

# ***First Aid Policy***

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## **1. Introduction**

### **1.1. Scope**

This document clarifies the First Aid Policy for Lumen Christi College in accordance with the Health and Safety Regulations.

### **1.2. Purpose**

The Purpose of this Policy is to provide an effective, safe First Aid cover for students and staff at the school.

1.2.1. To ensure that all staff and students are aware of the system in place.

1.2.2. To provide awareness of Health and Safety issues within the school and also on school trips, to prevent where possible potential dangers or accidents.

## **2. First Aid Personnel**

### **2.1. First Aid Personnel**

The First Aid personnel are those people who hold a valid certificate in First Aid at Work. See Appendix 1 for a list of all First Aid personnel who have gained a valid certificate which lasts for 3 years.

#### **Roles and responsibilities**

All designated first aid personnel are responsible for providing first aid as per their training to any student / member of staff who require it within the college. They have a designated area for which they lead on all first aid required however in the event they are close to any incident requiring first aid elsewhere in the college they will take appropriate action.

### **2.2. Location of First Aid Personnel**

Notices identifying dedicated First Aid personnel for all locations within the college will be displayed on the inside of the door of all rooms, detailing the First Aid personnel's name, contact details and where the nearest First Aid box can be obtained. This list is updated on an annual basis by the Personnel Support Officer. [see appendix 1]

## **3. Code of Practice**

### **3.1. Code of Practice Requirements**

The approved Code of Practice requires the school to make a full assessment of the First Aid needed for the day to day running of the school.

### **3.2. First Aid Boxes**

The location of First Aid boxes can be identified by a red cross clearly marked on a site map of the school. The contents of First Aid boxes will be regularly checked and maintained by the Personnel Support Officer.

## **4. Accidents/ Incidents**

### **4.1. Accident Report Book**

An Accident Report book will be made available for the recording of all incidents, including incidents where First Aid has been administered. Details required include date, time and place of incident, name of injured party, details of injury, First Aid administered and subsequent actions taken.

The name and signature of the person who administered the First Aid is required in all cases. It is the responsibility of the First Aid personnel to ensure that the Incident Book is completed. The Incident Book for the school is located at the main Reception.

## **5. Supplies**

### **5.1. First Aid Supplies**

The Personnel Support Officer is responsible for ensuring that all First Aid supplies are ordered when required and that First Aid boxes are maintained at all times.

### **5.2. Travelling First Aid Kits**

Travelling First Aid Kits will be made available for use when required on Field Trips and any Sporting Events on request to the Personnel Support Officer.

## **Appendix 1**

### **First Aid Personnel**

#### **Staff who completed a First Aid at Work Course in June 2018 (valid to June 2021)**

Charlene McGee  
Karen McDonald  
Philip Doherty  
Jackie Martin  
Chris Rogers  
Michael McCullagh  
Lisa McNabb  
Catherine Hughes  
Breige McFadden  
Cathal Gallagher  
Elaine Doherty

#### **Staff who completed an Emergency First Aid at Work Course in Nov 2017 (valid to Nov 2020)**

Sean Molloy  
Joe Bradley

## First Aid Personnel

<b>Lumen Christi College</b>	
<b>First Aider</b>	<b>Designated Areas</b>
Elaine Doherty / Karen McDonald / Philip Doherty	Offices/Interview Rooms along Main Corridor English 1, 2, 3, 4, 5 Locker Areas C, D, E, F, G RE 1, 2, 3 Gatelodge
Jackie Martin	Staffroom Sixth Form Study Chapel Reprographics
Sean Molloy / Joe Bradley/Lisa Mc Nabb	Technology & Design 1 & 2 Art 1, 2 Music 1, 2, Music Studio, Practice Rooms 1,2,3,4 ICT 1, 2 RE 4
Cathal Gallagher / Catherine Hughes	Science 1, 2, 3, 4, 5, 6, 7, 8 Prep Room 1, 2, 3, 4, 5
Charlene McGee	Finance Manager's Office ICT 4 Geography 1, 2, 3 Maths 1, 2, 3, 4, 6
Breige McFadden / Joe Bradley	Home Economics History 1, 2, 3 Careers Science 9 & Prep Room
Chris Rogers / Breige McFadden	6th Form Centre (New) Canteen Library ICT 3
Michael McCullagh	PE 1 & Interview Room beside PE1 Year 8 & 9 Lockers PE Changing Area
Sean Molloy	Languages 1, 2, 3, 4, 5, 6, 7, 8 SENCO Office Working Staffroom