Jubilee School

inspiring imaginations

FIRST AID POLICY

September 2026

1. Introduction

1.1 First aid at work is the initial care of any ill or injured individual and can help to save lives. First aid can also help to prevent minor injuries developing into major health risks.

2. Requirements

2.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and qualified first aid personnel.

2.2 Where first aid is provided for staff and pupils, Jubilee should ensure that:

- Provision for employees doesn't fall below required standards
- Provision for pupils and others complies with other relevant legislation and guidance

2.3 The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking. Further, this assessment should identify what measures they need to take to prevent or control these risks.

2.4 The Education (School Premises) Regulations 1996 require all schools to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours.

3. Responsibilities

3.1 Jubilee School must:

- Ensure the health, safety and welfare of employees and any other individual who may be on the school premises.
- Ensure that a safety policy exists within schools. This policy must document arrangements for first aid, based on a risk assessment.
- Ensure that appropriate and sufficient training is provided.

3.2 It is the responsibility of the governing body to ensure that the school develops a suitable policy on first aid at work.

3.3 It is the responsibility of the headteacher or centre manager to ensure that:

- A first aid risk assessment is completed and reviewed on an annual basis or where significant change occurs to the school building or staff presence
- Sufficient numbers of trained first aiders are in post
- In the event of an accident occurring, an accident and incident report form is completed. (Please refer to accident and incident reporting guidelines)
  Parents are advised of the schools health and safety policy, including arrangements for first aid

3.4 All school / centre employees are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupil in the same way that parents might be expected to act towards their children.

4 Assessment of Risk

4.1

- **The size of the school?**

Jubilee School is a single story school with one major First Aid post accessible from playgrounds as well as the school.

- **Where the school is located?**

Access for the emergency services is clear and straightforward. They are always advised of any circumstances that may affect access to the school when phoned. They are also informed of the exact location and access points and to whom they should report.

- **Do site-specific hazards exist?**

If any hazards exist on site, which may increase the risk of an accident occurring; i.e. the presence of temporary hazards, such as building or maintenance work, are also considered. Such hazards include the presence of dangerous substances, machines and tools.

- **Do site-specific needs exist?**

Any special arrangements necessary are introduced to include individuals with specific health needs or disabilities.

5 First Aiders

5.1 Recognised first aiders at work, have completed a Health and Safety Executive approved first aid at work training course. Jubilee aims to have all staff first aid trained.

5.2 First aiders will be required to:

- provide first aid assistance to individuals suffering from common injuries or illnesses and those injuries and illnesses common to the school environment
- ensure that appropriate emergency services are contacted or that professional medical help is made available
- complete an accident / incident report in the file next to the first aid station or if the child goes to hospital in an ambulance, a Hackney Learning Trust accident reporting form (https://uk.sheassure.net/londonboroughofhackney) should be completed.
  Jubilee school's staff are not permitted to administer or dispense medicines or drugs of any sort; unless they have received written parental consent and clear information for administration.

5.3 Jubilee contacts the Health and Safety Manager for Hackney Learning Trust if needs be for advice on courses that carry HSE approval.

6 First Aid Personnel Recruitment

6.1 The Health and Safety Commission recommends first aid personnel based on the number of pupils, staff and other individuals occupying a site as follows:

- low risk environments (only classroom activities) require 1 first aider for the first 100 individuals and then 1 additional first aider for every additional 100 individuals
- medium risk environments (light engineering assembly work, food processing, science and technology activities) require 1 first aider for the first 50 individuals and then 1 additional first aider for every additional 50 individuals
- high risk environments –this is not applicable to educational establishments

7.2 The headteacher or centre manager should give consideration to the following points when deciding on first aid personnel numbers:

- Provision of adequate first aid cover during lunch time periods (lunchtime supervisors should be encouraged to have first aid training)
- First aid cover during periods of leave and absence of qualified first aiders
- First aid cover during educational visits. This must not reduce the level of first aid cover within the school.
- Additional first aid cover in higher risk areas such as science, technology, home economics and physical education areas.
- Provision of first aid cover for out of hours activities, such as parents evenings, concerts, etc
- Provision of first aid cover for trainees working on site.

8 First Aid Containers

8.1 Employers should provide a minimum of one fully stocked first aid box for each site.

8.2 Within a school, the number of first aid boxes required should be judged by risk assessment. Additional first aid boxes will be required on split-sites, multiple levels and any high risk area.

