

# Jack & Jill Family of Schools: First Aid Policy

## Applies to:

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

## Related Legislation:

This policy is based on the [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#), 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).
- [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.

## Related Policies and Documents:

- Health, Safety and Welfare Policy
- Risk Assessment Policy

## 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.
- “Family” refers to the School’s Management Information System.
- “Staff” includes employees, volunteers, peripatetic staff, external providers (Springboard Swimmers) 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, Nightingale House Pre-Preparatory Lead Teacher, and Curriculum Lead.

**Reviewer:** Strategic Leadership Team (October 2023)

**Effective:** November 2023

**Next review:** October 2024

**Proprietor’s Signature:** 

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.

## 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), the Education (Independent School Standards) Regulations 2014 and for children in the Early Years under the statutory requirements of the EYFS.

### 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/accident.

## Section Two: Roles and Responsibilities

### 3. First Aiders

First aiders are trained and qualified to carry out this 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.
- Recommending pupils return home to recover, where necessary.
- Completing accident reports as soon as is reasonably practicable, after an incident.

### 4. The Principal

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

### 5. The Strategic Leadership Team (SLT)

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

- ensuring an appropriate number of first aiders are always present in the schools.
- ensuring 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 adequate space is available for the medical needs of pupils.
- reporting 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/school lead 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 assistance from a qualified first aider to 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 with the casualty until help arrives.
- The first aider will also decide whether the injured person can 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 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 mobile phone
- a portable first aid kit
- information about the specific medical needs of pupils.

Risk assessments will be completed by the trip lead prior to any educational visit taking pupils off school premises.

At least one first aider with a current paediatric first aid certificate will accompany a school trip. He/she will ensure that sufficient and appropriate first aid supplies are taken on the trip and are in his/her possession during the time away from the school.

## Section Four: Record Keeping and Reporting

### 9. Record Keeping

An accident report will be completed on Famly by the first aider or staff attending for minor matters as soon as possible after an injury to a pupil. Accidents involving members of staff are completed in the Staff Accident Book held at each school site.

### 10. Reporting

Any accident resulting in a reportable injury, disease, or dangerous occurrence as defined in the Dangerous Occurrences Regulations 2013 legislation is reported to the Health and Safety Executive by the quickest practical means without delay.

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>

### **11. Notifying Parents**

Parents are alerted to accidents or injuries sustained by pupils when the member of staff completes the accident report on Famly.

First aid treatment is included in the alert. Where a child sustains a more significant injury a member of the admin team or teacher will call the parents or nominated emergency contact.

### **12. Reporting to Ofsted and Single Point of Access (SPA)**

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

The Designated Safeguarding Lead, or one of her Deputy Safeguarding Team, 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**

### **13. Training**

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

At Jack and Jill School Twickenham, our Early Years setting, at least 1 staff member with a current paediatric first aid (PFA) certificate will be always onsite and available when children are present. PFA training is renewed every three years and is relevant for workers taking care of young children.

Staff holding current and relevant PFA, and other training are displayed throughout the school buildings.

## Section Six: Monitoring

### 14. Monitoring Arrangements

It is the responsibility of the Health & Safety Compliance Manager to ensure all accidents are recorded correctly and that half termly reports are compiled for each school and presented with analysis and recommendations re the identification of trends to the SLT and Principal for action, as necessary.