



## **St Luke's School: First Aid Policy** 2025

*As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).*

Article 19: Children should not be harmed and be kept safe.

### Government of Jersey policies

St Luke's school works within the framework of the Government of Jersey policies and codes of practice. Please access the latest published copies of these via the link below:

[Children, Young People, Education and Skills Policies \(gov.je\)](https://www.gov.je/children-young-people-education-and-skills-policies)

### **First Aid Policy Statement**

The Head teacher of St Luke's School accept his responsibility under the Health and Safety at Work (Jersey) Law 1989 and acknowledges the importance of providing First Aid for employees, children and visitors within the school.

As a school we are committed to the CYPES procedure for reporting accidents and recognise our statutory duty to comply with the UK Health and Safety (First Aid) regulations 1981 and Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the CYPES guidance on First Aid in school.

### **First Aid organisation**

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Headteacher to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

### **Arrangement for First Aid**

The Appointed Person: Currently the Appointed person is [Terrie Wilton](#). She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

The school has First Aid kits stationed in the Medical Room, the Staffroom and the Community Room. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.



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Visits/Trips first aid bum-bag/backpacks are stored in the Medical Room. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked. It is also the responsibility of the adults of the class attending the visit/trip to check the contents prior to going and to notify the appointed person if stocks in the trip bag are running low.

In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

### **Cuts**

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file (either Staffroom or Medical Room).

Severe cuts requiring a visit to hospital should be recorded in the electronic accident log and parents/carers informed.

**ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.**

### **Head injuries**

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents/Carers must be informed by Telephone. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury note to take home.

### **Headlice**

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we inform parents/carers. A general notice is placed in the class weekly letter/Monthly Newsletter to inform all families that there are cases of headlice with the school. Children do not require to be isolated or sent home with headlice.

### **Chicken pox and other diseases, rashes**

If a child is suspected of having chicken pox etc, a First Aider (supervised by another adult) will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. The child should always be asked for consent prior to inspecting.

### **Calling the Emergency services**

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/



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guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office/SIMS.