



St George's Junior School

WEYBRIDGE

**FIRST AID POLICY  
INCLUDING EYFS**

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## 1. Policy Statement

In accordance with Health and Safety Legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the Governing Body to ensure adequate and appropriate first aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities. This includes ensuring that there will be sufficient numbers of trained personnel together with appropriate equipment available, during school hours. Trained personnel should be competent in basic first aid and be able to rapidly attend an incident at all times when the school is occupied

## 2. Responsibilities under the Policy

The Health and Safety Committee of St George's Weybridge, on behalf of the Governing Body, is responsible for ensuring:

- a. First aid needs are assessed and addressed
- b. Sufficient numbers of suitably qualified first aiders are available at all times
- c. The provision of first aid services during school hours
- d. Appropriate first aid cover is available for out-of-hours and off-site activities

Directed by the Deputy Pastoral Head, and with the assistance of the College Lead Nurse the Junior School Nurses are responsible for: -

- a. Assessing the first aid needs throughout the school
- b. Advising on appropriate levels of first aid provision.
- c. Identifying first aid training needs.
- d. To give information and advice to support training.
- e. Arranging attendance on external first aid training courses.
- f. Maintaining a record of all first aid training undertaken by school staff.
- g. Organising provision and replenishment of first aid equipment.
- h. Checking and maintenance of school emergency Automated External Defibrillator.

The Junior School Nurses are also responsible for:

- a. Providing first aid cover during normal school hours for all pupils including EYFS.
- b. Maintaining accurate records of first aid treatments given at the Junior School.
- c. To report, when required incidents in the Accident Report book, in line with the St Georges Accident Reporting Procedure.
- d. Replenishment of first aid supplies and equipment.
- e. Ensuring that spillage of any bodily fluids is dealt with appropriately.
- f. Keeping records of accident statistics for the Health and Safety Committee
- g. Providing statistics for H & S Manager and for committee meetings.

Qualified first aiders are responsible for:

- a. Responding promptly to calls for assistance.
- b. Providing first aid support within their level of competence.
- c. Summoning medical help as necessary.
- d. Recording details of treatment given.
- e. To report, when required incidents in the Accident Report book, in line with the St Georges Weybridge Accident Reporting Procedure.

Director of Sport is responsible for:

- a. Ensuring appropriate first aid cover is available at all out-of-hours sports activities.
- b. Ensuring first aid kits are taken to all practice sessions and matches.
- c. To report, when required incidents in the Accident Report book, in line with the St Georges Weybridge Accident Reporting Procedure.

It is the duty of all staff to act in the capacity of a responsible adult in the event of an emergency and to summon help as needed.

### **3. First Aid Risks**

**3.1** The Junior School Nurses, on behalf of the Health & Safety Committee, carry out a continuous assessment of first aid needs. The assessment takes account of:

- a. Numbers of pupils, staff and visitors on site
- b. Layout and location of buildings and grounds
- c. Specific hazards
- d. Special needs
- e. Hours of work
- f. Out-of-hours and off-site activities

The assessment identifies:

- a. How many first aiders are needed during the school day
- b. Arrangements to cover absence of first aiders
- c. High-risk areas needing a qualified first aider within the department
- d. First aid equipment needed
- e. Location of first aid equipment
- f. Necessary first aid notices and signs
- g. Good practice in record keeping

### **3.2** Numbers of students, staff and visitors on site:

During the school day there are approximately 700/750 people, including pupils, staff and visitors, on the Junior School site. Although there are no hard and fast rules about how many first aiders a school should have per capita, Health and Safety guidelines recommend a minimum of one qualified first aider for every 100 people on site, i.e. 7/8 at the Junior School.

**3.3** Layout and location of buildings and grounds: The site is large with extensive grounds. Accidents can happen anywhere at any time and therefore all staff should be trained in basic first aid skills and should know how and when to obtain help in an emergency.

### **3.4** Specific hazards:

Accident statistics can indicate the most common times, locations and activities at which accidents occur at school, highlighting areas where pupils and staff may be at greater risk of injury. Review of these statistics shows that injuries and accidents are most likely to occur during games/PE lessons and matches and at break-times, especially on the outdoor play equipment. Out-of-hours and off-site activities may present particular risks depending on the location and nature of the activity and the numbers of pupils and staff involved.

### **3.5** Special needs:

There are a number of pupils who have specific health needs. The School Nurse will give advice and information to staff as appropriate. Parental consent to the sharing of health information in school is obtained when the child joins the school. The School Nurse will liaise with parents of any pupils who have need for particular health needs.

### 3.6 Out-of-hours and off-site activities:

Many school activities take place outside of normal school hours and/or off-site. First aid provision must be available at all times while people are on the school premises and when on school trips or visits.

All staff should attend a basic first aid training course every three years. Due to the number and nature of out-of-hours activities for which they are responsible, full-time members of Games staff should undertake the 3-day HSE-approved First Aid at Work course.