8.3 In addition to items in the First Aid room, Jubilee has first aid boxes for playtimes and pouches for trips. These are regularly checked for appropriate items including:

- Individually wrapped sterile adhesive dressing
- Sterile eye pads
- Individually wrapped triangular bandages
- individually wrapped sterile un-medicated wound dressings
- Individually wrapped moist cleansing wipes
- Disposable gloves

8.4 Equivalent or additional items are acceptable. Additional items may be required for specialised activities or higher risk areas.

8.5 The location of first aid boxes is given careful consideration. Jubilee's First Aid room (located near to the library) is fully equipped with the above list and there is a heart defibrillator.

8.6 Pupil's epipens and asthma pumps are kept in their classrooms in a clearly marked first aid box.

9 First Aid Accommodation

9.1 Suitable and sufficient accommodation must be provided for first aid.

9.2 The First Aid at Work Regulations gives the following guidance for first aid rooms:

- accessible for ambulance trolley
- large enough for a couch, with sufficient space either side for people to work; a desk, chair and any other required equipment
- washable surfaces, adequate hearing, ventilation and lighting
- positioned as near as possible to a point of access for transport to hospital

9.3 The following facilities are ***recommended*** within a first aid room:

- a sink with hot and cold running water
- drinking water and disposable cups

- soap and paper towels
- a store for first aid materials
- a foot operated refuse container lined with yellow clinical waste bags
- a couch with waterproof protection and clean pillows and blankets
- a desk and chair
- lockable containers for any drugs which may be requires to be administered to employees, pupils or students
- a telephone with outside line
- a record book for logging incidents where first aid has been administered

10. Information on First Aid

10.1 The headteacher must ensure that all employees, pupils and voluntary helpers are informed of first aid arrangements.

10.2 The following information should be provided to all employees, students and voluntary helpers:

- the name and location of first aiders
- the location of first aid equipment
- the location of first aid facilities

10.3 Staff are informed about first aid arrangements via whole-school email. They cascade this information to the children.

10.4 First aid procedure is included in the induction program for all new staff members and volunteers.

11. Protocol for When a Child is Unwell

Bring the child to a member of the Senior Management Team to discuss if a parent/carer should be contacted to either:

a. Let them know that their child is slightly unwell but we will keep at school and monitor how they are for the next hour or two;
b. Ask them to come and collect their child as they are too unwell to be at school.

The child will either stay with their class or wait in the reception area depending on which is the most appropriate.

If there is an incident of diarrhoea or vomiting due to a stomach bug, pupils need to be kept off for an 2 days. There are often other symptoms accompanying of stomach bugs, for example a high temperature or tiredness. If it is an isolated incident and these are not present, we wish the children back to school when they are recovered.

Taking Temperature

If a child reports being unwell, their temperature is taken. The school has several types of thermometer including forehead, infra-red, and in-ear.

N.B. NHS guidelines for determining if a child has a fever is:

As a general rule, a temperature of 38C (100.4F) or above is classified as a fever in children.

A child may have a fever if they:

- feel hotter than usual when you touch their forehead, back or stomach
- feel sweaty or clammy
- have flushed cheeks

But this can vary from child to child. Some children may be ill with a lower temperature, while others may have a higher temperature and be perfectly well.

What's most important is what's normal for the child. A parent/carer will know their child better than anyone – if you're concerned about a child's temperature, call the parent to come and assess their child.

12. Protocol for dealing with First Aid Incidents

During curriculum and class time

Nearly all of our TAs are first aid trained. If a child in their year group needs to go to first aid they can be accompanied and attended to by the TA working in that class. If the TA is busy working with a group of children then the child should be sent to another first aider for assessment.

During break and lunch times

The playground supervisors should make a 'first assessment' of a child and consider asking the child to sit quietly for a while in the playground for a few minutes first.

If the playground supervisor feels that the child has had an injury which needs further assessment then the child should be sent to the first aid station.

All attendances at the first aid station should be recorded in one of the First Aid log books. One copy of the record should go home, the other should stay in school. For serious injuries or if there is a chance a child has been concussed, the child's family should also be telephoned.

Serious injuries requiring an ambulance

The first aider should:

- Inform a member of the Senior Management Team;
- Call an ambulance;
- Record the nature of the child's injury;
- Contact the child's parent/carer to explain that an ambulance has been called;
- Be in attendance with the child to be able to liaise between the ambulance crew, parents and school.

If a parent or carer is unable to come to the school quickly, we will ask their permission to accompany their child to the hospital or doctors until the parent or carer can arrive.

The first aider will record an account of the incident here:
https://uk.sheassure.net/londonboroughofhackney