St. John's Primary School



First Aid Policy

"Healthcare for children should be as good as possible"

Article 24 United Nations Rights of the Child

Thinking Learning Caring

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.

This policy is written in conjunction with the CYPES First Aid Policy which can be found on gov.je https://www.gov.je/SiteCollectionDocuments/Education/P%20First%20Aid%20Policy%2020160129%20NJ.pdf

First Aid Personnel

Appointed Person- Mr Jamie Hazley

The nominated member of staff is 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 will be informed via an email message through SIMS when a child has received a head bump and the Class Teacher is informed.
- For minor incidents e.g. a graze in the playground this is recorded in the first aid record in the medical room.
- If a child becomes unwell or distressed the parents will be contacted.
- Records are archived at the end of the academic year and a new folder started.

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.

EFAW training includes

- ✓ Bleeding
- ✓ Choking
- ✓ Seizures
- ✓ Shock
- ✓ Resuscitation
- ✓ Chest pains

Qualified First-Aiders

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 4 members of staff trained to this level.

FAW training includes

- ✓ Severe allergic reactions
- ✓ Broken bones
- ✓ Hyperventilation
- ✓ Extreme temperatures
- ✓ Low blood sugar

- ✓ Poisoning

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 3 members of staff trained to this level.

PAED training includes

- ✓ Burns and scalds
- ✓ Broken bones
- ✓ Choking
- ✓ Resuscitation procedures for children and infants
- ✓ Illnesses like meningitis and sepsis

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)

<u>Facilities and Equipment</u>

First Aid Notices

There is a list of first aid trained members of staff, their pictures and their accreditation on the school website and displayed in various locations around the school. **(Appendix 1)**

First Aid Rooms

Our first aid room is situated in the staff room. 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.

First Aid Bags and Boxes

All of these are marked with a white cross on a green background. There is a mandatory list of items to be included in a first aid container. **(Appendix 3)** First Aid boxes, are regularly reviewed and replenished according to need be 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 St John's School in the entrance foyer and four members of staff that are first aid trained are trained in its use. It is stored, checked, and maintained according to the manufacturer's instructions. This includes:

- ✓ Making sure the battery is fully charged.
- ✓ Ensuring there are two sets of pads, and they are not expired.
- ✓ Providing written instructions on how to use it.

Training on how to use AEDs is included in emergency first aid at work (EFAW) and first aid at work (FAW) courses. Additional AED training may be given if the risk assessment suggests it is necessary.

Anaphylaxis Shock

Four members of staff are trained anaphylaxis shock responders.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
0.1	December 2022	Adriaun Bisson	Updated Policy with new staff	JH	Jamie Hazley	September 2022
0.2	September 2024	Stuart Pallant	Updated Policy with new staff	JH	Jamie Hazley	September 2024
0.3	November 2024	Jamie Hazley	Updated in accordance with CYPES Governance Team's newly published policy	Staff	Jamie Hazley	November 2024
0.4	December 2025	Jamie Hazley	Updated with new First Aiders Poster	All Staff		

Appendix 1 – Nominated First Aiders Poster at St John's School

FIRST AIDERS AT ST. JOHN'S SCHOOL





Mr Jamie Hazley
First Aid at Work &
Anaphylaxis & Defibrillator



Mr Stuart Pallant
First Aid at Work &
Anaphylaxis & Defibrillator



Mrs Teresa Surcouf
First Aid at Work &
Anaphylaxis & Defibrillator



Mrs Barbara Bekusch
Paediatric First Aid &
Anaphylaxis



Mrs Gill Mercier
Paediatric First Aid &
Anaphylaxis



Mrs Sarah Reed
Paediatric First Aid &
Anaphylaxis



Mrs Anne-Marie Troy
Paediatric First Aid &
Anaphylaxis



Mrs Emma Newton
Paediatric First Aid &
Anaphylaxis



Miss Lucy Carro
Paediatric First Aid



Miss Susan Hall
Paediatric First Aid &
Anaphylaxis



Miss Sian Walker
Emergency First Aid at Work



Mrs Sharon Day
Emergency First Aid at Work &
Mental Health Workplace



Miss Yana Vibert
Emergency First Aid at Work



Mrs Hilary Jones
Emergency First Aid at Work



Miss Rosie McManus
Emergency First Aid at Work



Mrs Jeannine Godefroy
Emergency First Aid at Work

"SAFETY FIRST IS SAFETY ALWAYS"

Appendix 2

St John's School First Aid Log

Date	Pupil Name & Class	Place of Incident	Nature of Incident	Treatment Given	Parents notified Y/N	Name of First Aider

Appendix 3

All first aid kits are to be checked weekly to ensure they are within their use – by dates and topped up if necessary to include:

- Plasters in a variety of different sizes and shapes
- Small, medium and large sterile gauze dressings
- Sterile eye dressing & eye wash
- Triangular bandage
- Crêpe rolled bandages
- Safety pins
- Disposable gloves
- Scissors
- Alcohol-free cleansing wipes
- Sticky tape
- Forehead thermometer
- Distilled water for cleaning wounds
- Eye wash and eye bath
- Instant Ice pack
- Tissues
- Water wipes