



First Aid Policy

This policy applies to the whole school, including the EYFS

1. Introduction

The aim of this policy is to provide clear guidance and information on how the School fulfils first aid requirements, manages illness and accidents and the reporting process within the school. The policy has been reviewed in line with the principles set out by the Department for Education in Guidance on First Aid in Schools, 2022.

The policy covers for the following areas:

- First Aid
- Illness & Accidents
- Guidance for dealing with head injuries
- Guidance on when to call for an ambulance
- Reporting incidents
- Hygiene procedures for spillage of body fluids
- Specific guidance for the EYFS

2. First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

Whilst there are no hard and fast rules on how many trained first aiders you should have the school will not, at any time, be less than 1:50, 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, to include one certified Paediatric First Aider in the Pre-Preparatory Department. In line with HSE guidance, all qualified first aiders should receive annual refresher training to maintain competence between requalification courses.

In response to the statutory Health Education Guidance September 2022, we will implement a basic first aid training programme for primary aged children, and a further first aid training programme for pupils in secondary school. This will not be certificated.

At the discretion of the Governors, delegated to the Head, Head of Junior School and Director of Operations, 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 Head, Head of the Junior School & Director of Operations after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Head, Head of the Junior School and Director of Operations 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.

Supplies of first aid material will be held at various locations throughout the School (see paragraph 9 below). A Defibrillator is provided at each school site, and their locations will be communicated to all staff and students. These locations will be determined by the Head, Head of the Junior School and Director of Operations. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by the local first aiders and the School Nurses will provide and any deficiencies without delay. Staff will be made aware of defibrillator locations and trained in their use as part of first aid training and induction.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School activities.

A record will be made using Evolve Accident Book, 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.

The School Nurses' facilities are located centrally in JAGS on the ground floor at the bottom of the main staircase.

The School Nurses are also Qualified First Aiders having completed the appropriate three-day qualifying course). They are supported by further Qualified First Aiders in the Senior School, the Junior School and Paediatric Qualified First Aiders in the Pre-Prep. Additionally, further staff have completed the 'Appointed Person' one-day course. After-school-hours arrangements for first aid are in place via JAGS Sports Centre and the JAGS Reception staff. 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.

Location	No of First Aid Boxes	Location	No of First Aid Boxes
Art	4	Pre-Prep School First Aid bags inc PE	5
Biology	5	Pre-Prep School First Aid cupboard/box	1
HR Office	1	JASSPA	1
Chemistry	5	Kitchens	2
Physics	4	Library	1
DT	3	Mini Bus	2
Drama	1	Music Dept Plus 1 FA bag	1
General Office	1	Nurses Bag (medical Room)	1
Groundsmen	2	PE First Aid bags	5
Botany and Gardening club	1	PE Office box	1
Prep School First Aid cupboard	1	Reception	1
Prep School, DT, Music, Science & art	4	School Keepers	1
Prep School First Aid bags inc PE	5	Sixth Form office (also used by Sat' Reading Scheme)	1

CPOMS, 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. Information about pupil medical needs will be shared with relevant staff on a need-to-know basis, in line with data protection legislation.

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 head injuries, anaphylaxis, asthma, diabetes, spillage and body fluids and administration of medicines.

First aid arrangements for School Trips are contained in the [Health & Safety on Outside Trips Policy](#).

3. Illness & Accidents

In the event of a pupil becoming ill or having an accident the following procedures are to be followed:

