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### **School Mission Statement**

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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### **This policy is applicable to the whole school**

#### **References:**

ISI: Commentary on the Regulatory Requirements  
Keeping Children Safe in Education (KCSIE)  
Working Together to Safeguard Children  
Statutory Framework for the Early Years Foundation Stage  
Education (Independent Schools Standards (England) Regulation 2014  
DfE Guidance: First Aid in Schools  
HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR)  
Health & Safety at Work Act 1974 (and all subsequent additions)

#### **1. Introduction**

St Bedes Inter-Church School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting welfare of children and young people.

#### **2. Scope of this Policy**

This Policy covers the whole school and those who work or are educated on the site.

#### **3. Aims**

To ensure that arrangements are in place:

- To provide adequate first aid cover in school, within the competence of the staff trained to provide it.
- For informing parents, staff and other appropriate persons of the action taken.
- Where appropriate, for following up and monitoring progress after treatment.
- For proper and confidential recording of treatment given and action taken, and
- To make to above position available to all pupils, staff and visitors.

#### **4. The School will provide:**

- A First Aider who is available to administer first aid, to deal with any accidents or emergencies, or to help is someone is taken ill. First Aiders renew their qualifications every three years.
- Details of all pupils with specific medical conditions, e.g. asthma and allergies etc., which is held on the school database and is accessible by all members of staff. These details are regularly updated by the Admin team.

- Guidance on when to call an ambulance.
- Contact details for a pupil or member of staff in case of an incident as appropriate.
- Information to all new staff and pupils on where to go for help in the event of an accident as part of their induction into the school.

All specific medication and medical equipment, e.g. inhalers, epi-pens etc. are held in Reception, in severe cases pupils carry their own with a spare held at Reception.

#### **5. Designated First Aiders:**

- First aid cover is provided during school hours in all school buildings and areas.

#### **6. Staff qualified to provide first aid will:**

- Provide immediate care until further assistance is available.
- Assess whether further assistance is required and, if appropriate, seek it.

First aid equipment and supplies will only be used or administered by qualified staff, in accordance with the instructions for their safe use. For the purposes of this Policy, a member of staff is deemed to be qualified to administer first aid if they have a valid practical First Aid Certificate issued by a recognised body. All teaching staff will familiarise themselves with subject specific risk assessments so that they are aware of teaching related hazards.

#### **7. Hygiene/Infection Control**

Basic hygiene procedures must be followed by staff:

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Used dressings should be double bagged before disposal.

#### **8. Procedures in case of series accident/illnesses**

- If a pupil has a series accident or develops a series illness, the parents are informed as soon as possible.
- In the case of a series injury, where immediate hospital treatment may be required, no food or drink should be given to the injured person.
- Any pupil who is required to attend hospital following an injury or medical emergency in school must be accompanied by a member of staff or their parents.
- If a pupil is unconscious, he/she should not be moved unless absolutely necessary; i.e. in a dangerous situation or if it is imperative to move him/her into the recovery position due to breathing difficulties. Emergency services should be called immediately. Parents must be contacted.
- If a pupil is knocked unconscious for a brief time or is concussed, he/she must not be allowed to continue with any activity and should be taken to hospital or seen by a doctor as soon as possible. Parents must be contacted. In the event of a series accident, the Primary First Aider/Receptionist is delegated to call an ambulance immediately and, as soon as practically possible, inform the Head and Bursar of the action taken
- For medical emergencies, the Head and the Bursar must be informed in all cases as soon as possible

#### **9. First Aid Bags & Boxes**

First Aid bags are taken by the teachers to all outside events and school day and residential trips. See Educational Visits Policy

First Aid boxes are placed in each department of the school.

Bags and boxes are reviewed annually by departmental technicians and admin staff. A defibrillator is held in reception.

### **10. Reporting and Recording of Minor Accidents**

Incidents should be reported to Reception. All accidents and incidents will be recorded confidentially on the school database.

### **11. Reporting and Recording of Major Incidents**

Statutory requirements under the latest iteration of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require some accidents to be reported to the HSE. The school holds the Accident Book at Reception.

***The school is aware that the following accidents must be reported to the HSE without delay:***

- Accidents resulting in death or major injury.
- Accidents which prevent the injured person from doing their normal work for more than three days.

The Health & Safety Committee review accidents and incidents on a termly basis.

### **12. Recording of an Accident when a Pupil is taken to Hospital**

When a pupil is taken to hospital due to an accident in school, whether deemed minor or major, an 'Accident Form' with a record of the actions taken will be completed.