

Helvetia House School

First Aid Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

First aid is the initial management of any injury or illness that occurs whilst staff, children or other adults are working under the care of Helvetia House School. Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

This policy:

- Gives clear structures and guidelines to all staff regarding first aid;
- Defines the responsibilities of the staff;

- Ensures good first aid cover is available in the school and on visits.

First aid personnel:

Requirements:

- At least one appointed person;
- At least one first-aider trained in Emergency First Aid;
- At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof);
- At least one person who has a current paediatric first aid certificate to be on the premises at all times when early years children are present, and must accompany children on outings;
- See off-site activities below.

Appointed person:

- An appointed person should take charge of first aid arrangements including looking after equipment and calling emergency services.
- Helvetia House School's appointed person is: Jeannie Richardson.
- But any member of staff might be responsible for or in the position of having to call the emergency services.

First Aiders are Jeannie Richardson and Christine Lowe.

First aid kits

- The first aid kit in the medical cupboard should be used and could be taken outside by the Lunchtime Supervisors. These are to be maintained by Alison Cooper.
- First aid kits for school visits are kept centrally in the medical cupboard.
- If more materials/equipment are needed the school office will be informed so that more can be ordered.

Other medication:

- Epi-pens will be stored in the medical cupboard, where they can be easily accessed.
- All staff are aware of who needs an epi-pen.
- Training or refresher practice is undertaken regularly.
- It is the class teacher's responsibility to ensure the epi-pen is taken out on trips.
- Asthma inhalers should be kept in the medical cupboard. These should be named.
- Children needing inhalers should have been identified by their parents on the medical form and a care plan should be in place with the details.
- Other medical that needs to be taken in school should be accompanied by consent from the parents and a care plan if appropriate.

Accident reporting and files:

- All accidents, no matter how small, must be recorded by the member of staff dealing with the situation. These can be recorded on forms in any of our recording books which are in the main office.
- There is an accident file located in the school office, the form should be completed for every incident where first aid is administered, however minor. A copy is then sent home to the parents.
- Any bump to the head (however minor) should be filled in on an accident form and a sticker given to the child (kept in the office).
- If an injury is more serious, parents must be informed by telephone. A parent might be asked to pick up their child from school if they are not well enough to stay or asked to come to check on them.
- Old accident books are stored in the school office.
- For major accidents and where a child needs to go to hospital, parents will be called to take them or meet the ambulance crew there.

Procedure for when an accident/injury occurs:

- When an accident/injury occurs, the attending member of staff assesses and deals with the incident.
- The attending member of staff deals with any basic first aid needs.
- If it is deemed necessary, a First Aider might be called to give a second opinion and/or offer further treatment.
- The attending member of staff will fill in the accident book and will inform the class teacher if necessary.
- If the incident is of a serious nature, a second staff member (and/or a First Aider if one is not present) needs to be called as soon as possible to help with the situation, administer first aid or deal with the other children present.
- If the adult is alone, children can be sent to ask for assistance, providing it is safe for them to do so.
- If immediate medical help is required, an ambulance is called (Parents/Carers should be informed of the situation as soon as it is possible).
- If an ambulance is not immediately necessary but medical help would be advisable, then Parents/Carers should be informed of the situation and if necessary asked to collect.
- The attending member of staff and First Aider will fill in the accident book.
- Admin will ensure any other necessary paperwork is completed if the child is sent to hospital.

Procedure for illness

- If a child has been sick and/or is obviously unwell, then the school office should be informed and their parents are telephoned to collect.
- The child can then be sent/escorted up to the office area and wait on the sofa, until they are collected.

Vomiting/Diarrhoea

- If a child is vomiting or has diarrhoea, a member of staff dealing with the situation must contact the office for support. This will include a member of staff cleaning the area (involving absorbent granules, disinfectant etc) and also support for the child who has just been sick.
- The cleaning cupboard and first aid cupboard have sick bowls available. The Head will organise a deep clean of the area if needed.
- If a child complains of feeling ill, the class teacher will deal with this in the first instance by listening to the symptoms, showing understanding.
- The child should be encouraged to see how it goes (unless obvious). They should be checked in with and monitored. Break times make good points to try to reach.
- Things that might also help (depending on the symptoms and child) are: encouraging sips of water, going to the toilet, sitting quietly in the book corner, getting a bit of fresh air etc...
- If after a consider period of time of monitoring etc... the child appears to be not well enough for school, then the school office should be informed and their parents are telephoned to collect.

- The child can then be sent/escorted up to the red sofa, until they are collected.

Emergency Procedures

- All staff should know how to call the emergency services. Guidance below.
- First Aiders are responsible for carrying out emergency procedures in the event of need, although all staff have a duty of care in their absence. Should a child need to go to hospital a member of staff should always accompany and should stay until the parent arrives.
- Staff should never take children to hospital in their own car; it is safer to call an ambulance if parents are not available.