In school holidays there should be a qualified first aider available during working hours, for example a member of Business staff.

## 4. Provision of first aid personnel and equipment

The Junior School has a well-equipped Medical Centre which is staffed by a Registered General Nurse who is on duty 8 am – 5 pm Monday to Friday.

### 4.1 First Aid Personnel

First aiders should be easily available in areas of greatest risk. There should be at least one qualified first aider in each of the following areas and minimum of seven qualified first aiders at the Junior School.

School Secretary  
Nursery  
Upper Years  
Director of Sport

Catering Department  
Lower Years  
Science Department  
Other full-time Games staff

Government legislation states that newly qualified Early Years staff should hold a current Paediatric First Aid (PFA) or an emergency PFA certificate in order to be included in the staff/children ratio numbers. Therefore, the Early Years staff will be paediatric First Aid Trained.

### 4.2 First Aid Kits

In accordance with Health and Safety Guidelines First Aid Kits should be clearly labelled with a white cross on a green background. Sports staff have a supply of large green first aid bags.

The contents of first aid kits may vary depending on the particular needs in each location (for example, blue detectable plasters in food areas, antibacterial hand-cleansing wipes where there is no easy access to hand-washing facilities). First Aid kits are supplied and restocked by the School Nurse. Additional first aid kits are currently situated in:

School Secretary's Office  
Science Lab  
Kitchen  
Maintenance Department  
Games Department - Games staff have access to a fully stocked First Aid Kit.  
Staff room (for staff on playground duties)

Nursery  
Art Room  
Grounds Department  
Mulberry Hall (In the white cupboard)

If a member of staff identifies that an item in the First Aid kit needs replacing they should inform the School Nurse who will replace this item. The School Nurse will review the lunch time and playground First Aid kits on a daily basis.

- 4.3** First Aid kits are provided for staff on playground duty. These must be collected from the Staffroom or Medical Centre waiting area and returned after use. School first aid kits include a booklet with pupils known to have medical emergency conditions e.g. anaphylaxis or asthma.
- 4.4** If a child sustains a minor head bump they are given a 'head bump' sticker with their name, date and signature of the staff member who cared for the child. These stickers are kept in the playground first aid bags. All other head bumps/head injuries are seen by the nurse or a qualified first aider.
- 4.5** Sports first aid kits should be taken to all games lessons, practices and matches. The kit should be returned to the School Nurse for checking and restocking at least once a term & as required.
- 4.6** A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the School Nurse.
- 4.7** All minibuses must carry a first aid kit.

## **5. Emergency Adrenaline (Epipens)**

The school holds spare Epipens for use in anaphylaxis on the pupils who have written parental consent & their names are kept on a register. The register is kept with the spare Epipens. The Epipens are kept in the foyer of the Ark (1 Junior Epipen for ages 6 & under and 1 Epipen for ages 6-adult), the dining hall next to the first aid cupboard (1 Junior Epipen and 1 Epipen for ages 6-adult) and in the waiting area of the Medical Centre. (1 of each dose.) 1 Junior Epipen is taken to Forest School sessions – it is stored in Mrs Midmore's office.

## **6. Accessing First Aid assistance**

It is essential that there is accurate, accessible information about how to obtain emergency aid.

- 6.1** All new staff and students should be provided with information about how to obtain first aid assistance. This should include:
- a. How to obtain help in an emergency?
  - b. How to call an ambulance and likely response times of emergency vehicles?
  - c. Procedure for dealing with an accident/injuries
  - d. Names of qualified first aiders and appointed persons
  - e. Location of first aid kits and emergency medication or equipment

**6.2** First aid notices should be posted in communal areas such as corridors & Staff Room to include:

- a. Names, location and telephone numbers of qualified first aiders
- b. Location of first aid boxes
- c. Emergency telephone numbers: Reception ext. 3400 for 999. Nurse ext. 3434

**6.3** The medical pages on Dragonfly have listed the pupils with health alerts in each class. This information is available to the teaching staff and is updated regularly by the school nurses.

**6.4** An up to date list of qualified First Aiders will be posted on the door of the medical centre, the Ark's medical Room, in the main school corridor & the Staff Room notice board. It is available to staff to view on the medical pages of Dragonfly & is updated by the nurses regularly.

Rooms where first aid kits are located should be clearly marked with a sign – white cross on green background.

All first aid notices should be checked regularly for accuracy and amended as necessary.

## 7. Training of staff

- 7.1 A qualified first aider is someone who holds a valid certificate of competence in First Aid at Work or equivalent. The certificate must be issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance, and must be renewed every three years. The nurses will arrange for staff to attend the First Aid at Work and re-qualification courses as required. EYFS staff renew their Paediatric First Aid training every 3 years. The School Nurses will support this training with advice and information.
- 7.2 Basic emergency first aid training will be offered on-site on inset days to staff by the School Nurse who holds a training instructor's qualification.
- 7.3 Unfortunately accidents will occur wherever there are numbers of children or young people present and all staff must be able to respond quickly and appropriately in the event of an accident or injury. Therefore, all staff should attend emergency first aid training every three years. The School Nurse will support this training with advice and information.

