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**First Aid Policy**

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| **Written by:** | **Rob Stevenson** | **Date: December 2024** |
| **Last reviewed on:** | **NEW** | |
| **Approved by:** | **Andrew Powell (Proprietor)** | |
| **Next review due by:** | **December 2025** | |

**Aims**

The aims of our first aid policy are to:

* Ensure the health and safety of all staff, learners and visitors
* Ensure that staff and Proprietors 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 has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

* 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 Provision Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of learners

**Roles and responsibilities**

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

The provision’s appointed first aid co-ordinator is Mr Andrew Powell

He is responsible for:

* Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
* Ensuring paperwork is being completed and filed correctly.
* Ensuring first aiders are aware when their training needs renewing and further training is arranged in conjunction with the business manager

First aiders (See Appendix 1) are trained and qualified to carry out the role and are responsible for:

* Taking charge when someone is injured or becomes ill
* Ensuring that an ambulance or other professional medical help is summoned when appropriate
* 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 learners 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 2)
* Keeping their contact details up to date
* Our provision’s first Aiders are listed in appendix 1. Their names will also be displayed prominently around the provision.

**The local authority and Proprietors**

Cheshire has ultimate responsibility for health and safety matters in the provision, but delegates responsibility for the strategic management of such matters to the provision’s Proprietors. The Proprietors operational matters and day-to-day tasks to the headteacher and staff members.

**The Headteacher**

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

* Ensuring that an appropriate number of first aiders are present in the provision at all times, or on day or residential visits
* 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 learners
* Reporting specified incidents to the HSE when necessary

**Staff**

Provision staff are responsible for:

* Ensuring they follow first aid procedures
* Ensuring they know who the first aiders in provision are
* Completing accident reports (see appendix 2) for all incidents they attend to even where a first aider is called
* Informing the Headteacher or their manager of any specific health conditions or first aid needs

**First aid procedures**

In-provision procedures

In the event of an accident resulting in injury:

* The closest member of staff present (‘first responder’) 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 learner is too unwell to remain in provision (see children with health needs who cannot attend provision), parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents either directly or by leaving a message. This handover should include a head bump letter if the injury is to the head.
* If emergency services are called, the Headteacher member or her representative will contact parents immediately
* The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
* If an injury is dealt with in provision and does not require further medical attention or immediate contact with parents, information relating to the injury will be shared with parents at the end of the day (or before) and a head bump letter provided for head injuries.

There will be at least 1 person who has a current first aid certificate on premises at all times.

**In exceptional circumstances, e.g. during high staff absence:**

We will use our ‘best endeavours’ to ensure 1 person with a full First aid certificate is on site. If, after taking all possible steps in our power, we’re still unable to secure a staff member with a full first aid certificate, we will carry out a written risk assessment and cancel trips offsite to ensure the first aider is available onsite.

**Off-site procedures**

When taking learners 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 learners
* Parents’ contact details
* Consent forms

Risk assessments will be completed by the visit leader prior to any educational visit that necessitates taking learners off provision premises. These will be approved by the Headteacher member via the Evolve system, and in the case of residential visits, will also be approved by an officer of the Local Authority.

There will always be at least 1 first aider on provision trips and visits.

**First aid equipment**

A typical first aid kit in our provision will include the following:

* 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 medical room
* Reception
* Kitchen
* All classes (all class kits wil be mobile so can be moved to different locations with the class)
* Horticulture room
* Staff room

**Record-keeping and reporting**

**First aid and accident record book**

* An accident form will be completed by the most relevant member of staff (usually a witness or the first aider) on the same day or as soon as possible after an incident resulting in an injury, within 48 hours unless there are exceptional circumstances
* As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
* Accident forms will be filed in date order and archived each year.
* 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, and then securely disposed of
* The Headteacher member will check the accident records book termly to review any possible patterns in accident type e.g. trip or fall in particular area of the provision that might suggest an issue. The Headteacher member will sign and date the records book and will take action if there is a concern e.g. log maintenance concern.

**Reporting to the HSE**

The provision children’s administrator will keep a record of any accident which results in a child going home or to seek medical treatment and the business manager will keep a record of any adult accidents resulting in them going home or having to seek medical treatment. This will be reported to the Local Authority as soon as possible and within 10 days of the incident. The Local Authority will evaluate the report and decide if the incident is a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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 scalding 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 provisions include, but are not limited to:

* 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

**Notifying parents**

A member of staff from the class will inform parents of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Head injury letters are sent home with learners where there has been an injury sustained.

**Reporting to Ofsted and child protection agencies\* (Registration required)**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a learner 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 Headteacher member will also notify Cheshire of any serious accident or injury to, or the death of, a learner while in the provision’s care.

**Training**

All provision staff are able to volunteer to undertake first aid training.

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.

**Monitoring arrangements**

This policy will be reviewed and approved by the Proprietors annually.

**Links with other policies**

This first aid policy is linked to the

* Health and safety policy

**Appendix 1: list of First Aiders**

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| **Name** | **Role** |
| Laura Clarke | Proprietor |
| Andrew Powell | Proprietor |
| Rob Stevenson | Education Lead and SENCO |
| Charlotte Barnes | Provision Manager |
| Shannon Edwards | Events Manager |
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**Appendix 2:**

A close up of a form

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Completed accident forms are kept in the Management Teams office (locked)