First aid areas:

- The following areas can be used as places to treat or care for any child for longer periods of time, depending what is appropriate:
- The red sofa, staffroom or kitchen area.

Off site activities:

These include - school trips, sports matches and events.

- All off site visits must include a qualified first aider and for adventurous activities, it is essential that at least one of the adults holds a current first-aid certificate.
- All accidents when on off site visits must be recorded.
- For every trip the class teacher is responsible for first-aid arrangements.
- A risk assessment has to be carried out for all off-site visits and first aid should form part of this risk assessment.
- The class teacher should assess what level of first aid might be needed and ensure that an adequate first-aid kit is taken.
- Staff members who run sports training should have had first aid training.
- Mobile phones need to be carried in case of emergency.

Specific procedures for certain first aid treatments

Cuts

- All open cuts should be covered after they have been washed and dried.
- Children should always be asked if they can wear plasters before one is applied.
- Children who are allergic to plasters will be given alternative dressing.
- Gloves should be worn when treating an open cut that is bleeding badly.
- If the first aider feels further medical attention is required, this should be written in the book and parents need to sign to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on the severity of the bleed, the depth of the cut, the length of time bleeding for, the size of the area, where the bleed was, the child, any complications. If ever any doubt – inform the parent.

Bumped heads

- Any bump to the head, should be treated and recorded. A sticker should be given to inform others in the school.
- All bumped heads should be treated with an ice pack and class teachers informed and keep a close eye on them – they should be checked up on and asked after approximately an hour and then periodically throughout the day.
- All bumped heads should be written in the accident record book with details of how it happened. This is then photocopied and a copy sent home to parents/carers.
- If the child is not collected, the parent/carers will be informed by telephone. This will be recorded.
- If the first aider feels further medical attention is required, this should be written on the form and parents need to acknowledge this.

Burns

- All burns will be treated and recorded.

- Parents will be informed and advised to go to the hospital for all burns, this should be written on the form and parents need to acknowledge this.

Bone, muscle and joint injuries

- In the event of a sprain/bruise, then appropriate first aid is given.
- If there is a suspicion of broken bones, then the parents/carers should be informed and an ambulance called if deemed necessary.
- If the first aider feels further medical attention might be required, this should be written on the form and parents need to acknowledge this.
- It is down to the discretion of the class teacher/First Aider as to whether to inform parents and will depend on what happened, the child, if there is any visible swelling, any on-going complaints.
- If ever any doubt – inform the parent.

Injury caused by another pupil (accidental or otherwise)

- If an injury is caused by another pupil, then both sets of parents should be informed.

Disposal of contaminated waste –

- Contaminated waste includes plasters, dressings, wipes, cleaning cloths/tissues and gloves that have been used in association with blood or other bodily waste;
- Small items used could be folded up within disposable gloves as extra protection;
- They should be put in a bin with a bin bag in, preferably away from children (hall, outside, staff toilets, sanitary waste bin, office).

First Aid Kits will contain:

Sterile adhesive dressings (plasters), assorted sizes to cover small cuts and grazes

Scissors

Medium sterile dressings to cover open wounds

Large sterile dressings to cover open wounds

Gauze pads to clean around wounds or could be used as dressings

Disposable gloves to protect from cross-infection

Roll Adhesive tape to secure dressings or for covering earrings

Triangular bandages to give support as slings

Safety pins to secure bandages

Plastic face shield to protect from cross-infection

Sterile water to clean eye

Ice packs will also be available

Sports First Aid Kits

All of the above with maybe more quantities plus:

Dry ice packs to help with swelling and bruising

Scissors to cut clothing

Roller bandages to give support to injured joints

Clean water

Spare items will be kept in the medical cupboard and include:

Burn dressings

Sterile eye pads to treat wounds to the eye.

Mrs Lindsey Woodward

Headmistress

Date 1st September 2025

Review Date 1st September 2027

Helvetia House School
Contacting Emergency Services Staff Guidance

- Keep Calm
- Dial 999
- Give details of school:

Helvetia House School
14 Elizabeth Place
St Helier
Jersey
JE2 3PN

- School Telephone Number: 724928
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- Give your name
- Give name of child and age (roughly from year group)
- Give description of symptoms
- Inform ambulance of best entrance to access either:
 - Side gate or front gate in
- Tell them that the crew will be met and escorted there to the individual who needs attention.
- Contact parents to ensure they meet the ambulance at school or member of staff to accompany to meet parents at hospital.
- Obtain child's records
 - Name
 - Address
 - Date of birth
 - Any medical conditions or allergies
- Ensure all other children are moved away from the scene and path of the emergency services.
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- Ensure that there is a member of staff awaiting the arrival of the emergency services so they can guide the medics to the site of the accident.
- Be ready or get someone ready to meet the emergency services on arrival