



First Aid Policy (All Hallows Catholic School) September 2024

Mother Teresa Catholic Academy Trust

Date approved by Governors	23 October 2024
Review Date	1 September 2025
Body Responsible for Review	Full Board / LGB

Document Control	
V1.0	1 September 2024

MTCAT VISION & VALUES

VISION

"STRENGTH IN UNITY" - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT

All Hallows Catholic School will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for First Aid at All Hallows Catholic School is held by **The Responsible Manager and the First Aid Officer**.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

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

Aims & Objectives. Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment for the school to determine the first aid provision requirements for our premises. This will be produced using the Children's Services First Aid Needs Assessment Form (CSAF-002)
- Periodically review the First Aid Needs Assessment to ensure it is suitable, especially following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises, in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training. The Responsible Manager will ensure that the appropriate numbers of qualified First Aiders, appointed persons and pediatric trained staff are nominated (as identified by the First Aid Needs Assessment) and that they are adequately trained to meet their statutory duties.

Qualified 'First Aid at Work' Staff. At All Hallows Catholic School there are two lead First Aiders: Leanne Sheffield-Cole and Ana Almeida Dias. They are responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to other members of staff (e.g. First Aid kit inspections).

Emergency First Aid Staff. At All Hallows Catholic School there are numerous qualified 'Emergency in First Aid staff. The details of these qualified staff members are displayed at each of the first aid stations.

First Aid Kit Provision. The All Hallows Catholic School First Aid Needs Assessment has identified the following First Aid kit requirements:

- There are 13 full First Aid kits/28 travel kits/2 Swimming Pool First Aid kits on the premises. First Aid kits are situated in see attached location chart.
- The First Aid room in Student Services is designated as the School First Aid room.
- One travel First Aid kit is kept in the minibus. Other travel first aid kits are to be signed out from the First Aid room when needed.

It is the responsibility of the qualified First Aider to check the contents of all First Aid kits each term, and record findings on the All Hallows Catholic School first aid checklist. The contents of first aid kits are listed under the 'required quantity' column on the checklist itself. Completed checklists are to be stored in the first aid file located in Student Services (Blue File) area.

Emergency Procedure

Upon being summoned in the event of an accident, the lead First Aider/First Aid trained member of staff is to assess the situation and take charge of any First Aid administration/emergency treatment, in line with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether further action needs to be taken.

The lead First Aider is to call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness/ seizure
- Whenever there is a fracture or a suspicion of one
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment
- When treating Anaphylaxis

In the event of an accident involving a child, it is our policy to notify the child's parents if:

- The injury is considered to be serious (or more than minor).
- The injury is to the head (as there are occasions when marks and bumps appear after a child has been assessed).
- At All Hallows Catholic School we notify parents of all attendance to Student Services for any complaint or injury.

To notify parents in an emergency, All Hallows Catholic School will use all registered telephone numbers, leaving a message should the parents not be contactable. We will continue to make every reasonable effort to contact parents. In the interim, we will ensure that the qualified First Aider or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified First Aider or another member of staff will accompany the child to hospital and remain with them until the parents arrive at the hospital.

In the case of a splinter, the First Aider will endeavor to remove the object if it is clearly visible and not concealed by the skin. Parents will be made aware after this happens.

Records. All accidents requiring First Aid treatment are to be recorded with the following information in the Accident book and then recorded on the student profile on Arbor (School MIS):

- Name of injured person
- Name of the qualified First Aider
- Date of the accident
- Type of accident (e.g. bump on head, etc)
- Treatment provided and action taken
- Storage of Accident Books will be stored in Compliance with GDPR Rules and School's Record Retention Guidelines

BACKGROUND INFORMATION

This document is a statement of the First Aid Policy for Mother Teresa Catholic Academy Trust. It was developed by the Trust Directors in consultation with Headteachers, Governors and Directors within the Trust.

