



De Lisle College

A Catholic Voluntary Academy

FIRST AID POLICY

**Approved by the Governing Body at
De Lisle College: A Catholic Voluntary Academy:
9 November 2023**

Our Vision

To be recognised as an excellent Catholic College by expecting the highest standards and, remembering that each one of us was made in the image of God, working to achieve excellence in everything that we do.

Mission Statement

“Rooted and grounded in Love”.

Ephesians 3:17

Our mission is to be rooted and grounded in God’s love so that each student receives the highest quality Catholic education and knows that they are loved deeply by Jesus Christ.

- All students experience the **Love** of Jesus Christ every day.
- Everyone is given the **Opportunity** to grow.
- Everyone **Values** themselves and each other by ‘doing what is right, not what is easy’ in the words of our school motto.
- Above all, we will grow actively in our faith by seeking a personal **Encounter** with Jesus Christ, so that we bear witness to the good news and to the teachings of the Church.
- We all **Serve** our neighbours near and far as missionary disciples.

L = Love

O = Opportunity

V = Values

E = Encounter

S = Serve

#DeLisleLoves

Table of Contents

SECTION	TITLE	PAGE
1.0	Introduction	3
2.0	Local Management Procedures	3
3.0	Contents in First Aid Box	5
App 1	First Aid Risk Assessment	6

1.0 Introduction

- 1.1 The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. De Lisle College will ensure first-aid provision for non-employees such as members of the public and students.
- 1.2 A first aid risk assessment has been completed (see page 4-6), which has identified the minimum numbers of first aiders, paediatric first aiders and emergency first aid persons required by the school.

2.0 Local Management Procedures

- 2.1 The number of first aiders, paediatric first aiders and those trained in emergency first aid will be dependent on the results of the first aids needs assessment, to ensure adequate cover is available to cover for annual leave and unexpected absences. This assessment should be reviewed annually at the beginning of the academic year.
- 2.2 Individual risk assessments have been carried out which consider first aid provision for loan workers and employees who travel in works vehicles that carry passengers.
- 2.3 All first aiders and those persons trained in emergency first aid should hold a valid certificate of competence. The school maintains a register of all qualified staff and will arrange revalidation training as necessary. Copies of training certificates are held within employee's individual files.
- 2.4 First-Aid training will be provided by a reputable first aid training company.

There are two types of First-Aid personnel often referred to generally as "First Aiders".

- (i) Certificated First-Aider (FAW) – First Aid at Work (3-day course)
- (ii) Emergency First Aid at work (EFAW) – (6-hour course)

There is a requirement for those dealing with pre-school aged children to undergo a 12-hour course known as:

- (iii) Paediatric first aid

- 2.5 Staff are regularly informed of first aid arrangements within school, through induction, teacher training days, by email and information available on the staff shared area of the network. As a minimum all staff should be aware of who the First-Aid trained staff are, where the nearest First-Aid box/kit is located and the sites routine for dealing with First Aid emergencies.
- 2.6 Information, instruction and training will be provided to staff on any specific medical conditions that students are diagnosed with and the procedures to follow in case of emergency.
- 2.7 Where first aid has been administered this is recorded via the schools the AssessNET accident / incident reporting system.
- 2.8 Generally, only those persons who are currently certified as trained person should administer First-Aid. As a general course of practice students should not be allowed to administer First-Aid to other students.
- 2.9 Sufficient numbers of suitably stocked first aid boxes are available around the school and these are checked monthly by the receptionist, to ensure that they are adequately stocked.

3.0 Contents in First Aid box

3.1 The first aid box will contain:

- a leaflet giving general guidance on first aid (e.g. HSE's leaflet: Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, wound dressings;
- six medium-sized, individually wrapped, sterile, wound dressings;
- a pair of disposable gloves.

