



# Jasmine Hall School

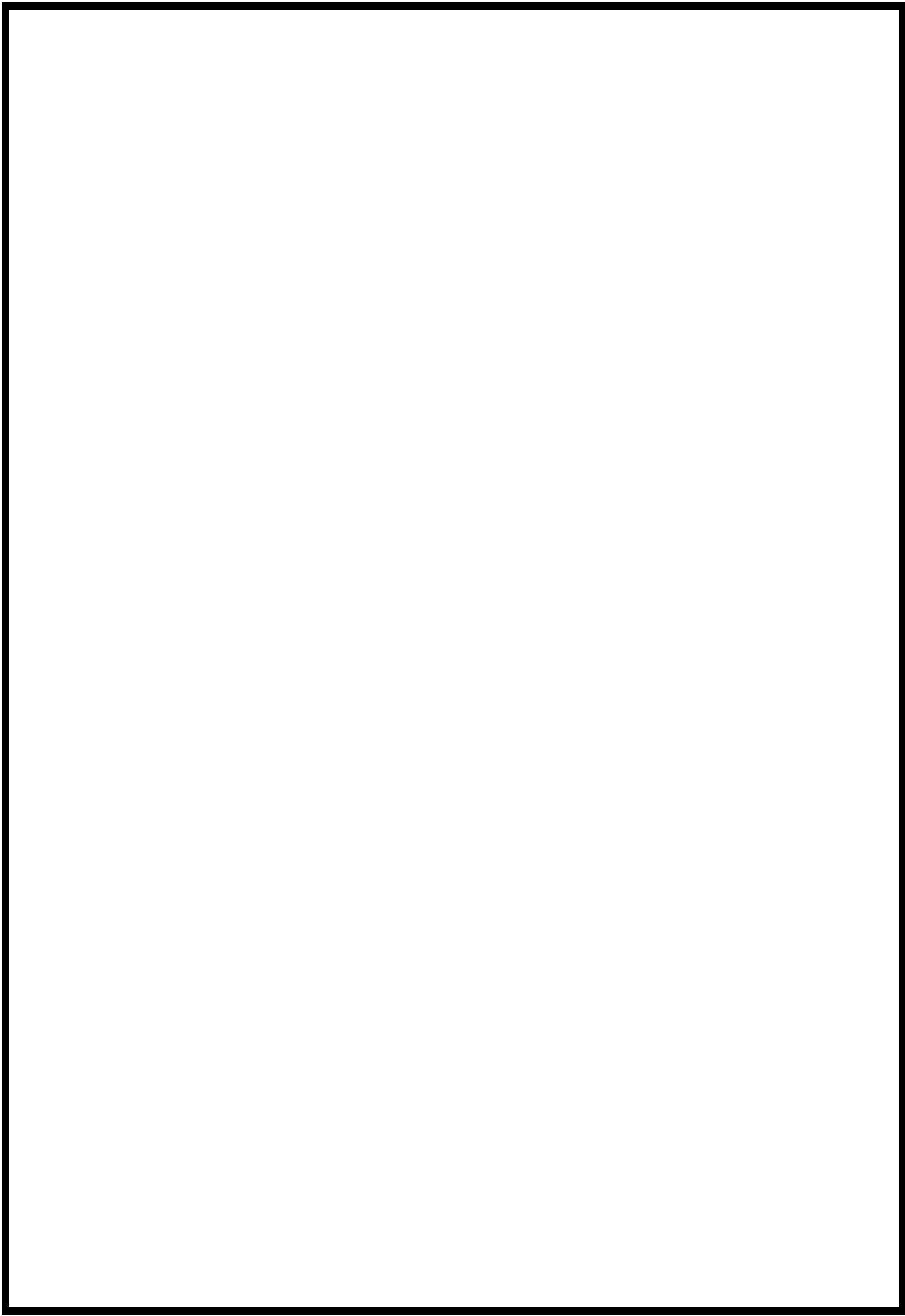
## First Aid Policy

**Policy and Procedure: First Aid Policy**

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## First Aid Policy

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## **Statement of intent**

Jasmine Hall School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavors, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Jasmine Hall School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Promoting Good Behaviour and Discipline Policy
- Safeguarding Policy
- Medical Policy
- Educational Visits Policy

### **1. Legal framework**

1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Infection Control Policy
- Behaviour Policy

- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

## **2. Aims**

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The admin staff and Qualified First Aider has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- 20 Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile
- Unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- Three pairs of disposable gloves.
- Equivalent or additional items are acceptable.