- In the EYFS, all first aid is administered by a fully qualified paediatric first aider and in line with the Statutory Framework for EYFS 2024. There will always be a paediatric first aider available on the trip when EYFS children are on outings.
- When a pupil feels ill in the Senior School, they should be sent to the School Nurse who will decide on what action should be taken. Staff with First Aid qualifications may be asked to administer aid, but it is the School Nurse, or, in their absence, a member of the Senior Leadership Team, who is responsible for deciding whether the pupil should be allowed to go home or be sent to Hospital.
- When a pupil feels ill in the Junior School, they should be sent to the office, where a qualified first aider will decide on what action should be taken. The Junior School office teams can access support from the School Nurse at any time, or in their absence, a member of the Senior Leadership Team.
- If the School Nurse is not available, a Senior School pupil requiring treatment should report to Reception who will arrange for a First Aider to be summoned.
- Parents or carers should be informed of any accident or injury sustained by a pupil on the same day, or as soon as reasonably practicable. For minor injuries a prepopulated parent email can be sent from Evolve Accident Book. For any injuries that are more than minor the First Aider or member of the Senior Leadership Team should contact a parent or guardian by telephone.
- Parents will be informed of any head injury sustained by their child on the same day, with written guidance provided on monitoring symptoms.
- Records of accidents, near misses and incidents will be reviewed termly to identify patterns or risks. Reportable incidents will be notified to the HSE under RIDDOR by the Head of Facilities & Estates or as otherwise required.
- If the illness is not severe and does not require treatment, the pupil may be invited to rest in the nursing bay within the Medical Centre or Junior School Office.
- If the School Nurse or a member of SLT decides that a pupil should go home, then a parent or guardian must be contacted to make appropriate arrangements for the pupil.
- Parents are informed that children must not return to school for 48 hours after the symptoms of vomiting and diarrhoea have ceased, and they must alert the school immediately if their child contracts any notifiable disease
- Staff, pupils or visitors involved in accidents should be taken to the School Nurse where the same procedures as given above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved the School Nurse and/or a qualified First Aider should be contacted immediately.
- Accidents are reported to RIDDOR as required

The Head or Senior Deputy Head must be contacted immediately if the injury is of a serious nature.

Use of Crutches in School

It is mandatory that students attending school on crutches have been given these by a medical professional or establishment. Crutches given to students by anyone other than their GP or A&E are a potential danger to both themselves and other students. Parents or guardians must have established that their child is safe using their crutches on stairs before they return to school.

Parents or guardians must please contact the school prior to the student's return to enable the following provisions to be considered:

- Leaving lessons early to avoid busy corridors
- General help and support e.g. a buddy system to help with school bags
- Alternative learning opportunities during PE lessons
- Health and safety evacuation planning
- Access to school lifts where available

4. Guidance on head injury

A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, the majority of head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe injury to the brain. Complications such as swelling, bruising or bleeding can happen inside the skull or inside the brain. How much damage is done depends on the force and speed of the blow.

Any injury involving the head that occurs during sporting activities requires the child to cease play immediately and sit out for the rest of that lesson or the duration of the match.

All children who suffer a head injury at school should initially be seen by the School Nurse or a First Aider for assessment and to plan ongoing care. After any head injury, even when none of the worrying signs are present, it is important that the child's parents or carers are informed about the head injury and given written information about how to monitor their child using current best medical advice. Staff should consider whether referral to the school nurse or medical practitioner is required using Pocket Concussion Recognition Tool. This guidance is to help staff to treat head injuries when they happen and recognise signs which mean that a child requires further medical assessment or hospital treatment following a head injury.

These recommendations should be read in conjunction with the JAGS Head Injury Guidance and this guidance will be reviewed annually against current NHS and DfE medical advice to ensure it remains up to date.

5. Guidance on when to call for an ambulance

An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty

- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)
- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- suspected fracture to a limb
- anaphylaxis (make sure to use this word when requesting an ambulance in this case)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

A report of all accidents will be made to the School Nurse (Senior School) or Head's PA (Junior School) using Evolve Accident Book. The Finance Manager is responsible for reporting serious accidents to insurers and in conjunction with the School Nurse is responsible for reporting serious accidents to the Health & Safety Executive.

6. Hygiene Procedures for Spillage of Body Fluids

The aim is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions
- Vomit
- Faeces
- Urine

PPE is available from the Facilities Team or School Nurse. All staff dealing with a biohazard spill are to ensure that they:

- Wear appropriate personal protective equipment.
- Cover spillage with disposable paper towels.
- Remove sodden material and dispose as per waste segregation policy.
- Clean area with detergent and warm water.

- Following spillages of faeces or vomit then disinfect using a chlorine releasing solution of 1,000ppm or equivalent according to manufacturers' instructions, rinse and dry.
- Dispose of protective clothing as per waste segregation policy.
- Perform hand hygiene

All biohazard spills are to be reported to the School Health & Safety Co-ordinator (the Facilities & Estates Manager).

