

# Jack & Jill Family of Schools

## First Aid Policy

### Legal Status:

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 requires employers to assess 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, plan 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; and,
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

### Applies to:

- Jack & Jill School Twickenham
- Nightingale House Pre-Preparatory School
- Clarence House Preparatory School

### Related Policies and Documents:

- Health, Safety and Welfare Policy;
- Risk Assessment Policy; and
- Policy on Supporting Pupils with Medical Conditions.

### Who is this policy for?

- Staff and volunteers;
- Parents;
- External agencies.

### Available from:

- School Office
- SharePoint
- School Website

**Monitoring and Review:**

To be continuously monitored and reviewed by date on cover page.

**References:**

- “Parents” refers to parents, guardians and carers;
- “Staff” refers to employees, peripatetic staff, external providers (including Kinder Club and Swimquest) or specialist staff provided by an external provider;
- The “School” refers to the Jack & Jill Family of Schools (Jack and Jill School Twickenham, Nightingale House Pre-Preparatory School and Clarence House Preparatory School (CHPS));
- EYFS refers to The Early Years Foundation Stage which is the curriculum for children from birth to aged 5, including the Reception year group;
- “Strategic Leadership Team” refers to the team managing the School, currently including the Deputy Principal, Headteacher of Clarence House and Pre-Preparatory Lead Teachers.

**Reviewer:** Strategic Leadership Team

**Review date:** January 2020

**Operational from:** January 2020 to January 2021

**Next review date:** January 2021

**Principal’s Signature:**

*Nevea Papamarkou*

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils achieve their potential.

The Jack & Jill Family of Schools promotes equality of opportunity and anti-discriminatory practice. We ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We promote the principles of fairness and justice for all through the education that we provide in our School.

Please consider the environment before printing, if printing please choose black and white.

## Section One: Policy

### 1. Introduction

The School acknowledges its duty to provide adequate and appropriate arrangements for first aid arrangements under The Health & Safety (First Aid) Regulations (1981) and for children in the Early Years under the statutory requirements of the EYFS.

Specifically, the School understands the duty to provide appropriate equipment facilities and qualified first aid personnel. The arrangements detailed in this policy describe the way in which this duty is fulfilled.

### 2. Aims

The aims of our First Aid Policy are to:

- ensure the health and safety of all staff, pupils and visitors;
- ensure that staff are aware of their responsibilities with regards to health and safety;
- provide a framework for responding to an incident and recording and reporting the outcomes.

## Section Two: Roles and Responsibilities

### 3. First Aiders

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Sending pupils home to recover, where necessary;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

Photographs of the School's first aiders are on display throughout the school buildings.

### 4. The Principal

The Principal delegates operational matters and day-to-day tasks to the Strategic Leadership Team and staff members.

### 5. The Strategic Leadership Team

The Strategic Leadership Team is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of first aiders are always present in the schools;
- ensuring that first aiders have appropriate qualification, keep training up to date and remain competent to perform their role;
- ensuring all staff are aware of first aid procedures;
- ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of pupils;
- reporting specified incidents to the Health and Safety Executive when necessary.

### 6. Staff

Staff are responsible for:

- ensuring they follow first aid procedures;
- ensuring they know who the first aiders in school are;
- informing their manager/member of SLT of any specific health conditions or first aid needs.

## Section Three: First Aid Procedures

### 7. 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 who will provide the required first aid treatment.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on 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 emergency services are called, the office staff will contact parents immediately.
- 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.

### 8. Off-Site Procedures

When taking pupils off the school premises, staff must always have the following:

- a school mobile phone;
- a portable first aid kit; and
- information about the specific medical needs of pupils.

Risk assessments will be completed by the teacher responsible for the trip 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 certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### 9. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in the following locations:

#### Jack & Jill School, Twickenham

- The toilet areas of each Nursery classroom
- The hall
- On the landing outside the Reception classrooms

### **Nightingale House Pre-Preparatory, Hampton**

- In the assembly hall

### **Clarence House Preparatory School, Hampton Hill**

- The medical room

## **Section Four: Record Keeping and Reporting**

### **10. First aid and Accident Record Book**

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury, with as much detail as possible.

Records held in the first aid and accident book relating to injuries to staff will be retained by the school for 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **11. Reporting to the HSE**

The School keeps records of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) These are reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment,
  - The accidental release of a biological agent likely to cause severe human illness,
  - The accidental release or escape of any substance that may cause a serious injury or damage to health,
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

## **12. Notifying Parents**

The office will inform parents of significant accidents or injuries sustained by pupils. First aid treatment will be advised to parents on the same day, either via phone call from the office or a slip in child's bag.

## **13. Reporting to Ofsted and Child Protection Agencies**

The school will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

A Designated Safeguarding Officer will also notify SPA of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Section Five: Training**

### **14. Training**

Staff with interest in providing first aid can offer to undertake first aid training and this interest will be considered by the school when planning first aid training needs to cover all schools and throughout the periods when they are operational and for all activities.

All staff with first aid responsibility will complete an approved training course, whether paediatric, mental health or appointed persons. The school will keep a register of all trained first aiders, what training they have received and expiry date. The HR department arranges retraining when necessary

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **Section Six: Monitoring**

### **15. Monitoring Arrangements**

This policy will be reviewed by the Strategic Leadership Team.