Signed:	Date:	Review Date:
Mr Ian Anderson Chair of Governors	23 October 2024	1 September 2025

FIRST AID BOX LOCATIONS

Department	Designated Area	Head of Department	First Aid Kit? Full or Travel	Location
D&T	Room 28	Mr S Lewis	Yes - 1 / Full	Teachers Station - on worktop
	Room 29		Yes - 1 / Full	Windowsill - Teachers desk
	Room 31		Yes - 1 / Travel	Wooden box - back of room near window
	Room 36		Yes - 1 / Travel	On Paper towel dispenser - back of room
	Room 37		Yes - 1 / Travel	Under teachers desk
	Room 38		Yes - 1 / Travel	Cupboard near teachers desk
	Room 39		Yes - 1 / Travel	Next to sink
PE	Room 40		Yes - 1 / Travel	Next to sink
	Sports Hall Office/Black 1 (BLA 1)	Mr M Slater	Yes - 1 / Travel	All in PE office - under sink
	Black 2 (BLA 2)		Yes - 1 / Travel	All in PE office - under sink
	Blue 1 (B1)		Yes - 1 / Travel	All in PE office - under sink
Blue 2 (B2)	Yes - 1 / Travel		All in PE office - under sink	
Science	Ground Prep Room	Mr S Spreadborough	Yes - 1 / Travel	Prep Room in between 41/42
	Upper Prep Room		Yes - 1 / Travel	Prep Room 23a
	Middle Prep Room		Yes - 1 / Travel	Prep Room - 8a
	Sixth Form Prep Room		Yes - 1 / Travel	Prep Room SF1a
Front Office/Student Services	Student Services	Mrs L Sheffield-Cole		
	Front Office	Mrs A Denman	Yes - 1 / Full	Cupboard
Catering Team			Yes - 9 Travel	Cupboard - plus 9 travel bags for trips
	Canteen	Mrs Z Rees	Yes - 2 / Full	Above milk fridge on stainless steel shelf (Both)
	Maddens		Yes - 1 / Full	On shelf near door
Father Dans	Yes - 1 / Full		By Till - bottom shelf	
Art/Photography	Art	Mr S Bollard	Yes - 1 / Full	Located in classroom AC3
	Photography		Yes - 1 / Full	SF6 - next door (Dark Room)
Performing Arts	Music	Mr M DeMott	Yes - 1 / Full	Music Office
Site Team	Office, Tool Store & Swimming Pool	Mr A Schofield	Yes - 1 x Full	Site Office - on the wall - CCTV room
			1 x Full	Tool Store - back of the door
			Yes - 2 / Swimming pool	Swimming Pool first aid kits attached to wall near fire exit door
Sixth Form	Sixth Form Building	Mrs M Esho	Yes - 1 / Travel	HOY office
Maths	Maths Office	Mrs C Davey	Yes - 1 / Full	Maths Office
IT	IT Office	Mr A Lattimore	Yes - 1 / Travel	In IT office
Exams	St Thomas	Mrs A Denman	1 / Full	Exams Office
Playground	Playground Area	SLT - Playground duty	Yes - 1 / Travel	Laundry room
Mini Buses	Mini Bus - 15 seater	Mrs K Braysher	Yes - 1 / Travel	Mini bus First Aid Kit
	Mini Bus - 17 seater		Yes - 1 / Travel	Mini bus First Aid Kit
The Ark	See Location Column	Mr M Darlow/Mrs N Walker	No	Near Student Services
Business		Miss S Sheehy/Mrs H Millar	No	Will be covered by Maths
History		Mrs L Jones	No	Near Student Services
MFL		Mrs S Owen	No	Near Student Services
Computing		Mr K Ellis/Mr C Rees	No	Will be covered by IT Office
Drama		Mr M DeMott	No	Will be covered by Music
English		Mrs D Banks/Mrs H White	No	Covered by DT / near Student Services
Geography		Mr M Azevedo	No	Near Student Services
RE		Mrs L Fox	No	Near Student Services

Defibrillators

Staff Room	Staffroom	Mrs L Sheffield-Cole	Checked and logged on website every half term.
Sixth Form	Sixth Form		Part of BHF Defibrillators - The Circuit - https://thecircuit.uk/defibrillators
PE	Sports Centre		
Duke of Edinburgh	DofE	Mr C Gregory	Advised in DofE cupboard - need to check and record if necessary