All staff dealing with a biohazard spill are to:

- wear appropriate PPE
- take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular blood or body fluids reaching the eyes or the areas inside the mouth and nose should be avoided.
- use the Body Fluid Disposal Kits provided by the Facilities team.
- place all soiled paper towel and gloves into a yellow clinical waste bag to dispose of in an approved manner
- wash hands, including arms to the elbow, with warm water and soap immediately after every clean-up of blood or body fluid. This should be performed even if gloves have been worn.
- wash all areas that have come into contact with blood

7. EYFS

- Parents are asked for written permission for their child to be given any medicine at school, and the guidance associated with that (see Administration of Medicines Policy for further information). Any medication given by non-nursing staff must have at least verbal agreement from parents before each incidence of medication administration.
- Prior to a child joining the school, parents will provide any medical information and keep that up to date.
- Prior to a child joining the school, parents will provide any special dietary requirements, preferences, food allergies and intolerances that the child has. This information will be shared with catering staff, and all meal time supervisors. Coloured lanyards will be worn by students with dietary needs to support mealtime safety.
- Any administration of medicine and its timing will be documented on Evolve and reported to parents using parent notifications on Evolve the same day or as soon as reasonably practicable.
- Any particular training concerning a child that they teach e.g. use of an adrenaline auto injector, asthma inhaler or medicine needed, will be given to relevant staff
- A member of staff holding a Paediatric First Aid Qualification will always be present in the room whilst children are eating.

8. Monitoring & Review

Accidents, absence and near misses are reported and discussed at termly Governance and Risk Committee meetings. Trends and lessons learned are shared via the Health & Safety Committees and the Director of Operations reviews each accident and near miss.

This policy is reviewed annually as a Statutory policy and published on the school website.

Appendix 1: List of first aiders

First name	Surname	Area	Dept	Type
Emilie	Alazawi	Pre-Prep	TA	P FA
Rachel	Ayers	Prep	After School	P 2 day FA
Rebecca	Ayers	Pre Prep	After School	P 2 day FA
Emma	Bailey	Senior	Geography	FA at Work
Sherene	Barnett	Senior	Study Supervisors	Emergency FA at work
Valerie	Berchel	Prep	French	Emergency P FA
Yvonne	Benjamin	Senior	Reception	Emergency FA at work
Joanne	Billington	Senior	Drama	Emergency FA at work
Tim	Billington	Senior	MFL	Emergency FA at work
Sian	Bodie-Lawrence	Senior	School Nurse	FA at Work
Martina	Boggian	Senior	Italian	Emergency FA at work
Lucy	Bond	Senior	Biology	Emergency FA at work
Megan	Brady	Pre Prep	Teaching asst	P FA
Lara	Brookes	Senior	DT	FA at Work
Abbie	Burk	Senior	Examinations Officer	FA at Work
Nichola	Cass	Senior	Reception	Emergency FA at work
Faranak	Chilvers	Pre Prep	TA	P 2 day FA
Frances	Clifford	Senior	Physics	Emergency FA at Work
Caroline	Dowling	Pre Prep	TA	P 2 day FA
Pamela	Donald	Prep	PE	Emergency FA
Alex	Eagles	Senior	Drama	Emergency FA at Work
Daniel	Earnshaw	Prep	Teacher	P FA
Samantha	Esswood	Senior	Biology	Emergency FA at Work
Bella	Fisken	Senior	PE	FA at Work
Felna	Fox	Prep	DT	Emergency P FA
Buddhi	Gaha	Senior	Security	FA at Work
Dominique	Giovannoni	Senior	RS	Emergency FA at Work