Additional first aid training is arranged with external providers as necessary, for example anaphylaxis training or those with special health needs.

## 8. Emergency Procedures

In the event of severe illness, injury or other emergency an ambulance should be called immediately – usually by the receptionist. The Receptionist should be informed as soon as possible and someone should go to the front of school to give directions to the ambulance crew. Parents/next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital.

In the absence of the School Nurses the following should be followed:

- 8.1 Depending on the severity of the injury or illness, a child who is unwell or injured should be seen by a First Aider at the next appropriate opportunity. If the casualty is ambulant they should be taken by an adult or responsible friend to the School Secretary for immediate first aid attention.
- 8.2 Whenever possible someone should remain with the casualty until help arrives.

## 9. Automated External Defibrillator (AED)

**\*The Automated External Defibrillator (AED) is stored on the wall in the waiting area of the medical centre\***

Defibrillator pads in use with the Automated External Defibrillator (AED) at the Junior School:

- The AED is ready for use with standard defibrillator pads for patients **> 8 years or 25kg to Adult**
- Change the battery and pads to the pink Pediatric-Pak™ that is designed for use only on those who are **over one-year-old and less than eight years old** weighing less than 25kg.
- The paediatric pads are stored in the back pocket of the AED unit

There is also a junior resuscitator that can be used in the event of a respiratory or cardiac arrest. This is situated within the medical centre.

## **10. Reporting and Record Keeping**

**10.1** A record is kept of any first aid treatment given. All attendances at the medical centre and treatments given will be logged on the Medical Centre Database. The following should be recorded: -

- a. Date, time and place of incident
- b. Name of casualty
- c. Brief details of the injury/illness
- d. Treatment and/or advice given
- e. Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- f. Name of First Aider or person dealing with the incident

If the incident is significant the record should also be in the form of a dedicated accident report which will include:

- a. Date, time and place of incident
- b. Name of casualty
- c. Details of the injury/illness
- d. Treatment and/or advice given
- e. Destination of the casualty after treatment (e.g. sent home, back to class, taken to hospital, etc.)
- f. Witness statements
- g. Name and signature of First Aider or person dealing with the incident

**10.2** Accident Report Forms should be forwarded to the Pastoral Assistant Head Teacher and the Health & Safety Manager as soon as possible after the incident. Some accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). If an incident is serious e.g. fatal or with major injuries, it should be reported without delay; other injuries and occurrences should be reported as soon as is practicable and within 15 days of the incident.

A copy of an accident form will be sent to the Head of Health and Safety, and a copy will be kept by the School Nurses filed in the pupil's medical notes. Accident records must be kept for a minimum of three years.

All EYFS classrooms have a book where incidents are recorded. The nursery has an Accident Report book and Reception have a book where the incidents not forwarded to the School Nurse are recorded. All parents/carers must be informed of any treatment administered and all injuries sustained by EYFS pupils.

## **11. Monitoring and Review of the Policy**

**11.1** First aid arrangements are continually monitored by the nurses and are formally reviewed annually to ensure the provision is adequate and effective. Annual review will be carried out by the St George's Junior School Health and Safety Committee with additional reviews following any significant changes in structure, such as new buildings, relocation or changes in staffing and/or pupil numbers.

**11.2** Any concerns regarding first aid should be reported without delay to the Chair of the Health and Safety Committee.

## 12. Covid-19 Pandemic First Aid Management

- a. In order to reduce the number of pupils with minor bumps or grazes coming from their designated bubble groups to the medical centre, each bubble group has been provided with a supply of basic first aid items for teaching staff to tend to pupils' minor injuries. This will enable the pupils to remain in their designated bubble and reduce the number of contacts. If a staff member has any concerns about a pupil requiring first aid, the nurse will be available to assess the pupil. PPE will be worn by the nurse if a distance of 2m cannot be maintained. See section 8 for the first aid emergency procedure.
- b. If the pupil is otherwise well with no symptoms of Covid, usual precautions need to be adhered to: if there is a risk of being in contact with bodily fluids, perform usual hand hygiene and wear disposable gloves. The first aid pack is to stay in each bubble base & to accompany the bubble group if outside.
- c. The pupils' parents have been informed that minor injuries will be managed within their child's bubble group wherever possible. Parents/guardians will be informed if their child has any health concerns while in school.

This policy should be displayed in:

S:\SGW_Policy_and_Procedure_Index\SGJ Policies A-Z	<a href="http://www.stgeorgesweybridge.com/further-information/school-policies-">http://www.stgeorgesweybridge.com/further-information/school-policies-</a>

Associated policies:

EYFS Medicines Policy	Accident or Illness in Nurse Absence Policy
Medicines Policy	Accident Reporting Procedure
Safe System of Work (SSoW)	Medical Guidance

Last reviewed: July 2020  
Next review: July 2021

Policy owner: School Nurse