

ST CUTHBERT MAYNE SCHOOL
Joint Catholic and Church of England 11-18 Comprehensive
School
Dioceses of Plymouth and Exeter



St Cuthbert Mayne School
First Aid Policy

Approved by Governors: September 2025

Reviewed by Full Governing Body: September 2025

Next Review Date: September 2026

Introduction

As a Christian community seeking to live out and share the Good News of Jesus Christ, the Gospel underpins all our shared activity and endeavour. We recognise all students in the community, young people, and adults as children of God. As such, each is a unique creation, gifted by God and precious. The adults in our community support and challenge each other to fulfil their responsibility to nurture and develop all of the young people in our care. We therefore choose with care the type of learning experiences we offer and the values we promote. These are inclusive of all children including those with a medical need.

1. Strategic Aim:

The Governors and Headteacher of St Cuthbert Mayne School accept their responsibility under The Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, students and visitors within the School.

The Governors are committed to the Authority's procedure for reporting accidents and recognise their statutory duty to comply with the The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013,

The provision of first aid in the School will be in accordance with the Dfe's guidance on First Aid in School.

[guidance_on_first_aid_for_schools.pdf](#)

2. Statement of First Aid organisation

The School's arrangements for carrying out the policy include eight key principles.

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, students and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in School, which require first aid treatment.
8. Provide information for employees on the arrangements for first aid.

3 Arrangements for first aid in school.

3.1 Materials, equipment and facilities

The School will provide materials, equipment and facilities. The locations of first aid containers in the school are:

- First aid room
- Main Reception
- Sixth Form Office
- SEN Department
- Canteen Kitchen
- Science Labs
- D & T Rooms
- Attendance office
- PE Office
- School Minibus - Driver

The following nominated persons will check the contents of the first aid boxes:

- First Aid lead – Sam Bradford
- First aid room - Val McCluskey
- Main Reception – Sara Vaccario
- Sixth Form Office – Elaine Lightowlers
- Canteen Kitchen – Heidi Cooper
- D & T Rooms - Val McCluskey
- PE offices- Jazmin Roberts

Each first aider is responsible for maintaining the record keeping system.

| ITEM | FIRST AID BOXES | TRAVELLING FIRST AID KITS |
|--|-----------------|---------------------------|
| Guidance card/leaflet on first aid | 1 | 1 |
| Individually wrapped sterile adhesive dressings (assorted sizes) | 20 | 6 |
| Medium sterile dressings | 3 | 2 |
| Large sterile dressings | 2 | 1 |
| Small sterile dressings | 3 | 2 |
| Sterile eye pads. | 2 | 1 |
| Sterile eye wash solution | 2 | 2 |
| Individually wrapped triangular bandages | 2 | 1 |
| Safety Pins | 6 | 6 |
| Foil Blanket | 1 | 1 |

| | | |
|--|---------|---------|
| Tape | 1 | 1 |
| Individually wrapped moist cleaning wipes | 10 | 10 |
| Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc. | 2 pairs | 2 pairs |

In compliance with The Education (School premises) Regulations 1996 the Governing Body will ensure that a room will be made available for medical treatment. This facility will contain the following and be readily available for use:

- Sink with running hot and cold water;
- Drinking water (if not available on mains tap) and disposable cups;
- Paper towels;
- Smooth- topped working surfaces;
- A range of First Aid equipment (at least to the standard required in First Aid boxes) and proper lockable storage;
- Chair
- Soap
- Clean protective garments for First Aiders;
- Suitable refuse container
- An appropriate record-keeping facility;
- Defibrillators we currently have 3 in school and they are located in the Reception, Library and one outside the P.E office in a fixed unit.

3.2 Appointment of First Aiders

The Headteacher will appoint a member of staff to be the Appointed Person (First Aider). The duties of the Appointed Person are to:

- Take charge when someone is injured or becomes ill;
- Look after the first aid equipment e.g. restocking the first aid container;
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- A First Aider must hold a valid and current certificate

The First Aid Lead will monitor accidents and report this back to the Senior Leadership Team and relevant personnel on a termly basis.

