

FIRST AID POLICY


September 2024


Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  Date01.09.24.....

Signature (COO)  Date01.09.24.....

Version Control

Version	Date	Changes
V1	04/09/23	Original document
V2	01/09/24	Terminology and layout update

1. 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 directors 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 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 students.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The provision has a number of 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
- In liaison with the COO, 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
- Keeping their contact details up to date

Our first aiders are listed in appendix 1. Their names will also be displayed prominently around the provision.

3.2 The Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters in the provision, but delegates responsibility for the strategic management of such matters to the COO.

The Board of Directors delegates operational matters and day-to-day tasks to the COO and staff members.

3.3 The COO

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

- Ensuring that an appropriate number of trained first aid personnel are present in the provision 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

3.4 Staff

Provision staff are responsible for:

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

4. First aid procedures

4.1 In-provision/on site 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 provision, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the COO or if not available, a delegated member of staff will contact parents/carers 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

4.2 Off-site procedures

When taking students off the provision premises, 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'/carer's contact details

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

There will always be at least one first aider with a current first aid certificate on provision trips and visits.

5. First aid equipment

A typical first aid kit in our provision 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 dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- The workshop
- The kitchen area

6. Record-keeping and reporting

6.1 First aid and accident record book

- The accident/incident book will be completed by the relevant member of staff on the same day or as soon as possible after any incident resulting in an injury or not
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will be sent home to parent/carers.
- Records held in the first aid and accident book will be retained by the provision for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

6.2 Reporting to the HSE

The COO 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 COO 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)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

The class teacher or teaching assistant will inform parents/carers and host organisation 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.

6.4 Reporting to Ofsted and child protection agencies

The COO will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the provision's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The COO 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 the provision's care.

7. Training

All provision staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The provision will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

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

8. Monitoring arrangements

This policy will be reviewed by the COO every year.

At every review, the policy will be approved by the Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting students with medical conditions

Appendix 1

Staff Member	Qualification	Date achieved	Requalification Due
Jamie Bentley	Emergency first aid at work	04/10/23	Oct 2025
Alex Nangreave	Emergency first aid at work	15/10/23	Oct 2025