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Cyril Jackson School
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First Aid Policy

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
2022-2023 December	All sections	Formatting
2023-2024 December	Page 4	Update Statement of Intent and Aims.
2023-2024 December	Page 5	Updated legal framework to include updated DfE guidance on AED's.
2023-2024 December	Page 7	Updated key responsibilities; Trust, Headteacher, All Staff, First Aiders.
2023-2024 December	Page 9	Updated first aid procedures.
2023-2024 December	Page 9	Addition of emergency procedures
2023-2024 December	Page 12	Addition of illness and allergies section linking to policy.
2023-2024 December	Page 12	Addition of storage of medication section linking to policy.
2023-2024 December	Page 11	Addition of AED section.
2023-2024 December	Page 10	Addition of support given to first aiders
2023-2024 December	Page 15	Updated monitoring arrangements from 3 years to 1 year.
2023-2024 December	Page 12	Update policies section
2024-2025 December	All Sections	Formatting
2024-2025 December	Section 6	Update to "in school procedure'
2024-2025 December	Section 6	Update to "notifying parents"
2025-2026 December	All sections	Date change
2025-2026 December	Section 1	Update to "definitions"
2025-2026 December	Section 2	Addition of "background"
2025-2026 December	Section 3	Update to "legislation and guidance"
2025-2026 December	Section 4	Update to "roles and responsibilities"
2025-2026 December	Section 20	Addition of "early years"
2025-2026 December	Section 15	Addition of "consent"

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

"The school" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "School" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Schools" have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

"First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge."

2. Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

3. Scope of the Policy

Cyril Jackson is committed to providing an effective emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

4. Links to Legislation and Guidance Documents

4.1. Relevant Internal Documents

This policy should be read in conjunction with the following policies and documents.

- Supporting Pupils with Medical Needs
- Child Protection Policy
- Health & Safety Policy
- Allergy and Anaphylaxis Policy
- Asthma Policy
- EYFS Policy
- Administering Medication Policy
- Behaviour Policy
- Lone Working Policy
- Social, Emotional and Mental Health Policy

4.2. Relevant External Documents

Relevant external documents to refer to are the:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'

- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- DfE (2025) 'Keeping children safe in education'

5. Roles and Responsibilities

5.1. The Trust / School Committee

The Trust has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Trust is responsible for:

- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that adequate equipment and facilities are provided for the school site.

5.2. Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils Reporting specified incidents to the HSE when necessary.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

5.3. Statutory Compliance Manager

The statutory compliance manager is responsible for the implementation of this policy, including:

- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Reporting specified incidents to the LA/HSE when necessary (see section 6).
- Keeping up to date with government guidance relating to first aid in schools.

5.4. Inclusion Officer

The inclusion officer is responsible for:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.

5.5. Appointed Person

Cyril Jackson's 'appointed persons' are the Inclusion Officer and the Statutory Compliance Manager.

They are responsible for:

- Taking charge when someone is injured or becomes seriously ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Keeping their contact details up to date.
- Our school's first aiders are listed in appendix 1.

Their names will also be displayed prominently around the school.

5.6. First Aiders

First Aiders are responsible for:

- Completing and renewing training as dictated by the Headteacher and Inclusion officer.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

First aid supervisors are responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

5.7. Staff

All staff are expected to:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Ensuring they know who the first aiders in school are.

- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called.

- Informing the headteacher or their manager of any specific health conditions or first aid needs.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

6. First Aid Procedures

Cyril Jackson routinely reviews the first aid risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

Cyril Jackson has suitably stocked first aid boxes in line with the assessment of needs.

Medical rooms can be identified by a white cross on a green background. There is a medical room in the South Building, North Building and Nursery.

First aid containers and bags can be identified by a white cross on a green background. There is a first aid box in each of the main offices and every classroom.

The first aid supervisor will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The appointed person will complete spot checks to ensure facilities are fully stocked.

7. In School Procedure

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

- If emergency services are called, the appointed persons will contact parents immediately.
- The first aider will complete an accident report on medical tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- If required, the appointed person will also complete and AIR form.
- Any instances where first aid is administered parents should be notified via Medical Tracker.
- Where the injury is to the head and could result in a concussion, a phone call home must be made, in addition to sending a notification to Parents via Medical Tracker. Minor scratches, marks and bumps to the face, ears or neck do not require a phone call home.
- If the pupil remains in school, their class teacher should also be notified so that the pupil can be monitored throughout the school day.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During a pandemic: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 3 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

First aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

8. Off Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit Risk assessment
- Medical bags with pupils medicines
- Information about the specific medical needs of pupils

Risk assessments will be completed by the responsible teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

During a pandemic: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate accompanies children on outings when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will include this in our written risk assessment and ensure someone with a current first aid at work or emergency PFA certification accompanies these children on the outing. Outings will only be

undertaken if it is safe to do so. We will take account of any government advice in relation to educational visits during the coronavirus pandemic.

During a pandemic: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.

9. Emergency Procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.

Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils

will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

10. First Aid Equipment and Facilities

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compress
- Burns dressings

11. Health and safety

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical rooms in the South Building, North Building and Nursery.
- Main offices in the South Building and North Building
- The school halls in the South Building and North Building
- All classrooms
- The school kitchens
- School minibus

The medical rooms will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display names and locations.

12. Automated External Defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the following locations:

- South building under the stairs / beside staff room door
- Nursery Office
- North building outside the main office / beside the deputy headteacher's office

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

13. Storage of Medication

Medicines will be stored securely and appropriately in accordance with individual product instructions.

Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be safely disposed at a local pharmacy when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way.

Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

14. Illnesses and Allergies

When a pupil becomes ill during the school day and a first aider has assessed their condition and deemed the pupil unfit to remain in school, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

15. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

16. Record Keeping and Reporting

An accident form will be completed on Medical Tracker by the member of staff reporting the incident on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident.

An AIR form must be completed for any serious, major or RIDDOR worthy accidents and handed into the Statutory Compliance Manager, who will investigate the accident and report it to the Trust, LA and HSE as necessary.

A copy of the accident report form will also be added to the pupil's educational record by the Pastoral Support Administrator.

First aid records on Medical Tracker and AIR forms will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

17. Reporting to the HSE

The statutory compliance manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The statutory compliance manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

18. Notifying Parents

Parents will be notified via Medical Tracker of any accident or injury sustained by a pupil where first aid has been administered, as soon as reasonably practicable.

19. Reporting to Ofsted and Child Protection Services

The headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The designated safeguarding lead will also notify Tower Hamlets Safeguarding Children Partnership, Tower Hamlets Social Care, Tower Hamlets Education, police of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years.

21. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

21.1. During Pandemics

If PFA certificate requalification training is prevented for reasons associated with a pandemic, the validity of current PFA certificates can be extended. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of paediatric first aid procedures while waiting for face-to-face training.