



**JAMES ALLEN'S GIRLS' SCHOOL (JAGS)  
(DfE Number 210/6002)**

**JAGS WHOLE SCHOOL FIRST AID POLICY**

1. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
2. The number of certified first aiders will not, at any time, be less than the number required by law and will include paediatric first aiders located in the Pre-Preparatory Department. At least one qualified first aider will be available on each school site when children are present. Training will be updated every three years, as required.
3. At the discretion of the Governors, delegated to the Headmistress, Headteacher of JAPS and Bursar, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Headmistress, Headteacher of JAPS & Bursar after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Headmistress, Headteacher of JAPS and Bursar as that being sufficient to meet the needs of all foreseeable circumstances, particularly with regard to those subjects considered to be of higher risk. Notices listing the trained first aiders are placed in appropriate locations in all buildings.
4. Supplies of first aid material will be held at various locations throughout the School (see paragraph 9 below). These locations will be determined by the Headmistress, Headteacher of JAPS and Bursar. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by the School Nurse and any deficiencies made good without delay.
5. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School activities.
6. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity, and the record will include details of the advice given to parents of pupils as appropriate. There will be a termly review of all reported accidents which will enable the school to ensure there is appropriate First Aid provision across the sites and to address any health & safety issues.
7. The School Nurses' facilities are located centrally in JAGS on the ground floor at the bottom of the main staircase.
8. The permanent School Nurses are also Qualified First Aiders having completed the appropriate three-day qualifying course (formerly a four-day course). They are supported by a further four Qualified First Aiders in JAGS (Senior School), three

Paediatric Qualified First Aiders in JAPS Pre-Prep and seven Qualified First Aiders in JAPS (Middle School). Additionally, a further twenty staff have completed the 'Appointed Person' one-day course. After-school-hours arrangements for first aid are in place via JAGS Sports Club. The School Nurses would normally decide whether or not to call an ambulance. In their absence, the Qualified First Aider in attendance will make the decision.

9. First Aid boxes are located at:

**JAGS:** School Nurse's Room, Green Room, all thirteen Science Laboratories (also eye wash stations), Art Department (studios A2, 3, 4 (including eye wash station), 5 & 6, Music Department Coordinator's Office, Design & Technology Department (T1, T4 & T5 including eye wash stations), Sixth Form Office, Schoolkeeper's Office, Office in the Sports Centre, P.E. Office, Reception, Swimming Pool, Library, Head Groundsman's Office and in each minibus and tractor.

**JAPS (Pre Prep):** Staff Room (also an eye wash station)

**JAPS (Middle School):** Science Room, Art Room, Design & Technology Room, Music Rooms, PE Cabin & First Aid Room (also an eye wash station).

10. Staff notice boards, staff meetings and individual briefings for appropriate Class Teachers/Tutors are the medium whereby staff are informed of significant illnesses/conditions of pupils for risk assessment purposes.
11. Separate health and safety policies raise awareness of hazards specific to the teaching of different subjects and to possible hazards in different working areas. Various subsidiary guidance is available in relation to anaphylaxis, asthma, diabetes, spillage and body fluids and administration of medicines.
12. A report of all accidents will be made to the School Nurse (JAGS) or Head's PA (JAPS) as appropriate on the approved report form and copied to the Bursar. The Bursar is responsible for reporting serious accidents to insurers and the School Nurse is responsible for reporting serious accidents to the Health & Safety Executive.

*Date: January 2011*

*Review arrangements: overview by Governors annually full review by Management December 2011 (or earlier if major legislative change)*