

First Aid and Infection Control PROCEDURE

Aim of this Procedure

To identify the first aid requirements of Resurrection Catholic Primary School, and implement suitable arrangements for the provision of immediate and adequate treatment of injuries and illness.

Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- conducting a first aid risk assessment to identify the first aid needs of the school
- ensuring there is an appropriate number of trained first aid officers within the school
- provision of first aid supplies for the number of staff and students within the school
- implementing a process for the recording of the administration of medication.

First Aid Officers are responsible for:

- Providing first aid to any injured or ill person on the school premises or at a school sanctioned event such as excursions, camps etc.
- Ensuring they attend appropriate first aid training, including refresher training.

Employees, Visitors, Contractors and Volunteers are responsible for:

- complying with this procedure.

Procedure

First Aid Risk Assessment

It is the responsibility of the school leadership team at Resurrection Catholic Primary School to ensure that the first aid needs of the school are identified and met. This will be achieved by completion of a [first aid risk assessment](#), which shall consider:

- the hazards that could result in injury or illness
- assessment of the likelihood and consequence of injury or illness
- first aid facilities and supplies that are needed
- number of first aid officers needed, and the type of training they should attend.

First Aid Facilities

Resurrection Catholic Primary School will provide a first aid room / sick bay for the provision of first aid to staff, students, volunteers, contractors and visitors that have sustained and injury or illness. The first aid room / sick bay will be appropriately signed with a white cross on a green background, and marked on all evacuation maps in the school.

Resurrection Catholic Primary School will also ensure that adequate first aid supplies are stocked in both the first aid room / sick bay, as well as within any mobile first aid kits.

Infection Control

Any incidents involving bodily fluids must involve a hazardous waste module. Prior to cleaning up bodily fluids the first aid officer is to put on the gloves, gown, safety goggles and mask provided to avoid contact, and ensure they wash their hands with warm soapy water afterwards. If any clothing becomes soiled in bodily fluids it is to be disposed of in the biohazard bag along with the bodily fluids (e.g. blood) or washed in warm water and detergent (e.g. vomit, faeces), and hands are to be washed in warm soapy water.

If there is an incident involving a needle stick injury, or similar injury where there is cause for concern that the person may have come into contact with an infectious disease then medical advice will be sought immediately. Only trained first aid officers will attempt to collect and dispose of any used or discarded syringes into a sharps container.

Incident Reporting

It is vital that all incidents and near misses are reported as per the school's normal incident reporting process. This will allow the leadership team to investigate the cause of the incident and to implement appropriate risk controls to prevent a reoccurrence.

Authorised by: Mrs Jessica Davis
(Acting Principal)

Signature: 

Policy ratified by: 25th July 2023

Next review: 25th July 2024

Relevant Legislation and Guidance

Occupational Health and Safety Act 2004
[OHS in Schools – A practical guide for school leaders](#)
[Compliance Code – First Aid in the Workplace](#)
[First Aid – CECV website](#)
[Risk Assessment template and guide](#)