2.1. The appointed person is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.2. First aid boxes are located in the following areas:

**Croft House Site:** Main Office, First Aid Room

**Cedar House Site:** Staff Office, First Aid Room

**All school Vehicles**

### **3. Roles and Responsibilities**

The **governing board** is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.

- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The **headteacher** is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

**Staff** are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

**First aid staff** are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The **appointed person (David Torrance)** is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:

- What to do in an emergency.
- How to assess and monitor a casualty.
- First aid for the unconscious casualty.
- First aid for someone who is having a seizure.
- Maintaining injury and illness records as required.
- Paediatric first aid.
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#### **4. First aiders**

- 4.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 4.2. The school will ensure that all first aiders hold a valid certificate of competence. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the appointed person and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 4.3. The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.
- 4.4. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.5. The current first aid appointed person(s) are: **David Torrance**
- 4.6. First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury. (**For current trained first aiders at Jasmine Hall School see Appendix 1**)
- 4.7. The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.



## **5. Emergency procedure in the event of an accident, illness or injury**

- 5.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 5.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 5.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
  - Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
  - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
  - The Headteacher
  - The parents/carer of the victim(s)

#### **4.5 Body Fluid Spillage**

- Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.
- Initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the 'Clean Up Procedure'.
- In the event of a member of cleaning staff not being available then there are disposable clean up kits available in the Office.

##### **Clean Up Procedure**

- Gloves to be worn at all times
- Body Fluid clean up kit to be used and instructions to be followed as per clean up kit
- Any article of clothing that has got contaminated with the spill should be wiped cleaned and then put in a plastic bag and tied up for the parents to take home.
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used.
- Any soiled wipes, tissues, plasters, dressings etc must ideally be disposed of in the clinical waste bin (Yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied

#### **6. Reporting to parents and record keeping**

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 6.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

6.3. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.

6.4 The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner..

6.4. A list of emergency contact details is kept at reception/admin office.

## **7. Visits and events off-site**

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Headteacher before the event is organised. The school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

7.1. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

## **8. Storage of medication**

- 8.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 8.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 8.5. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

## **9. Illnesses and Allergies**

- 9.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 9.2. The First Aid Room will be used for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored the whole time that they are in the first aid room and will not at any point be left on their own.
- 9.3. The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

## **10. Consent**

- 10.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated regularly.

- 10.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

## **11. First Aid Room**

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

## **12. Monitoring and review**

- 12.1. This policy is reviewed annually by the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.
- 12.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme. **Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.**

**The next scheduled review date for this policy is September 2024**

**Appendix A**  
**List of trained First Aiders**

	
<b>IN AN EMERGENCY CALL 999 OR 112</b>	
If evacuation is required (inc. smell of gas, large scale water leak etc) ensure that safe evacuation occurs without delay.	
<b>ADDRESS</b>  Jasmine Hall School 51 Ashbourne Road Derby DE22 3FS <i>car park off Slater Avenue</i>	<b>PHONE NUMBER</b> 01332 412546   <b>ALTERNATIVE NUMBERS</b> 07596 987777 (DP) 07596 987781 (DT)
<b>DfE NUMBER</b> 831/6016	<b>EXAMINATIONS CENTRE NUMBER</b> 23267
<b>FIRE ASSEMBLY POINT (CROFT)</b> Rear garden Wellbeing Hub  <b>FIRE ASSEMBLY POINT (CEDAR)</b> Playground	<b>DESIGNATED SAFEGUARD LEADS</b> Daniel Pallett David Torrance  <b>PREVENT LEAD</b> Daniel Pallett
<b>FIRE SAFETY OFFICER</b> David Torrance  <b>FIRE MARSHALS</b> Ashton Gardner David Torrance Ella Graham Imogen Dunmore Lisa Crosby Karl Bartlett Katie Derry Shelly Botham Taymiah Boulaghrasse 	<b>FIRST AID APPOINTED PERSON</b> David Torrance  <b>FIRST AIDERS</b> Ashton Gardner David Torrance Ella Graham Imogen Dunmore Karl Bartlett Katie Derry Lisa Crosby Sarah Bagguley Shelly Botham Taymiah Boulaghrasse 
<b>MEDICATION TRAINED</b> Ashton Gardner Ella Graham Imogen Dunmore Karl Bartlett Katie Derry Lisa Crosby Taymiah Boulaghrasse 	<b>FOOD HYGIENE TRAINED</b> Alix Wylie Ashton Gardner Ella Graham Karl Bartlett Katie Derry Lisa Crosby Shelly Botham Taymiah Boulaghrasse 