



First Aid Policy



Agreed:

Review Date:

Aim of Policy

The Health and Safety at Work (Jersey) Law 1989 place duties on employers for the health and safety of their staff and anyone on the premises.

The UK Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate first aid equipment, facilities and people so staff can be given immediate help if they are injured or taken ill at work.

First Aid Personnel

Appointed Person- Jo Prouten

Mrs Jo Prouten takes charge of first aid arrangements including looking after equipment and calling emergency services. She is made available at all times whereby additional consultation is required. Jo has completed the Paediatric First Aid Course

The nominated members of staff are responsible for first aid to ensure that:-

- Revalidation of qualifications, i.e. certificates of resuscitation or first aid certificates takes place as required and that as many staff as possible hold current certificates
- Parents should always be informed when a child has received treatment. Letters and stickers which note that a First Aider has seen a child or that child has received a bump to the head are given and the Class Teacher is informed. This information is passed onto parents at the time if the child is very ill or distressed or at the end of the day if the injury/illness is minor. *In cases of a bump to the head, parents are contacted by email and text via SIMS. This is also noted on their individual records.*
- Records are archived at the end of the academic year and new folders are updated accordingly to be sent to the new classes.

Emergency First-Aiders

An Emergency First-Aider must hold a valid certificate of competence showing that they have completed an HSE approved 1-day emergency first aid (EFAW) course, and that they have attended refresher courses as required. In school we have 3 members of staff trained to this level.

First Aid at Work

A Qualified First-Aider must hold a valid certificate of competence showing that they have completed an HSE approved 3-day First Aid at Work (FAW) course, and that they have attended refresher courses as required. In school we have 1 member of staff trained to this level. Another member of staff has their course booked.

Paediatric First Aid Trained Staff

Standard first aid at work training courses do not include paediatric first aid training, including resuscitation procedures for children under 5 years of age. The Statutory Framework for the Early Years Foundation Stage states that at least one person who has a current paediatric first aid certificate must be on the premises at all times when early years children are present, and must accompany children on outings. In school we have 2 members of staff trained to this level. A further 2 have their courses booked.

A register of all accredited and appointed First-Aiders within the Service will be held centrally by CYPES.

Suggested numbers of First Aid Trained members of staff following risk assessment

From your risk assessment, what degree of hazard is associated with your activities?	Numbers employed at work (plus pupils, students, contractors, special provision etc)	What first aid personnel do you need on the premises?
Lower Risk (See Note 1) e.g. primary schools, some secondary schools, offices, libraries	Less than 25	At least one appointed person. In smaller establishments, the appointed person should have attended the Emergency First Aid course.
	25-50	At least one first-aider trained in Emergency First Aid (EFAW)
	More than 50	At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof)

Facilities and Equipment

First Aid Notices

There is a list of first aid trained members of staff, their pictures and their accreditation on the door of the first aid room and a further copy within the Foundation Stage. **(Appendix 1)**

First Aid Rooms

Our first aid room is at the front of the school opposite the school office. Within the room an assessment of first aid needs is undertaken. Use of the facilities must only be allowed under the supervision of a First-Aider. Incidents where First Aid is required are recorded using Passtab. A secure ipad is located in the First Aid room for this purpose.

First Aid Bags and Boxes

All of these are marked with a white cross on a green background. There is no mandatory list of items to be included in a first aid container. First Aid boxes, however, are regularly reviewed and replenished according to need by the appointed person. Each box is placed in a clearly identified and readily accessible location. Every First-Aider or Appointed Person has access to the first aid box or First Aid stock.

A **defibrillator** has been installed at Grands Vaux Primary School. First aiders with FAW certification have been trained to use it. First Aiders with EFAW have been trained to have basic defibrillator awareness

Administration of Medicines

Please refer to the Administering Medication Policy.

All labelled medication (not inhalers) is placed in the locked medical cupboard (Medical Room).

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.1	October 2017	J Hazley	Removed from the Health and Safety Policy	All Staff	MM	October 2017
0.2	October 2020	J Hazley	Updated following Health and Safety Compliance Audit	MM	MM	October 2020
0.3	October 2021	J Hazley	Updated First Aid Staffing Poster Appendix	MM	MM	October 2021
0.4	April 2022	J Prouten	Updated Staffing & moved 'Administering Medication' to a separate policy	MM	MM	October 22

0.5	October 2022	J Prouten	Updated due to staff changes and dates of training for First Aiders.	MM	MM	October 22
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Appendix 1- Nominated First Aiders

First Aiders:

Emergency First Aid: Michelle Da Silva, Christine Gilroy, Mihaela Mihai,

First Aid at Work Paul McClemens, Ciara Dewhurst (5.12.22)

Paediatric First Aid: Jo Prouten, Kate Serinet (10.11.22), Jazmin Reynolds, Ellen Gully, Kelly Fenney (8.12.22)

Our First Aiders at Grands Vaux Primary School are:



Mrs. J Prouten

Lead First Aider
Paediatric First Aid



Mr. P McClemens

First Aid at Work



Miss. C Gilroy

Emergency First Aid



Mrs. M Da Silva

Emergency First Aid



Mrs. M Mihai

Emergency First Aid



Miss. E Gully

Paediatric First Aid



Miss. J Reynolds

Paediatric First Aid

**"Safety First is
Safety Always"**



Mrs. K Serinet

Paediatric First Aid

Appendix 2- Administration of medicines Form 1

Grands Vaux Primary School

Parental/carers consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on pharmacy label.
- A separate form is required for each medicine.
- Students with Anaphylaxis must carry x2 EpiPen's at all times
- Students with Asthma should have an inhaler in school at all times.
- The school is unable to supervise your child's medication unless you complete and sign this form.

Child's name	
Date of birth	
Name of medication	
Expiry date	
How much (dose) to be given	
What time to give medication.	
Reason for medication	
Any other instructions:	
Duration of medicine (Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them.	
Name of persons able to administer medication:	
Contact number of parent/carers:	
Name of GP:	
GP telephone number:	

- I give my permission for a staff member to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name: _____ Parent/Carers signature: _____.

Date: _____.

Appendix 3- Administration of medicines Form 2

Grands Vaux Primary School

Parental/Carer consent to administer an 'over-the-counter (OTC) medicine.

- All over the counter (OTC) must be in the original container.
- A separate form is required for **each medicine**.
- The school is unable to supervise your child's medication unless you complete and sign this form.

Child's name	
Date of birth	
Name of medication	
Expiry date	
How much (dose) to be given	
What time to give medication.	
Reason for medication	
Duration of medicine (Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them.	
Name of persons able to administer medication:	
Contact number of parent/carers:	

- I give my permission for a staff member to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturer's instruction on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name: _____ Parent/Carers signature: _____.

Date: _____.