3.2 Clinical Waste consists of any bodily fluids and these are controlled by the Hazardous Waste Regulations 2005. Suitable disposal of items contaminated should be in suitable airtight / yellow clinical waste bags. Where needs are required by individual then suitable sharps bins should be provided to the school. A collection of clinical waste can be arranged by the school through their commissioned contractor.

Appendix 1 First Aid Risk Assessment

Please indicate, by ticking the relevant box, which overall category of risk you consider the school to be (see next section for further information)	Lower risk <input type="checkbox"/>	Medium risk <input checked="" type="checkbox"/>	Higher risk <input type="checkbox"/>
If the school is not considered to be 'higher risk' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.	Science Department Design and Technology department Food Technology School kitchen PE department		
During what times is the building open to employees and non-employees?	Open 06:00 – 10:00 Monday to Friday 08:00 – 17:30 Saturday	06:00 – 17:30 Sunday May be open later on event evenings	
Please state the maximum likely number of persons on site at any one time. Include non-employees (students, visitors, etc.)	135 employees, 1300 students		
How many of the following first aid personnel are available at the site/workplace currently?	FAW accredited 6	Emergency First Aiders (EFAW) 19	Paediatric 0
According to the table below what is the suggested number of first aid personnel that should be available at the site/workplace?	FAW accredited 0	Emergency First Aiders (EFAW) 15	Paediatric 0
How many additional personnel need to be trained in order to have the suggested appropriate number (see table below)? Remember to consider cover for holidays, sickness and other foreseeable absences.	FAW accredited 0	Emergency First Aiders (EFAW) 0	Paediatric 0

Is someone responsible for ensuring that refresher training is carried out before it expires? If yes, give name and position	Wendy Herbert, Operations Manager
--	--------------------------------------

Suggested minimum number of first aiders
(these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)

Category of Risk	Number employed and public at location	Suggested number of first aiders
Lower risk (e.g. infant school, primary school etc.)	Fewer than 25	At least one person trained in paediatric First Aid At least one person trained in EFAW
	25 – 50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed
Medium risk	Fewer than 25	At least one person trained in EFAW
(e.g. secondary schools, colleges etc.)	25 – 50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in EFAW for every 100 employed
Higher Risk and Special Hazards	Fewer than 5	At least one person trained in EFAW

(e.g. Colleges and further education establishments undertaking high risk activities)	5 – 50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur At least one first-aider trained in FAW for every 50 employed (or part thereof)
	More than 50	

Issues to consider and guidance in providing first aid are contained on this page. If additional first aid needs are identified, you should record this information in the box below.

Aspects to consider	Guidance You will need to consider:
<p>Are there high risk activities such as use of chemicals or dangerous machinery (e.g. in science, PE and DT)?</p> <p>Do the work activities involve special hazards such as hydrofluoric acid or confined spaces?</p> <p>Lone working situations?</p> <p>Early years requirements?</p> <p>Specific medical related conditions?</p>	<ul style="list-style-type: none"> • Providing first aiders, even if the number that occupy the premises require trained staff in EFAW only. • Extra training for first aiders to cover any special procedures which they may need to carry out. • Additional first aid equipment such as eyewash or emergency showers. Blunt ended stainless steel scissors should be kept where there is a possibility that clothes might need to be cut away. • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a high risk as well as in other parts of the building. • Any special arrangements which need to be made with the emergency services.
<p>Are there different parts of the premises where different levels of risk can be identified (e.g. school laboratory, kitchens)?</p> <p>Do your records, such as incident reports, indicate that injury or ill health is more likely in certain locations? (include near misses)</p>	<ul style="list-style-type: none"> • Providing first aiders in those locations even if the number that occupy the premises require EFAW persons only • The precise location of the equipment, putting appropriate first aid equipment close to the areas where there is a higher risk as well as in other parts of the building.

