefore for OTC medicines to be given, or authorised, by parents when they consider it necessary. This may be in a home or school environment.

OTC remedies that the appropriate staff at All Hallows Catholic College may administer a **single dose** of to students **if** the appropriate parental/carer consent has been obtained are limited to:

Remedy:	Rational for administration	Dose
Paracetamol 500mg Paracetamol Liquid 5ml	Mild to moderate pain (headaches, period pains, migraine, suspected fracture, muscular aches and pains).	Children 10-15 years: One dose of one tablet or two 5ml spoonfuls. Adults and children 16 or over: One dose of one to two tablets or four 5ml spoonfuls.

Self-administration

The age at which children are ready to take care of and be responsible for their own medicines varies. Students at All Hallows Catholic College are encouraged to participate in decisions about their medicines and supported to take responsibility for their own medicines whenever possible.

8. Storage of medication

- 8.1. Medicines are always securely stored in accordance with individual product instructions, except where individual students have been given responsibility for keeping such medication/equipment with them.
- 8.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parents/carer to arrange for safe disposal when they are no longer required or have expired, or taken directly to the Well Pharmacy, Park Lane for disposal.
- 8.4. An emergency supply of medication should be supplied by parents/carer for students with medical conditions that require regular medication in accordance with their Individual Health Care Plan.
- 8.5. Parents/carers should advise the College when a student has a chronic medical condition so that staff can be made aware of and have the knowledge to deal with any emergency in an appropriate way. Examples of this include epilepsy, allergies, asthma and diabetes. An Individual Health Care Plan must be provided and signed by the parents/carers in this regard. It is the parent's responsibility to inform college of any changes in the students condition and to provide an updated Health Care Plan.
- 8.6. The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971. Controlled drugs are kept in a locked non-portable cupboard in the Medical Room and can only be administered by staff who have received the

appropriate training and in accordance with the student's IHCP. The Medical Needs Coordinator (medical room), Reception and Principal hold the keys to the controlled drugs cupboard, and all staff are aware of the trained staff who can administer the controlled medication. A list is also kept in the controlled drugs cupboard.

- 8.7. Other prescribed medicines such as asthma inhalers / EpiPen's are kept in the Medical Room and readily available to the student and administered in accordance with their IHCP.

9. Illness

- 9.1. When a student becomes ill during the day, they will be assessed in the medical room by a first aider. If it is decided it is necessary that the student should go home, the parents/carer will be contacted and asked to pick their son/daughter up from College as soon as possible.
- 9.2. The student will remain in the medical room while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time by a suitably trained individual.

10. Consent

- 10.1. Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the College, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind.

11. Monitoring and review

This policy is reviewed annually by the Principal in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.