



INDEPENDENT JEWISH DAY SCHOOL  
an ACADEMY

# Health and First Aid Policy

Date: September 2023  
Review Date: September 2025

Principal Rabbi Eliezer Zobin M.A.

Pag

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Charity number 287148; Company number 7718480

## 1. Aims:

- The Governors of the Independent Jewish Day School give the health and safety of pupils, staff and visitors the highest priority.
- The Governors will co-operate with the DfE in health and safety matters.
- The Governors welcome comments and ideas generally, and particularly from staff.
  
- The aims of our Health and First Aid Policy are to:
  - Ensure the health and safety of all staff, pupils and visitors
  - Ensure that staff and governors are aware of their responsibilities with regards to health and safety
  - Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance:

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on first aid in schools and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and Responsibilities:

### **Governors:**

The Governors have instructed the Headteacher and the School Business Manager:

- to monitor the operation of this policy (including a regular health and safety audit);
- to make any necessary arrangements for the proper operation of this policy;
- to report to the Governors on the operation of this policy;
- To ensure that staff with particular duties under this policy are aware of, and in a position to perform, those duties;
- To ensure that staff and pupils are made aware of the provisions of this policy;
- To ensure that a copy of this policy is available;
- To encourage staff to reflect on health and safety matters.

### **Appointed person(s) and first aiders:**

The school has trained paediatric first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
  
- First aiders are trained and qualified to carry out the role and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
  
- Our school's paediatric first aiders are listed in Section 4. Their names will also be displayed prominently around the school.

### **The Headteacher:**

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

- Ensuring that an appropriate number of 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 (see section 4)

### **School Staff:**

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports 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

## **4. First Aid Procedures:**

### **First Aid**

- A First Aid kit is available in clearly-labelled cabinets in each classroom and in the medical room.
  
- The following members of staff (first aiders) administer medical first aid:
- Rabbi Singer (First Aid lead)
- Mrs Barnett

- Mr Cohen
- Miss Collins
- Mr Elton
- Morah Katie
- Mrs Kosiner
- Morah Reut
- Morah Rosa
- Mrs Slavin

There is a first aid rota, with at least one member of staff on duty at all times.

**Injury or Illness:**

In the event of injury or illness, one of the first aiders will administer such treatment as is appropriate, and where appropriate ensure that:

- an ambulance or Hatzola are called
- arrangements are made for speedy access
- pupils are kept away from the ill or injured person.

All of the above is to be carried out in conjunction with the Headteacher and or SLT.

If a pupil is removed from the school by a doctor or ambulance, or is given significant treatment on the premises, one of the first aiders will ensure that the condition and whereabouts of the child is notified promptly to:

- the Headteacher or a member of the SLT
- a parent, guardian or appropriate relative of the pupil.

Staff are not to expose themselves to risk of illness or injury in administering first aid.

Disposable gloves from the first aid kit should be worn at all times to avoid skin contact with the patient's bodily fluids, and resuscitation may be attempted only using a protective mouth shield.

**Accidents and Accident Record Book:**

- Regular Health and Safety checks should prevent accidents, however, sometimes these will still occur.
- If an accident makes all or part of the school unsafe for occupation (for example, because of flooding), evacuation of the school or the area affected will take place in accordance with the Fire Safety section.
- All spillages and bodily fluids must be cleaned as quickly as possible, with the area being disinfected and made safe. Until this is possible the area should be clearly marked as unsafe.
- Each classroom will have a medical record book which staff will record any minor injuries, minor cuts (eg: paper cut) and minor scrapes. This book will be checked half-termly by the First Aid lead. Parents must be notified at pick-up time and a note made by the accident report in the classroom medical record book.
- Any injuries that are more than just a minor cut or minor scrape, a first aider will need to be contacted to assess and administer first aid to the person.
- Any bump to the head must be dealt with immediately by a First Aider and parents contacted.
- Any incidents that require dealing with by a First Aider, will be reported on CPOMS by the staff involved.