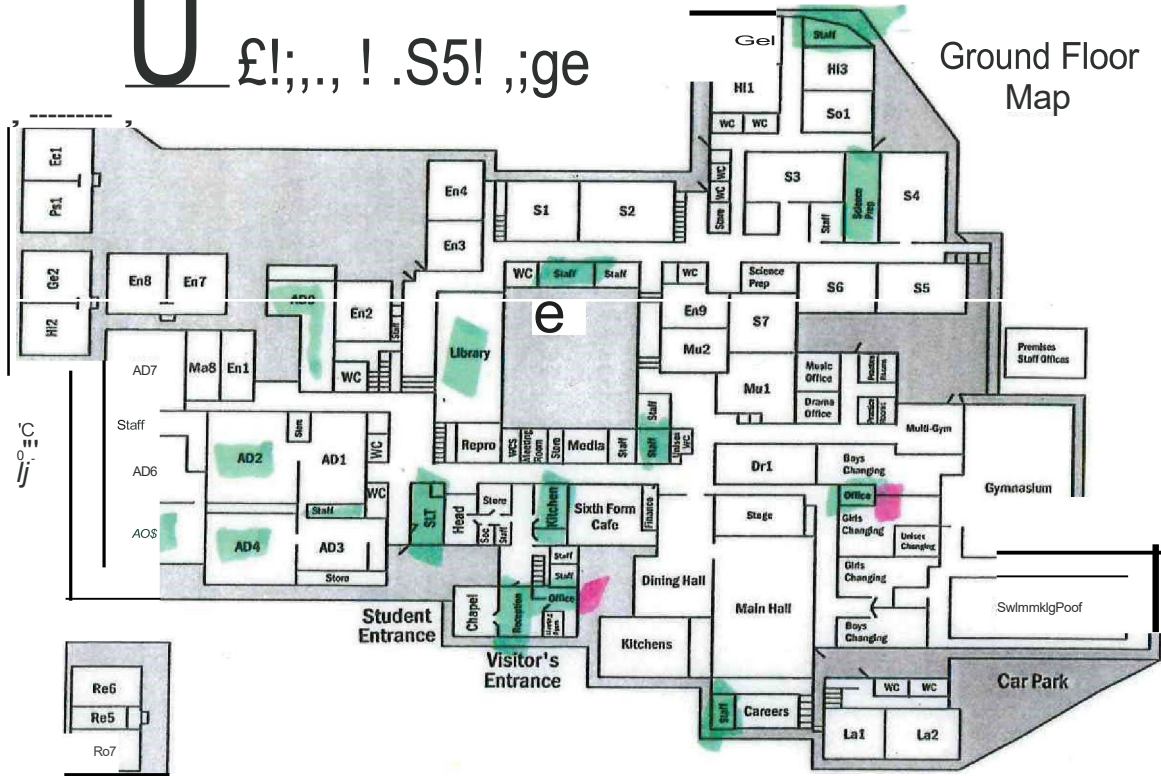
Are there young or inexperienced workers on site, or employees with disabilities or special health problems who are at greater risk?	<ul style="list-style-type: none"> • Additional training for first aiders • Additional staff trained in carer support procedures • Additional first aid equipment • Local siting of first aid equipment <p>First aid provision should cover any work experience trainees</p>
Are the premises spread out or is it a multi occupancy building?	First aid kit and personnel may need to be located in each building and/or floor or separate mobile locations. Liaise with other occupants on first aid arrangements.
Are there changes in staffing levels, for example part time staff, shift workers, working out of hours, or when staff are absent on a residential trip?	Check the number of first aid personnel is adequate at all times the building is operational including holiday cover
Are any employees working on sites occupied by other employers? Are people in 'lone working' situations?	Make arrangements with other site occupiers to ensure adequate provision. This should be agreed in writing. Lone working procedures are in place.
Is there sufficient provision to cover absences of first aid personnel?	<p>Think about:</p> <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned absences? • What cover is needed for unplanned exceptional absences?

