



First Aid Policy

Document Purpose	CYPES have a legal duty under the Health and Safety at Work (Jersey) Law 1989 to ensure, so far as reasonably practicable the health, safety and welfare of staff and others on CYPES sites. To do this they must provide adequate and appropriate first aid equipment, facilities and people so immediate help can be given if injuries or illness occurs.
Author	CYPES Governance Team
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Target Audience	All CYPES staff
Circulation List	All CYPES Staff
Description	<p>This First Aid Policy is in place to ensure that there is an effective first aid provision in place across all CYPES departments, that is specific to the first aid needs of each area of the business.</p> <p>This Policy gives guidance about how this can be done.</p>
Linked Policies	<p>First Aid Minimum Standard</p> <p>CYPES Incident Reporting and Investigation Policy</p> <p>Insurance summary policies and related documents- MyStates</p>
Approval Route	CYPES SLT
Review Date	August 2027
Contact Details	CYPESHandSCentral@gov.je

1. Overview

The aim of this First Aid Policy is to make sure the Department for Children, Young People, Education and Skills (CYPES) has an effective first aid provision for all sites within its Directorate, to ensure that first aid support is available to anyone, including visitors, if they suffer an injury or ill health.

2. Scope

This First Aid Policy is for all CYPES employees, agency staff, and volunteers. It helps them understand their first aid responsibilities.

This policy gives guidance to make sure there is the right first aid equipment and facilities relevant to the activities undertaken in the area, and enough staff in place trained to a suitable level.

This policy does not cover administering medication for known illnesses.

3. Responsibilities and distribution

This policy is available on www.gov.je/Educationpolicies and must be made accessible to all CYPES employees so that they understand their responsibilities in relation to first aid.

Responsibilities of individuals managing first aid for their site/department

- Must have an up to date first aid needs assessment to know what first aid provision is needed.
- Ensure enough first aiders are available, including during sickness and annual leave.
- Ensure first aiders are trained to the level required and training is up to date.
- Provide necessary first aid equipment and facilities and ensure stock is replenished regularly.
- Display first aid notices with names and contact information in visible places.
- Ensure that their first aid provision complies with this policy and any additional requirements from external regulators.

Responsibilities of Line Managers

- Make sure this policy is available to all staff and is adhered to.
- Ensure first aid incidents are reported according to the [CYPES Incident Reporting and Investigation Policy](#).
- Ensure the first aid provision in place is adequate to cover their team requirements.

Responsibilities of All CYPES Employees, Volunteers and Agency Staff

- Must take care of themselves and others affected by their work.
- Must know the first aid arrangements and how to call for help.
- Must cooperate with first aid plans.
- Must report any first aid incidents.

4. Policy/Standards

By law, CYPES must ensure everyone's safety and health at their sites. This also includes remote workers. First aid arrangements should always be in place as accidents and ill health can occur at any time.

Some activities undertaken at CYPES sites may require specific first aid provision, for example to comply with:

- external/internal regulators
- advisory bodies
- statutory frameworks

These must be followed in conjunction with this policy.

5. Further information and related documents

[HSE Guidance L74 First aid at work](#)

[First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](#)

[Education \(Jersey\) Law 1999 \(jerseylaw.je\) Part 10 Par 62](#)

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](#)

[Selecting a first-aid training provider - A guide for employers - GEIS3 \(hse.gov.uk\)](#)

[First aid - MyStates](#)

[Dialling 999 in an emergency \(gov.je\)](#)

[Insurance - MyStates](#)

6. Recommendations and guidelines

6.1 Implementing a needs assessment

A needs assessment is the first step to having a suitable and sufficient first aid provision.

A good assessment makes sure the right resources are in place. There should be enough in place to cover breaks, unplanned/planned absences, and holidays. This includes both physical resources and enough trained staff to manage injuries and known illnesses of employees, children and young people.

The provision should fit the needs of people who work, visit, or use the sites or other locations. It should take into consideration the age, physical and mental health, abilities and numbers of individuals. It should also consider inexperienced workers, staff who travel, work remotely, or work alone.

6.2 First aid personnel and training

The [UK Health and Safety Executive \(HSE\)](#) defines different provisions of first aid personnel. They are outlined as follows.

Appointed person

An [appointed person](#) does not need formal first aid training, so they should only be used in low-risk areas.

They should always be available when the site is in use, so you might need more than one person.

Duties of an appointed person could include

- taking care of equipment, such as restocking first aid kits
- reporting incidents
- offering reassurance
- calling emergency services following an incident if required

Emergency first aid at work (EFAW) - 1 day

[EFAW](#) teaches basic lifesaving skills. For further course information contact your chosen training provider.

EFAW training includes

- bleeding
- choking
- seizures
- shock
- resuscitation
- chest pains

** Some of the skills taught at EFAW training may not be suitable for children or young people under the age of 18. Consideration should be given to the ratio of EFAW and Paediatric first aiders in each site.*

First aid at work (FAW) – 3 days

[First aid at work](#) training is more comprehensive and covers most common emergencies. For further course information contact your chosen training provider.

FAW training includes

- severe allergic reactions
- broken bones
- hyperventilation
- extreme temperatures
- low blood sugar
- poisoning

** Some of the skills taught at FAW training may not be suitable for children or young people under the age of 18. Consideration should be given to the ratio of FAW and Paediatric first aiders in each site.*

Paediatric first aid (PAED) – 2 days

Paediatric first aid at work covers common emergencies for children and babies. For further course information contact your chosen training provider.

PAED training includes

- burns and scalds
- broken bones
- choking
- resuscitation procedures for children and infants
- illnesses like meningitis and sepsis

** Major training providers of the PAED training have defined a baby as up to 12 months and a child from 1 to 18 years of age.*

Training provision

Anyone who administers first aid must be trained and keep their skills up to date by attending refresher courses and updates when required.

First aid training should cover illnesses, injuries, and situations identified in the needs assessment. Additional training may be required, for example, if oxygen was required.

First aiders should only use the skills they have been taught by their training provider.

For any questions about the suitability of training, contact should be made with the training provider.

Mental health

When assessing first aid provision, mental health should be included. Specific mental health training options can include:

- Mental Health First Aid (MHFA)
- Trauma Risk Management (TRiM)
- Sustaining Resilience at Work (STRaW)

Training providers and suppliers

A list of first aid training providers and equipment suppliers is included in Appendix 3. For more information contact cypeshandscentral@gov.je

Staff who already possess medical knowledge

Staff with medical knowledge can provide first aid without taking an additional first aid course. This may include:

- Doctors licensed with the General Medical Council
- Nurses registered with the Nursing and Midwifery Council
- Paramedics registered with the Health and Care Professions Council

6.3 Insurance

If you are a trained first aider in the workplace, you are covered by the Government of Jersey [insurance](#).

6.4 Facilities and equipment

First aid notices

These must be visible, and include the name, location, and contact number of the first aider/s on the site.

First aid rooms

First aid rooms should be provided if the first aid needs assessment shows they are necessary. For example, in schools and colleges, a suitable facility must be available in all educational buildings and centres. These facilities should only be used under the supervision of a first aider. If designated rooms are not available, appropriate local arrangements should be made.

First aid boxes

First aid boxes should have a white cross on a green background. There is no mandatory list of items for the first aid box; the contents should be based on the first aid needs assessment. However, they should be stocked with the minimum quantities listed below. The contents should be checked regularly, and items replaced after use or on expiry. Every site needs at least one first aid box, placed in a clearly identified and accessible location. Every first aider or appointed person should have access to or oversee the first aid box.

First aid box minimum requirements

Item	Number
Guidance card	1
Individually wrapped sterile adhesive dressings, assorted sizes	20
Sterile eye pads	2
Individually wrapped triangular bandages (preferably sterile)	4
Safety pins	6
Medium sterile individually wrapped un-medicated wound dressings	6
Large sterile individually wrapped unmediated wound dressings	2
Gauze	1 packet
Disposable gloves	1 packet

** Where mains tap water is not readily available for eye irrigation, sterile water, or sterile normal saline (0.9%) in sealed disposable containers should be provided.*

Automated external defibrillators (AED)

A first aid needs assessment will usually show if a site needs an Automated External Defibrillator (AED). If an AED is provided, it must be stored, checked, and maintained according to the manufacturer's instructions. This includes:

- Making sure the battery is fully charged.
- Ensuring there are two sets of pads, and they are not expired.
- Providing written instructions on how to use it.

Training on how to use AEDs is included in emergency first aid at work (EFAW) and first aid at work (FAW) courses. Additional AED training may be given if the risk assessment suggests it is necessary.

This policy requires that defibrillators be installed for all schools and colleges, and training is provided on how to use them.

7 Appendix

7.1 Appendix 1.

Suggested numbers of first aid personnel

There is guidance based on the UK Health and Safety Executive (HSE) minimum levels of first aid provision set out in the table below. This is based just on staff numbers, so the levels and training requirements will need to be adapted to include children, based on the findings of the first aid needs assessment.

1. From your risk assessment, what degree of hazard is associated with your activities?	2. Numbers employed at work (<i>plus pupils, students, contractors, special provision etc</i>)	3. What first aid personnel do you need on the premises?	4. What injuries and illnesses have previously occurred in your workplace?	5. Have you taken account of the factors below that may affect your first-aid provision?
Lower Risk e.g., primary schools, some secondary schools, some residential/respite homes, offices, libraries	Less than 25	At least one appointed person.	<ul style="list-style-type: none"> Ensure any injuries or illness that may occur can be dealt with by the first aiders you provide. Where first aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you may wish to consider providing qualified first aiders. 	<ul style="list-style-type: none"> Inexperienced workers or employees with disabilities or particular health problems Employees who travel a lot, work remotely or work from alone Employees who work shifts or out-of-hours Premises spread out across buildings/floors Workplace remote from the emergency services Employees working at sites occupied by other employers Planned & unplanned absences of first-aider/appointed person Members of the public who visit the workplace
	25-50	At least one first-aider trained in Emergency First Aid (EFAW)		
	More than 50	At least one first-aider trained in First Aid at Work (FAW) for every 100 persons (or part thereof)		
Higher Risk e.g. some secondary schools, some SEN schools, some residential homes, workshops, warehousing, use of dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person who should also have attended the Emergency First Aid (EFAW) course		
	5-50	At least one first-aider trained in First Aid at Work (FAW) depending on the injuries that might occur		
	More than 50	At least one first-aider trained in First Aid at Work (FAW) for every 50 persons (or part thereof)		

7.2 Appendix 2.

Assessing levels of provision

The table below, aims to help those responsible for first aid within their area assess what level of first aid provision is required.

	Aspects to consider	First aid provision guidance
1	What are the risks of injury and ill health arising from the work as identified in your risk assessment?	You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises.
2	Are there any specific risks, e.g., working with: <ul style="list-style-type: none"> hazardous substances. dangerous tools. dangerous machinery. dangerous loads or animals? 	You will need to consider: <ul style="list-style-type: none"> Specific training for first aiders. Extra first-aid equipment. Precise siting of first aid equipment. Informing emergency services. First-aid room
3	Do parts of your establishment have different levels of risk?	You may need to make different levels of provision in different parts of the establishment.
4	Are large numbers of people employed on site?	You may need to employ more first-aiders to deal with the higher probability of an accident.
5	What is your record of accidents and cases of physical or mental ill health? What type are they and where did they happen?	You may need to consider locating your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately.
6	Are there staff/children/young people on site who have disabilities or specific physical or mental health problems? Are there inexperienced workers on site or work experience trainees?	First-Aiders must have a sufficient level of training to address any likely injuries or ill-health. It is helpful for First Aiders to be aware of pre-existing health conditions. (*Remember that sensitive personal information can only be provided with the individual's permission). Also consider the need for special equipment and where it should be located.
7	Are the premises spread out, e.g., are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8	Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times when people are at work.
9	What is the distance from emergency services and how long are they likely to take to arrive on site?	Although no location in Jersey is considered remote in terms of distance, some locations may present challenges in accessing a casualty. You might need to consider pre agreed arrangements with the emergency services, or emergency transport arrangements.
10	Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> Consider issuing personal first-aid kits and training staff in their use. Consider issuing mobile phones to staff.
11	Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12	Do members of the public visit your premises?	First aid cover is extended to members of the public using our sites and services. The level of cover required should be considered.
13	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Flexible working and extended working hours should be considered as part of the assessment for first aid cover.

14	Do you have service users aged five years of age or younger?	The Early Years Foundation Stage statutory instrument and Ofsted require that adequately trained paediatric first aid staff are available when children aged five years or younger are on site or taken on educational visits.
15	Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first aid information.

7.3 Appendix 3.

List of First aid training providers and restocking suppliers

First Aid Training Providers	
Name	Contact
St John Ambulance JSY	countyhq@sja.org.je 01534 735611
Care College (Formerly A2E)	hello@carecollege.je 07829 950845
Enjoy2train (On supply Jersey under Enjoy2swim)	nicky@enjoy2train.je 07700 707377
First Response Jersey	info@firstresponsejersey.com 07797 726017
Le Mourier Training	info@lemourier.co.uk 01534 869058
SOL First Aid Training Services	solservicesjersey@gmail.com 07797 922196
First Aid Restocking Suppliers	
Name	Contact
St John Ambulance JSY	countyhq@sja.org.je 01534 735611
Mulliner First Aid (On supply Jersey under Sowerby John James M)	mullinerfirstaid@gmail.com 07797 756009
Smart-Aid	smartaid2014@gmail.com 07797 789925

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
0.1	08/02/2008	Head of Facilities Management	First Publication
0.2	05/11/2013	Head of Facilities Management	Line removed requiring All Teaching Assistants to hold the EFAW certificate as a minimum (approved by policy group August 2015)
0.3	22/02/2016	Head of Facilities Management	Updated to reflect new Department name and job titles/contacts
0.4	15/08/2024	CYPES H&S team	Updated in line with Corporate First Aid Minimum Standard. Additional guidance in relation to adequate ratios of pediatric first aid added

APPROVAL

Presented To	Approval Date
CYPES Senior Leadership Team	09/09/2024