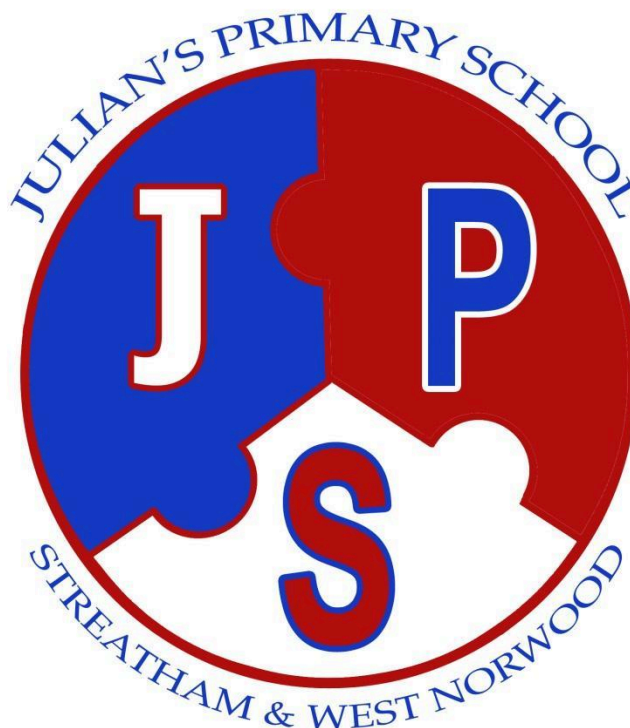


Julian's Primary School



First Aid Policy

Approved by:

Alison Møller
Executive Headteacher
Approved by Governing Body

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Document Control

Change Record

Date	Author	Version	Change Reference
08/10/2020	Sheila Reid	V1	CEFM updated policy – August 2019
21/11/2024	Alice Maloney	V1.1	First aiders updated per site - November 2024

Distribution

Reviewers	Approvers	Distribution
Resources Committee	Resources Committee	All staff

FIRST AID POLICY

Introduction

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Julian's School this is the Governing body.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the *(LA or governors)* is responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times.

Any first aider must receive training but since the Health and Safety Executive (HSE) no longer approves first aid training, it is up to the school to ensure that any training provider that is selected for the purposes of first aid training is competent to deliver it. We use guidance from HSE to appoint suitable trainers.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

Julian's school follows the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DFE's *Statutory framework for the early years foundation stage March 2017*.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes are fit for purpose.

Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

Responsibilities of the Executive Headteacher

In discharging its duty of care, the governing board delegates to the Executive Headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.
 - Specific needs.

- o Accident statistics.
- o Selection of first aiders, and number required.
- o Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

Responsibilities of all trained first aid staff

On a day-to-day basis, the staff have the responsibility to:

- Complete an appropriate training course.
- Be aware of the details of all first aiders and the location of, and signage to, all first aid boxes (see appendix 1 at the end of this policy).
- Maintain fully stocked first aid provisions (see below for details).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Report to the Executive Headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'. An HSE 'Health and safety incident report' form will also need to be completed in these circumstances.

- Where use of force to restrain a pupil has been used and first aid is required a 'Use of force to control or restrain pupils: incident record' will also need to be completed.

Responsibilities on off-site activities

A first aid kit compliant with BS 8599 must be taken on all off-site activities. Where possible, an emergency first aider will accompany off-site visits.

Responsibilities of hirers

When others use the premises, e.g. for extended activities at the school or by those who hire any of the school premises, the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (e.g., hazards on the premises).
- First aid arrangements in the school and location of first aid kits for emergency use by a trained operator.

Maintenance of first aid containers

- On a routine and regular basis, an appointed first aider (Andy Foster on the Streatham site and Christalla Photi on the West Norwood site) will check the following and arrange for stocks to be replenished if necessary:
 - The first aid containers in each office.
 - First aid containers in public service vehicles (minibuses), if use of first aid supplies / equipment is reported by drivers.
 - Supplies for classroom/playground first aid kits - 'bumbags' – on request from support staff.

Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items or equivalent will be in the first aid containers at Julian's Primary School:

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.

- 6 medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable and the kits will be BS 8599 compliant.

Accident procedures

Outside of class time, pupils should be dealt with in the first instance by a member of staff on duty and minor injuries can usually be dealt with in situ. However, if the injury requires further first aid treatment, the person should be brought to the primary first aider at the school office. If they cannot safely be moved, the first aider should come to their location and assess the situation.

During lesson times, if members of staff are unable to deal with the injury, then the student should be sent to the office, accompanied by an adult. If this is not possible, 2 children should be sent to the office to ask for first aid assistance.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident books which are located in classrooms, with substantive support staff (playground supervisors), or in each school office - and a copy sent home for parents/carers. All head bumps/injuries should be reported to the office and reported home by phone call.

If the first aider believes that the injured person requires medical treatment, they will:

- Arrange for the emergency services (999) to be called if necessary.
- Ask for member of Leadership Team to be informed and be present where possible
- Arrange for parents/carers to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents/carers.

Monitoring and evaluation

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken in line with the wider Health and Safety policy.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

APPENDIX 1

Our school has **Office First Aiders** at each location:

Name	Location
Christalla Photi	WN
Andy Foster	STR
Louise Wilson	WN
Rebecca Colman	Both
Jo Pickering	Both
Jo Barker	STR

Our school has **First Aiders** at each location

Name	Location
Adjei, Eunice	STR
Albury, Susan	WN
Boyce, Charlotte	WN
Chitacu, Brigitta-Lorena	WN
Cockerill, Ellen	STR
Deane, Alexe	WN
Downie, Juanita	WN
Farese, Stella	STR
Menasria Eps Maksene, Safia	STR
Moller, Tim	WN
Muhammed, Michelle	WN
Ogunbadero, Olutimmy	WN

Okonkwo, Chichi	STR
Omole, David	STR
Oryl-Sowosz, Kasia	WN
Patko, Melinda	WN
Scarlett, Kardal	WN
Sylla, Sanatha	STR
Tulu, Tomris	STR
Wolakiewicz, Ewa	STR

In the absence of the first aider, emergency aiders who have attended an emergency course in the last three years are nominated to take charge of an emergency first aid situation.

Location of first aid kits:

• Office	• Streatham
• Office	• West Norwood
• Playgrounds	• In playground First Aid kits on both sites
• Classrooms	• Shared between Year Groups across each site
• Bum bags	• Issued to Teaching Assistants