3.3 Information on First Aid arrangements

The Headteacher will inform all employees at the School of the following:

1. The arrangements for recording and reporting accidents;
2. The arrangements for First Aid;
3. Those employees with qualifications in First Aid;
4. The location of First Aid boxes.

All members of staff will be made aware of the School's First Aid Policy.

3.4 Provision in school

In the event of a first aid incident the attending staff member will alert a trained first aider using the school's class chart system or alert by radio channel 3. Students may also present to the medical room during unstructured time.

The first aider will also decide whether the injured person should be moved or placed in a recovery position

If the first aider judges that a pupil is too unwell to remain in school, parents or a representative nominated by the parent will be contacted and asked to collect their child. Upon their arrival, the first aider will update parents/representative and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action.

If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as practically possible contact parents immediately

The trained first aider will attend to the pupil or adult requiring first aid support and appropriately record and report the information.

3.5 Provision away from School

Provision for first aid on School visits and journeys will be determined by Risk assessment of the individual trip and student group.

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

3.6 Review of the First Aid Policy

The Governing Body will review the First Aid Policy on an annual basis.

4. Accident reporting

This section of the First Aid Policy is to comply with the School's Health and Safety Policy:

The Governing body will implement the councils procedures for reporting

1. All accidents to staff
2. All incidents of violence and aggression

All accidents to non-employees (e.g. visitors) that result in injury will be reported to the Authority.

The Governing Body acknowledges its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain incidents to the Health and Safety Executive (HSE) concerning employees.

Reporting Requirements for Employees:

The following incidents must be reported when they relate to an employee:

1. An accident resulting in the employee being unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the accident but including weekends and non-working days).
2. An accident requiring admission to hospital for more than 24 hours.
3. The death of an employee resulting from a work-related accident.
4. Major injuries including: fracture (excluding fingers, thumbs and toes), amputation, dislocation of the shoulder, hip, knee or spine, or any injury likely to lead to permanent loss of sight or reduction in sight, or any crush injury to the head or torso causing damage to the brain or internal organs.

Reporting Requirements for Non-Employees and Students:

Accidents involving non-employees (such as students or visitors) will only be reported under RIDDOR if:

1. The injury arises out of or in connection with work being carried out by an employee or contractor and results in death or major injury as defined above.

2. The accident occurs on school premises and requires immediate emergency treatment at a hospital, and the injured person is taken directly from the scene of the accident to the hospital.

Additional Procedures:

- The Headteacher or Business Manager will consult with the appropriate Authority whenever an accident involving a visitor or student is believed to be reportable under RIDDOR.
- All accidents involving non-employees that result in injury will be recorded and reported to the Authority for monitoring and follow-up.
- The Governing Body will ensure that all reportable incidents are promptly notified to the HSE in accordance with RIDDOR.

Please refer to the Staff Handbook on how to report an accident and fill out the accident report form. - All staff will report an accident/incident they have had via the form on standing items.

5. Transport to hospital or home.

1. The First Aider will determine what is reasonable and sensible action to take in the circumstances of each case.
2. Where the injury is an emergency an ambulance will be called following which the parent will be called.
3. Where hospital treatment is required but it is not an emergency, then the School will contact the parents for them to take over the responsibility of the student.
4. If the parent cannot be contacted the School may decide to transport the student to hospital.
5. Where the school makes arrangements for transporting a student then a taxi will be called to escort the student and member of the first aid team to the hospital. On no account must a first aider accompany a student in their own transport.
6. Contacting Emergency Services – Request for an Ambulance

Dial 999. Ask for an ambulance and be ready with the following information:

Location: St Cuthbert Mayne School, Trumland Road, Torquay TQ1 4RN
Patient's Name, Date of Birth, location within school and brief description of symptoms (if known).
Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient on arrival.

Remember, to speak clearly and slowly and be ready to repeat any information if required.