Actions identified		By whom (name) and when (date)
A list of all first aid box locations is shown on page 12. This will make it easier to record checks on their contents.		Wendy Herbert 24/11/2022
Assessor's name (please print): Wendy Herbert	Assessor's signature:	Date assessment completed: 08/11/2022
The Head Teacher should sign below to show that the assessment is a correct and reasonable reflection of actions required. This document should be reviewed regularly.		
Head Teacher's name (Please print): Mr Chris Maher	Head Teacher's signature:	Date received: Date for review:
Date of review	Reviewed by (name)	Remarks

FIRST AID BOXES

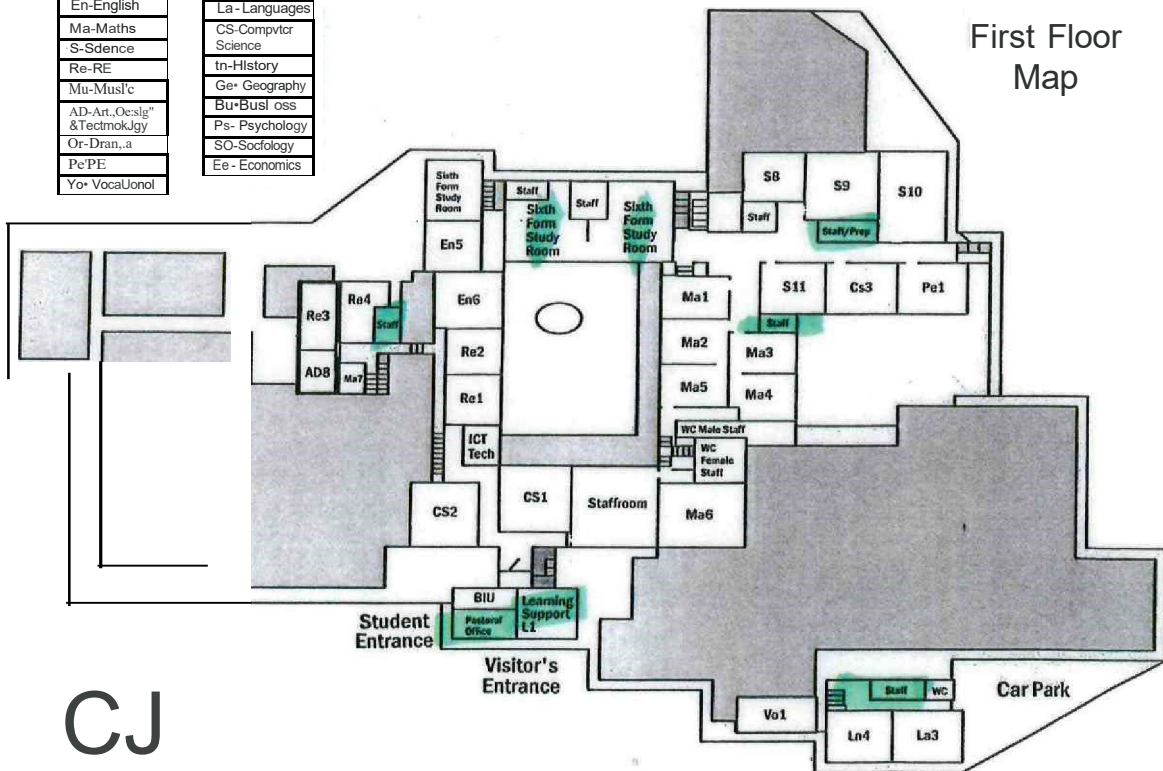
De F.16

U £!,,, !.S5! ;,ge



Ground Floor Map

En-English	La - Languages
Ma-Maths	CS-Computer Science
S-Science	In-History
Re-RE	Ge+ Geography
Mu-Music	Bu+Business
AD-Art, Design & Technology	Ps- Psychology
Or-Drama	SO-Sociology
Pe-PE	Ee - Economics
Vo-Vocational	



First Floor Map

CJ