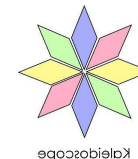


Kaleidoscope

Kaleidoscope School: First Aid Policy

WE BELIEVE YOU CAN

Updated October 2025
To be reviewed annually.



Introduction

Kaleidoscope School is committed to providing first aid provision to deal with accidents and incidents affecting employees, children, and visitors. Every reasonable precaution will be taken to ensure the safety and wellbeing of all staff and children.

The aims of this policy are to:

- Ensure that school has adequate, safe, and effective first aid provision in order that every child, members of staff and visitor to be well looked after in the event of any illness, accident, or injury; no matter how major or minor.
- Ensure that all staff and children are aware of the procedures in the event of any illness, accident, or injury.
- Ensure that medicines are only administered at school when express permission has been granted for this via Parental agreement for setting to administer medicine
- Ensure that all medicines are appropriately stored
- Promote effective infection control.

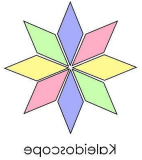
Definitions

First Aid: “The initial assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery.”

First Aider: “Someone who has been given the appropriate formal training to enable them to give immediate help in an emergency”

RIDDOR: “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)”

HSE: “The Health & Safety Executive – a government body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare in Great Britain”



Responsibilities

Responsibilities of the senior leadership team

The headteacher has the overall responsibility to ensure that appropriate and sufficient arrangements are in place to enable prompt action to be taken in the event of any medical emergency, accident, or illness. This includes ensuring that sufficient time and resources are allocated to enable this to happen such as:

- Ensuring that enough competent trained first aiders are available, at all times.
- Ensuring that sufficient facilities are available on site (e.g. First aid room, equipment, and supplies).
- Ensure that adequate stocks of first aid equipment are available at all time
- Arrange training for staff members to become/remain qualified First Aiders
- Ensure adequate signage is provided to enable people to easily recognise and locate both First Aiders and first aid equipment.

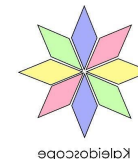
Responsibilities of First Aiders, they will:

- Respond to an emergency when requested
- Regularly check first aid boxes to ensure that they are suitably stocked
- Ensure that all accidents are recorded and reported to the manager.
- Ensure that their First Aid qualification remains up to date.

Responsibilities of the Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Provide advice, guidance, and training, where necessary, to anyone involved in the risk assessment process.
- Monitor all accidents reports.



- Report any serious accidents, where relevant under RIDDOR to the HSE.

Procedure

Staff should contact emergency services in the event of a medical emergency.

For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services.

Guidance for how to contact the emergency services and this procedure are displayed at all school exits.

Consent

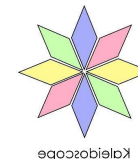
Parents will be asked to provide consent via our important information and consent pack which includes emergency numbers, details of allergies and medical conditions, and consent for the administration of first aid – these forms will be updated periodically. A list of emergency contact details will be kept securely in school.

Facilities

Kaleidoscope School uses the personal care room to care for children requiring first aid. If a child is vomiting or requires to be close to a flushable toilet, the disabled toilet is to be used. School has a bed available which can be set up in the reception area so it is close to the flushable toilet, a staff member are to remain with the poorly child at all times.

Visits and events off-site

Before undertaking any off-site events, the class lead organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. Risk assessments are to be stored on Teams for all staff to access.



Storage of medication

Medicines will always be securely stored in accordance with individual product instructions, except where individual children have been given responsibility for keeping such equipment with them, this will be agreed with the class lead.

Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- The Health and Safety (First-Aid) Regulations 1981(as amended) This policy also has due regard to school documents including, but not limited to, the following:
 - Health and Safety Policy
 - First Aid Procedure
 - Guidance – First Aid 7