



First Aid Policy

Introduction

The Old Post Office Wellbeing Hub (the venue) is a for-profit Organisation run for the following purpose:

The Old Post Office Wellbeing Hub is a purpose-built space designed to be used by groups to enhance the wellbeing of children and young people, parents and carers, and professionals working in education.

The Old Post Office C.I.C. (the Organisation) is a not-for profit organisation which provides support for children, young people (and their families) who are struggling to attend mainstream education.

The Organisation is based at:

Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX.

The Organisation has adopted this 'first aid policy' and expects every service provider, working or helping at The Old Post Office Wellbeing Hub is expected to support and comply with it. Consequently, this policy shall apply to all service providers, service users, volunteers and people using or renting the venue.

Purpose of the Policy

This policy is intended to protect children and young people who receive any support at The Old Post Office Wellbeing Hub, or through the Organisation, including those who are the children of adults using the facility. Under this policy, the term children shall mean any person under eighteen years of age.

Aims of the Policy

The aims of our first aid policy are to:

- Ensure the health and safety of all service providers, service users and visitors
- Ensure that service users 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 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

Roles and responsibilities

Appointed person(s) and first aiders

The Old Post Office Wellbeing Hub and the Organisation expects service providers to have been trained in paediatric first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Replenishing the contents of these kits when they use them
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

If the service users does not have paediatric first aid training, they should let Anita Auer know and arrange for an alternative first aider to be present, at their cost.

First aiders will be 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 – book is stored with the First Aid box
- Keeping their contact details up to date

Service Providers

Service providers are responsible for:

- Ensuring that a first aider is present when they are delivering sessions
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Being aware of the First Aid Policy and The Old Post Office Wellbeing Hub and Organisation's first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Reporting specified incidents to The Old Post Office Wellbeing Hub, the Organisation and HSE when necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident – book is stored with the First Aid box

The Management Team

The management team at The Old Post Office Wellbeing Hub and Directors of the Organisation (Paul and Anita Auer), are responsible for the implementation of this policy, including:

- Ensuring that service providers read the policy before starting to lead sessions
- Ensuring all service providers are aware of first aid procedures
- Undertaking 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 service users
- Reporting specified incidents to the HSE when necessary

First aid procedures

Procedures while at The Old Post Office Wellbeing Hub venue

In the event of an accident resulting in injury:

- The closest service provider 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 service user is too unwell to remain at The Old Post Office Wellbeing Hub, parents or next of kin will be contacted and asked to collect their relative. Upon their arrival, the first aider will recommend next steps to them
- If emergency services are called, the service provider will contact parents or next of kin immediately
- The relevant service provider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

First aid equipment

A typical first aid kit at our venue 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.

The first aid kit is stored in the doorway to the resources cupboard.

The Accident Book is stored in a secure box in the resources cupboard that can only be accessed by service users. After an accident has been written in the accident book, the page is removed and kept in a locked cupboard by the management of The Old Post Office Wellbeing Hub.

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. Parents / carers should be informed at the end of the session of all minor accidents
- If the injury results from an Accident/Near Miss/Violence, the accident book will be filled in by the relevant service user 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.
- Records held in the first aid and accident book will be retained by The Old Post Office Wellbeing Hub for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, the form from the accident book will be kept until the child is 21 years old.

6.2 Reporting to the HSE

The Old Post Office Wellbeing Hub's management (Paul and Anita Auer) and the service provider 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 service provider 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 a service provider 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 educational establishments 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>

Reporting to Ofsted and child protection agencies

The service provider should notify Ofsted of any serious accident, illness or injury to, or death of, a child while in their care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The service provider will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All service providers should undertake first aid training or make sure there is a first aider present when they are delivering a session. First Aid training is provided yearly by The Old Post Office Wellbeing Hub at a discounted rate.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this.

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

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Health and Safety Policy
- Supporting Medical Conditions Policy, including Administration of Medicines Policy
- Risk Assessment Policy
- Privacy Policy
- Safeguarding Policy

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub and the Organisation and is due for renewal every year.

Signed _____ *Anita Auer* _____ Mrs Anita Auer (Manager)

Signed _____ *Paul Auer* _____ Mr Paul Auer (Manager)

Date: 24.6.24

Review Date: 24.6.25