- In the event of serious injury, the parent/emergency contact should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to go to hospital, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.
- In circumstances where a pupil needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff will go to the hospital to await the arrival of the parent. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent for further treatment.

### **Illness & vomiting / diarrhoea:**

- In the event of a child having a temperature at home they should not be sent into school, until the temperature has returned to normal without the need for medical intervention.
- If a child has experienced vomiting or diarrhoea they **must not** return to school until they have been clear of symptoms for 24 hours.
- If a child is on antibiotics, with a temperature, they too **must be** kept off school for at least 24 hours, or until the antibiotics can take hold.
- A child suffering from conjunctivitis, chicken pox, shingles and other contagious illnesses **must not** be sent into school until they are symptom free.

These measures are to prevent spreading of viruses and illnesses and a protective measure for the child as well as others in the school.

### **Medication:**

- As a school we are not obliged to administer medication.
- If a child is on antibiotics, there is a possibility that this needs to be administered once during the school day.
- We will provide the opportunity for this to be the case at 12 noon, by a qualified first aider.
- No other medication, such as paracetamol, Calpol or ibuprofen will be administered.
- If a child needs this medication to fight a temperature or pain, they should not be in school.
- Regular medication, as prescribed by a GP/consultant will be administered as agreed and signed by parents on a termly basis.
- It is parents' responsibility to ensure that any emergency medication that is kept in school, such as EpiPen's, piriton, etc, are in-date. Any associated medical forms must be kept up to date on a termly basis, as the responsibility of parents.
- No child is allowed to bring medication into school. Any medication to be administered in school must be handed in to the school office with a signed consent form.
- Should a child require the medication at the end of the school day, this must be collected by an adult.

### **EpiPen:**

- All EpiPen's in school must be in-date. It is parents' responsibility to ensure that this is the case. There must be an associated GP action plan with each EpiPen, specific to that child.

### **Sickness in school:**

- Should a child display a high temperature, vomiting or diarrhoea, parents will be called to collect them from school immediately. This is for the comfort and safety of your child and the rest of the school body.

### **Accidents in school time:**

- All accidents that occur in school time are recorded internally. If necessary a health and safety check is carried out by the Headteacher and premises team, to ensure that no further action is needed to make the site safe.
- Parents will be notified in the event of a head injury, with the details of the accident as appropriate.
- If a decision is made by the first aid team, to call Hatzola, an ambulance or that further medical attention is required, parents will be notified. It is vital that parents keep the office up-to-date with the correct mobile phone number.
- Should parents be away, it is their responsibility to inform the office of the alternative emergency contact details.

### **Reporting to the HSE:**

The Headteacher 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 Headteacher 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 scalping 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>

## **5. Monitoring Arrangements:**

This policy will be reviewed with the First Aid Lead in conjunction with the relevant Governing Committee every 2 years.

**Signed:** Mr Yosh Radomsky (Headteacher)  
**Signed:** Rabbi Yaakov Singer (First Aid Lead)  
**Dated:** September 2023



## Appendix 1:

### Parental/carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for each medicine.

<b>Child's name</b>	
<b>Child's date of birth</b>	
<b>Year group</b>	
<b>Name of medicine</b>	
<b>Strength of medicine</b>	
<b>How much (dose) to be given?</b> eg: one tablet / one 5ml spoonful	
<b>At what time(s) the medication should be given</b>	
<b>Reasons for medication</b>	
<b>Duration of medicine</b> Please specify how long your child needs to take the medication for	
<b>Are there any possible side effects that the school needs to know about?</b> If yes, please list them	
<b>Mobile number of parent/carer</b>	
<b>Daytime landline for parent/carer</b>	
<b>Alternative emergency contact name</b>	
<b>Alternative emergency phone number</b>	
<b>Name of child's GP practice</b>	
<b>Phone number of child's GP practice</b>	

*continued overleaf*



- I give my permission for the headteacher /senior staff member (or his/her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school.
- I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

<b>Parent/carer name</b>	
<b>Parent/carer signature</b>	
<b>Date</b>	