



# BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

## SCHOOL FIRST AID POLICY

Date of approval	September 2024
Date of next review	September 2025
Term of review	Annual
Committee Responsible	Staff and Pupil Welfare
Prepared By	Natalie Bor
Signed by Chair of Committee	

Changes Made	Date

## Introduction

The Governing Body, as the employer, is required under the Health and Safety at Work Act (1974) to ensure that there is a school Health and Safety Policy which should include arrangements for First Aid. Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. As a school, we will also include anyone else on the premises, such as pupils and contractors, in any Risk Assessments undertaken. This policy supports the Local Authority's generic policy and contains the procedures to be used in this school.

## Aims

This policy aims to meet the requirements of the Health & Safety at Work Act (1974) and the Health & Safety (First Aid) Regulations 1981 in order to:

- Ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.
- Ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid;
- Ensure that the First Aid arrangements are based on a risk assessment of the school.

## Responsibilities

The Headteacher is responsible for the internal management of First Aid within the school and during off-site activities. Day-to-day management of First Aid, as part of the school's Health & Safety provision, is delegated to the School Operations Manager. The Headteacher must ensure that parents are aware of the school Health & Safety and First Aid policies.

The Headteacher will appoint a person to be in charge of First Aid provision, who will:

- Ensure that the First Aid provision is adequate and appropriate;
- Carry out appropriate risk assessments in liaison with the Headteacher;
- Ensure that the number of First Aiders/appointed persons meets the assessed need;
- Ensure that the equipment and facilities are fit for purpose;
- Ensure that appropriate arrangements are in place for off-site activities/trips
- Ensure that appropriate arrangements are in place for out-of-school activities;
- Regularly keep the Headteacher informed of the implementation of the policy

Teacher's conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake First Aid tasks.

All staff in charge of pupils (including volunteer staff) must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may take action beyond the initial management stage. Other staff must provide aid only to the level of qualification or competence they possess and ensure that, when necessary, Hatzolo, an ambulance or other professional medical help is called

## Number of First Aiders:

A minimum of one First Aider to every 50 to 100 employees is recommended by the HSE. In line with the schools First Aid Risk Assessment the following staff are fully trained First Aiders;

## **Qualified First Aiders as at September 2024**

*MRS S MYERS – Designated First Aider - Valid until 13/12/2025*

*MRS N BOR – Designated First Aider -Valid until 25/10/2026*

*MRS L COHEN- Valid until 29/06/2025*

*MRS M FULDA - Valid until 29/06/2025*

*MRS S HORWICH - Valid until 29/06/2025*

*MRS B KLEIN - Valid until 29/06/2025*

*MRS M NIASOFF - Valid until 29/06/2025*

*MISS S REZNICK – Valid until 18/04/2026*

*MRS M RICHMAN - Valid until 29/06/2025*

*MISS C ROSE – Valid until 05/07/2024*

*MRS S ROYDE - Valid until 29/06/2025*

*MRS A TREBLOW - Valid until 29/06/2025*

The Designated First Aider will ensure that all first aiders are aware of procedures and complete appropriate record sheets. During periods of planned absence from the school site the Designated First Aider should make prior arrangements with a Secondary First Aider to ensure appropriate cover. First Aid cover will be available within the normal school operating hours of 8.30 am to 4.30 pm.

Appointed Persons are not First Aiders. However, they are trained in coping with emergencies. At BYJHS, we have sufficient fully trained First Aiders removing the need for an Appointed Person to deal with First Aid instances.

#### Out of Normal School Hours Activities

Staff organising any "Out of Hours" activity should make appropriate arrangements for First Aid cover with the Designated First Aider before any such activity takes place. This includes all events held before or after school.

#### Off-Site Activities

Where feasible off-site trips should include one of the school's First Aiders as named above within the party, this will however not always be possible or practicable. Where a school First Aider is unable to attend the activity it is the responsibility of the Trip Leader to ensure that adequate First Aid cover is available; this is often available at the destination. Further advice can be obtained from Mrs Bor who who acts as Educational Visits Co-Ordinator.

Lettings The Governors take no responsibility for First Aid provision for private lets of the school building/facilities. Hirers are recommended to provide their own First Aid cover. All lets are conditional on the signed agreement of this disclaimer.

#### Risk Assessments

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision. The risk assessments must also cover the risks to employees and also any non-employees who may come into the school.

#### Accident Reporting

Any first aid attendance must be recorded in the school's First Aid/Accident Book. This is located in the school office Accidents or near misses which cause, or have the potential to cause, more severe injuries should also be reported to the Health and Safety Team. Some of these accidents and certain diseases and dangerous occurrences must be reported to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). The Health and Safety Team makes these reports where necessary. Such occurrences should be reported, in the first instance, to the Designated First Aider using the form "Report of an Accident or Dangerous Occurrence". The Designated First Aider will then report the occurrence to the Headteacher and LA using the on-line system. This is accessed from: <https://yourzone.salford.gov.uk/knowledge-zone/how-we-do-things/health-and-safety/health-and-safety-forms/>

#### Insurance

The school insurance (Combined Risk Policy) provides full cover for claims arising from actions of staff acting within the scope of their employment.

#### Training

The school will provide adequate and appropriate training for First Aid staff that is recognized by the Health & Safety Executive and will provide appropriate information for all staff to enable them to carry out their duty of care. The governors will ensure that there is sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff that may be absent or off-site.

### Equal Opportunities

The school will take particular care with the First Aid provision for its disabled staff and pupils. The Designated First Aider will do appropriate risk assessments and suitable provisions will be in liaison with the SENCO

### Monitoring and Review

The Headteacher will review the First Aid needs and arrangements annually and will ensure that the appropriate level of First Aiders/appointed persons is in post and that the appropriate standards are met. There are no rules on exact numbers and the school will make a judgment based on local circumstances, having considered likely risks to staff, pupils and visitors. The school will have regard to any advice from the LA.

The Health and Safety Commission (HSE) recommends: In low-risk places including normal schools – 1 First Aider to every 50 to 100 employees. In this school, the ratio is currently 1 to every 15 staff and 15 pupils.

The school has ensured that there is adequate cover at breaks and lunchtimes; during practical lessons and during PE and Games activities.

Off-site activities will be reviewed on an individual basis.

The Governing Body will review the policy every year.