Catch22 Independent School policy

First Aid

Catch22 Include Wales

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	*Andrew Preedy*
Queries to:	*Head of Health & Safety*
Date created:	*April 2023*
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Date of next review:	*August 2027*
Catch22 group, entity, hub:	*Catch22 Schools*
4Policies level (all staff or managers only)	*All Staff*

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	25/04/23	Liz Cole	Previous policy version reviewed (2018) and updated. This document is to be read in addition to risk assessment section of Schools H&S policy

1. What is the policy about?

This First Aid policy sets out how Catch22 complies with the requirements of relevant health and safety legislation and guidance. The key elements are the need for specific first aid needs assessments to determine the level of first aid provision required; the nomination of suitably qualified first aiders; provision of first aid equipment; and incident reporting.

2. Who does this policy apply to?

This policy covers all staff and volunteers. While The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for members of the public, the Health and Safety Executive strongly recommends that employers include the public in their first aid needs assessment and make provision for them. This policy, therefore, extends to pupils, and any others affected by our activities and undertakings.

3. Policy requirements

Training requirements

The school will assess the need for first aid provision on site and, where required, for trips/visits and extra-curricular activities. This assessment is recorded and reviewed annually.

First aid qualifications remain valid for 3 years. The Proprietor has overall responsibility for ensuring adequate first aid arrangements are established, implemented and monitored. Operational responsibility is delegated to the Headteacher.

The Headteacher will ensure that refresher training is organised, it is recommended that staff refresh first aid knowledge annually, to maintain competence. The Headteacher will ensure that sufficient trained First Aiders are available to cover absences and when a current First Aider leaves employment.

Posters are displayed to inform pupils, staff and visitors of the location of First Aid kits and First Aiders. First Aiders are responsible for monthly checks on First Aid kits to ensure stock is replenished as necessary through use and expiry dates.

Transport to hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all significant injuries to pupils. Pupils will not be permitted to attend hospital unaccompanied. Appropriate adult supervision arrangements will be made.

How to deal with blood and body fluid Spillages

Spillages should be dealt with as soon as possible. Ventilate area if possible. Keep anyone not involved with dealing the spillage away from the area. Wear appropriate protective apparel when dealing with a spillage (gloves, apron, mask, eye protection) Use granules to cover spillage. Soak up as much spillage using paper towels. Remove towels and debris and treat as clinical waste. Wash area with hot water and detergent. Dry area. Dispose of paper towels and protective clothing. Wash hands.

Emergency Incident

In the event of a first aider determining that the illness or injury of the patient is very serious or life threatening and is necessary to call an ambulance to take the patient to hospital, it is appropriate for the first aider to remain with the patient pending arrival of the ambulance. In the event that an ambulance does not or cannot respond, then the following action should be considered: A patient may be taken to hospital in a company vehicle, if it is possible to do so a patient may be taken to hospital in a taxi or other non-company vehicle In these cases, and because the patient is suffering from a serious or life-threatening conditions it may be appropriate for the first aider to accompany the patient to hospital. It should be stressed here that the option above is only to be taken in extreme circumstances and that ambulance transfer is always the preferred option.

Medical Information

Medical Information Details of individual medical complaints, allergies and medication, along with guidance (where appropriate) will be kept securely on Datix, for all pupils and staff. Information regarding pupils at risk of severe allergic reaction will be available to relevant staff while maintaining confidentiality and compliance with data protection requirements.

Medication is stored and administered in accordance with the Administration of Medications Policy if required. Specific information about managing medical conditions is included in pupils individual risk assessments, and any staff supporting a pupil must make themselves familiar with this information. Compliance with the policy is reviewed during internal H&S audits. Individual Healthcare Plans will be maintained for pupils with significant medical conditions. Relevant staff will receive condition-specific training where required."

Incident and accident reporting

All first aid provided will be recorded using the Catch22 Incident & Near Miss Reporting procedure, via Datix. These records will be reviewed to inform the first aid needs

assessment. The Catch22 Health & Safety Team reviews all reports submitted and will report to HSE (RIDDOR) for any injuries that meet the reportable incidents criteria.
All accidents to pupils, staff and visitors, no matter how small will be reported to a member of staff, Senior Leadership team and parents/carers as soon as possible after the incident took place. Accidents are logged electronically on Datix and reviewed by the Quality Team and Health and Safety Group. All staff have training on their induction on how to use the system. Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995) and may require a report to be made to the Health and Safety Executive (see Group Policy 531 RIDDOR)

Where an illness, injury or presentation gives rise to safeguarding concerns, staff must follow the School Safeguarding and Child Protection Policy and report concerns immediately to the Designated Safeguarding Person.

4. Related documents

- Catch22 Independent School Health & Safety Policy
- First Aid Guidance Sheet (Health, Safety & Wellbeing area of staff intranet)
- First Aid Needs Assessment template.

5. Legal Framework

- Independent School Standards (Wales) Regulations 2024
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981
- Social Services and Well-being (Wales) Act 2014 (where medical needs intersect with safeguarding)
- Welsh Government guidance on Health, Safety and Welfare in Schools

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	School First Aid Policy
EIA completed by:	Liz Cole, Head of Health & Safety
Date of assessment:	25/04/23
Assessment approved by:	N/A

Objectives and intended outcomes
This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Catch22 First Aid policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	☐	☒	☐	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	☐	☒	☐	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	☐	☒	☐	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	☐	☒	☐	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment	☐	☒	☐	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	☐	☒	☐	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner