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This Is My Education (TIME) First Aid Policy

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To be reviewed August 2025**

This Is My Education (TIME) will ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at This Is My Education (TIME) is held by Jillian Fairclough who is the responsible Head Teacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students 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.

Legislation and guidance

This policy is based on the 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.

Appointed person(s) and first aiders

Qualified First Aiders

At TIME there are 2 qualified first aiders who are as follows:

Philip McLellan, School and Kerrie Boswell, Post 16.

Philip and Kerrie will be responsible for administering first aid, in accordance with training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections).

TIME has appointed trained 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 students home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 1).
- Keeping their contact details up to date.

This Is My Education (TIME) first aiders are listed. Their names will also be displayed prominently around the school and training centre's where they are based.

The Head Teacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the training centres 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 students.
- Reporting specified incidents to the HSE when necessary (see section 6).

Staff

This Is My Education (TIME) staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders are.
- Completing accident reports (see appendix 1) for all incidents they attend to where a first aider is not called.
- Informing their manager of any specific health conditions or first aid needs.

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain in the training centre, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the manager or if not available the Administrator will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Off-site procedures

When taking students off site, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking students off the training premises.

There will always be at least one first aider with a current first aid certificate on trips and visits, as required by the statutory framework.

First aid equipment

A typical first aid kit will include the following:

- A leaflet with general first aid advice

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressing
- Ice pack.

No medication is kept in first aid kits.

First aid kits are stored in:

- Logic House – Medical Room based on the first corridor of the ground floor next to reception.
- TIME school kitchen on the ground floor.
- Post 16 kitchen on the first floor.

Record keeping and reporting

First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time.
- Staff to inform the administrator who will contact home to advise that there has been an accident.
- An accident form (Accident/Near Miss/Violence at Work Reporting Form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the student's educational record by the administrative team.
- Records held in the first aid and accident book will be retained by This Is My Education (TIME) for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an accident form will be kept until the child is 21 years old.

Reporting to the HSE

The Head Teacher 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 Head Teacher 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.
- 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 MPH Training 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>

Notifying parents

The tutor or teaching assistant will inform the administrator who will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Head Teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in This Is My Education (TIME) care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Head Teacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a student while in This Is My Education (TIME) care.

Training

All staff are able to undertake basic first aid essential training internal CPD course.

All qualified first aiders must have completed a Level 3 Emergency First Aid at Work training course, and must hold a valid certificate of competence to show this. This Is My Education (TIME) will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

Monitoring arrangements

This policy will be reviewed by the Head Teacher every 2 years.

At every review, the policy will be ratified by the Governing Body.

Links with other policies

This first aid policy is linked to the

- Health and safety policy.
- Risk assessment policy.
- Administration of Medication Policy

Appendix 1

Accident Report Form

Name of person in charge of session/competition

Site where accident took place

Date of accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the accident took place.

Describe what activity was taking place, for example training/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted? (please tick)

Parents/carers	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Police	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ambulance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

What happened to the injured person following the accident? E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Print Name:

Please could you email this form to Jillianfairclough@thisismyeducation.org.uk on the same day of the accident.