Michael	Golding	Senior	PE	FA at Work
Amelya	Goldy	JASSPA	JASSPA	Emergency FA at work
Lauren	Gordon	Prep	Prep First Aider	FA at Work
Mary	Grinstead	Prep	Drama	Emergency FA at work
Emine	Gulsal	Prep	Technician	Emergency FA at work
Sharmin	Haque	Senior	Maths	Emergency FA at work
Lorna	Hardless	Prep	Maths	Emergency P FA
Ross	Hayward	Senior	Drama	Emergency FA at work
Sarah	Hibbert	Senior	PE	Emergency FA at work
Priya	Hira	Senior	Sustainability Lead	Outdoor First Aid
Priya	Hira	Senior	Sustainability Lead	Emergency FA at work
Laurence	Hodgkins	Senior	Maths	Outdoor First Aid
Laurence	Hodgkins	Senior	Maths	Emergency FA at work
Emma	Hubble	Senior	Geography	Outdoor First Aid
Emma	Hubble	Senior	Geography	Emergency FA at work
Lucy	Huggett	Senior	PE	Emergency FA at work
Simon	Jermond	Senior	Drama	Emergency FA at work
Eleanor	Jennings	Senior	Botany	Emergency FA at work
Rhys	Johnston	Prep	DH Academic	Emergency P FA
Joanne	Johnston	Prep	Prep Teaching	Emergency FA at work
Jack	Joyce	All School	Facilities	Emergency FA at work
Gary	Keel	All School	Maintenance	Emergency FA at work
Caroline	Kemp	Pre Prep	TA	P FA
Pamela	Kettle	Senior	Chemistry	Emergency FA at work
Tim	Kittoe	Prep	Teacher	Emergency P FA
Bea	Komlos	All School	Security	Emergency FA at work
Kate	Langley	Senior	Reception	Emergency FA at work
Jonathan	Lee	Senior	Music	Emergency FA at work
Lola	Linehan	Senior	SEN	Emergency FA at work
Anne	Long	Pre Prep	Admin	P FA
Sam	Long	Senior	Finance	BLS and Anaphylaxis
Sam	Long	Senior	Finance	CPR and AED
Kate	Martin	Prep	Prep PE	Emergency P FA
Kate	Martin	prep	Prep PE	First Aid at Work
Lindsey	McDonald	Senior	Drama	Emergency FA at Work

Laura	McGee	Prep	PE	Emergency FA at Work
Rhona	Muir	Senior	Senior Deputy Head	Emergency FA at work
Leeann	Murphy	Senior	DT	Emergency FA at work
Leeann	Murphy	Senior	DT	Outdoor First Aid
Leeann	Murphy	Senior	DT	Emergency FA at work
Leeann	Murphy	Senior	DT	Outdoor First Aid
Ali	Nassereldin	All School	Maintenance	Emergency FA at work
Mina	Nasooti	Senior	Chemistry	Emergency FA at work
Sigi	Nicholls	Senior	PREP	FA at Work
Michael	Norris	All School	Facilities	Emergency FA at work
Hiroshi	Okura	Senior	Japanese	Emergency FA at work
Sara	Orpen-Palmer	Prep	Prep PE	First Aid at Work
Michael	Panchoo	All School	Security	Emergency FA at work
Susie	Pinchin	Senior	Counsellor	FA at Work
Jo	Power	Senior	Operations	Emergency FA at work
Kathy	Pugh	Senior	Biology	Emergency FA at work
Lila	Pun	Senior	Security	Emergency FA at work
Sian	Sargaison	Prep	Prep PE	Emergency FA at work
Amna	Siddiqui	Pre Prep	Pre Prep	P FA
Grace	Rawlinson	Senior	Library	Emergency FA at work
Elaine	Reid	Pre Prep	TA	P FA
Sally	Rendel	Senior	Botony	Emergency FA at work
Sally	Rendel	Senior	Botony	Outdoor First Aid
Irene	Riddell	Senior	Art	Emergency FA at work
Jerome	Roussel	Senior	MFL	Emergency FA at work
Kieran	Rowling	Senior	Groundskeeper	Emergency FA at work
Georgina	Salama	Senior	School Nurse	FA at Work
Sam	Saliba	Prep	Prep PE	Emergency FA at work
Mark	Standing	Senior	Physics	Emergency FA at work
Helen	Stein	Senior	Library Archives	Emergency FA at work
Elisabeth	Temuena	Senior	Chemistry	Emergency FA at work
Laura	Thomas	Senior	PE	Emergency FA at work
Gina	Thomson	Senior	PE	Emergency FA at work
Charlotte	Thornton	Senior	Nurse	FA at Work
Marta	Totten	Senior	MFL	FA Instructor
Burhan	Uddin	Senior	Admin	Emergency FA at work

Burhan	Uddin	Senior	Admin	Outdoor First Aid
Lilyrose	Wallace	JASSPA	JASSPA	Emergency FA at Work
Emma	Whyte	Senior	PE	FA at Work
Emma	Wilkins	JASSPA	JASSPA	FA at Work