



First Aid Policy

May 2023

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This policy is written following the guidelines given in the document, *Guidance on First Aid for Schools* (2000), as well as *Supporting pupils at school with medical conditions*, published by the DfE (2015).

Jubilee Primary School is responsible for [providing adequate and appropriate first aid to pupils, staff, parents and visitors and to instigate procedures to meet this responsibility. The policy will be reviewed annually.

Aims:

- To identify the first aid needs of the school in line with the Legislation and Guidance provided below.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Legislation and guidance

- This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:
- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and articles of association.

Objectives:

- To appoint the appropriate number of suitably trained people as ‘Appointed Persons’ to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School’s First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Board of Trustees is responsible for the health and safety of its employees and anyone else on the premises (including contractors), but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Designated Health and Safety Officer (DHSO) must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The DHSO should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School’s arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed First Aider/s will have completed a training course approved by the HSE, and will be updated every three years.

The school appointed first aiders are:

- Mrs Nicola Dutton (Paediatric First Aid)
- Anna Budrewicz-Derbyshire (Paediatric First Aid)
- Rupa Ghosh (Paediatric First Aid)
- Madison Kilminster (Paediatric First Aid)
- Mr James Gibson (Paediatric First Aid)
- Mr Liam Hughes (Paediatric First Aid)

- Mr Dean Beattie (Paediatric First Aid)
- Mr Oliver Smith (Paediatric First Aid)
- Miss Laura Payne (Mental Health First Aider)
- Mrs Siobhan Bray (Mental Health First Aider)

The Designated Health and Safety Officer (DHSO) is Bryan Fitzgerald.

The Statutory Framework for the Early Years Foundation Stage produced by the Department for Children, Schools and Families requires that, from September 2008, all schools with Reception classes have at least one person with a current paediatric first aid certificate on the premises at all times.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. If emergency services are called, a member of the SLT will contact parents immediately. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off-site procedures

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

- A school mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the lead teacher of the party prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident folder.
- Parents are to be informed of a head injury with a standard bumped head letter and or phone call if deemed necessary.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

- Involving employees or self-employed people working on the premises.
- Involving pupils and visitors

The Headteacher is responsible for ensuring this happens.

Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Finance and Resources Team to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Finance and Resources Team, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

First Aid boxes

First Aid Boxes and equipment are located in:

- Every Classroom
- The first aid cupboard within the staff kitchen

- First aid hip pouches are stored at the kitchen external door
- Extra supplies are also located in the first aid cupboard

First Aid Boxes should contain

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (20 pieces - assorted sizes)
- Sterile wipes
- Hypo allergenic plaster
- Sterile eye pads (2 pieces)
- Individually wrapped triangular bandages
- Safety pins (3 pairs)
- Individually wrapped sterile unmedicated wound dressings (6 medium and 2 large ones)
- Disposable gloves (3 pairs)

Nicola Dutton is responsible for ensuring all first aid containers are fully stocked.

Governor approval and review dates

Changes since last policy version

Version	Date	Amendment
V4.1	May 2023	Page 4 - Updated First Aider's list
V4	May 2022	Inserted Legislation and Guidance P3
V4	May 2022	Inserted First aid procedures In-school procedures Off-site Procedures PP5-6
V4	May 2022	Equipment in First Aid boxes P7
V4	May 2022	Information on Administering medicines removed as it is in 'Supporting children with Medical Needs Policy' P8
V3	July 2021	Page 4 - Updated First Aider's list
V3	July 2021	Page 7 - Removed Addendum. How to administer First Aid during Covid-19

Approval

This policy was reviewed and accepted by the Board of Trustees at its meeting on May 2023. This policy is due for review in May 2024.