

St Peter and St Paul Catholic Voluntary Academy



First Aid and Accident Reporting Procedures

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him.

We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

First Aid

There are currently trained First Aid staff in the following areas:

Reception	S Dowset
Admin	J Torres, C Crossman
ICT	D Barr
Sports Hall	A Challenger, G Henderson and B Coles
Pastoral	L Wilson, K McNulty, C Mellows
Teaching Assistants	R Varley, J Bee, K Goodale, R Parker
Food Technology	C McKeever-Williams

1. Clarification RE: an Appointed Person (taken from HSE guidance)

Where your assessment of first-aid needs identifies that a trained first-aider is not required in your workplace, you should appoint someone to take charge of first-aid arrangements. This is the minimum requirement.

The role of this appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

An appointed person does not need first-aid training.

An appointed person is not necessary where there are an adequate number of appropriately trained first-aiders.

Following this guidance there is no Appointed Person at the Academy and It is the responsibility of each First Aider to ensure their equipment is adequate and up to date. First Aid kits should be checked on a regular basis and top ups requested when needed. The books contained in the kits should be signed each term to confirm that the kit has been checked.

2. Recording Incidents

Accident, Incident and Illness Report Books

- Books are currently found in the following locations: **Reception and Pastoral.**
- This book is to be kept in a safe, locked place by the First Aider.
- This book is NOT to go home.
- New books are available from the Office Manager.
- Top copy of the report is to be sent home by the First Aider via the student unless a serious incident has occurred.
- When books are complete they should be returned to the Office Manager.

3. Logging Incidents

All Incidents are to be logged on Arbor on the student profile under Medical Event.

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4. Near Miss

There is no Near Miss Policy held at either Academy or Trust level.

5. Accidents at Work - staff

In the event of an accident at work, or at home if working from home, details of the incident must be officially recorded by following the link below, completing the form and pressing submit at the end. This should be done, where possible by the member of staff who has been involved in the accident and the Headteacher must be notified via email.

In addition, the member of staff must complete and sign an Accident Record Form. These are located in the Administration Office.

<https://forms.office.com/Pages/ResponsePage.aspx?id=hNs185xgJ0GMQ-BcGidV2Hm4epKFrnhGndyeYpyWsWIUNUdGQzZQOURUMU5EVVdVNzRKU0RZS1FGWi4u>

This procedure is for staff only, the procedure for reporting student accident / illness remains unchanged with the forms being completed as they currently are.