

**First Aid Policy**

**1. Rationale and Purpose**

Children and adults in our care need good quality First Aid provision. Clear and agreed systems and procedures should ensure that all students are given the same care and understanding. This care should extend to any emergency first aid, the administration of medicines to dealing with asthma and headlice.

This policy will provide these clear systems, procedures and guidelines, and will identify the role and responsibilities of staff within these. This policy will ensure the company has safe storage in place for medicines, and that all medicines are administered safely. This policy will also address first aid off site, for example on trips.

All staff are provided with a copy of this policy when they are appointed. This policy is regularly reviewed and updated.

**2. Legislation**

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 which we have applied to our Alternative Provision Service:

• The Health and Safety at Work etc Act 1974

• 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 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 Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

**3. Roles and responsibilities**

The CEO must assess the levels of risk and circumstances of the company and determine the level of first aid provision which is suitable. Many of the factors listed below will influence the CEO’s decision:

• the distance of the company office from a casualty department

• type and level of risk of activities being undertaken

• the number of staff and students/pupils

• the number of visitors, contractors and rental parties

The CEO is also responsible for;

• Ensuring that an appropriate number of appointed persons and/or first aid trained personnel are present 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 pupils

• Reporting specified incidents in line with school accident and incident reporting guidance

Depending on an assessment of first aid needs, employers must usually have a sufficient number of suitably trained first aiders to care for students or staff in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided the assessment of need has taken into account the nature of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

**4. Appointed Person(s) and First Aider(s)**

Appointed person(s) and first aiders 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 their 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

• Keeping their contact details up to date

**All Staff are responsible for:**

• Ensuring they follow first aid procedures

• Ensuring they know who the first aiders in the organisation are

• Completing accident reports for all incidents they attend to where a first aider/appointed person is not called

• Informing the CEO or their line manager of any specific health conditions or first aid needs

**5. Visitors, contractors and letting of premises**

It is reasonable for the company’s first aid arrangements to include visitors who may be on the premises, eg parents.

Where a contracting firm is working on the site for a period of time, it is reasonable to expect that their employer has made arrangements for their first aid cover. This should be confirmed with the contractor or the member of technical services staff responsible for the contract during the pre-work liaison meetings. It would be reasonable, however, to provide first aid if required in an emergency.

First aid is an important consideration when letting our office premises. It is the decision of the CEO whether first aid equipment will be provided. However, it is essential that the hirer has access to a telephone for use in an emergency and that the hirer is informed of its position and any instructions for its use. The arrangements for first aid are included in any conditions specified by the school when hiring the premises and any contract agreed. These conditions are as follows:

• The Hirer is responsible for providing First Aid cover appropriate to the activity. The nominated person must be trained in First Aid to a suitable level.

• The Hirer must have a method of contacting the emergency services, i.e. a mobile phone or ensure access to a landline phone is available.

**6. First aid procedures**

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 the 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 pupil is too unwell to remain in provision, parents will be contacted and asked to collect their child or staff will take the child home. Upon their arrival, the first aider will recommend next steps to the parents

• If emergency services are called, the school will contact parents immediately

• The first aider will complete an accident report form within 72 hours as per Incident Reporting guidance.

**7. Transporting injured pupils/students**

**Use of an ambulance**

An ambulance should normally be called in the event of a serious injury/illness. However, if there is any doubt, staff should not hesitate to call an ambulance. The ambulance service is always ready to respond in these circumstances.

Serious injuries include a suspected bone fracture, a probable injury to a joint; severe wounds with bleeding or shock or where the wound is grossly contaminated with dirt; burns and scalds, except for very small areas; head and eye injuries.

The distinction between these groups cannot be clearly defined and injuries mentioned are only given as guides. The CEO must, therefore, decide on the appropriate action to be taken in each case.

A member of staff will accompany the student to hospital. This could be a suitably qualified and experienced member of support staff but in cases where emergency treatment of a student is required and the parents cannot be contacted, then the decision on authorising treatment remains with the senior professional member of staff e.g. CEO. The member of staff should take a copy of all relevant contact details and addresses with them.

**Use of a taxi**

If a taxi is used, a member of staff must accompany a student. Use of a taxi would require only one member of staff unless the needs of the student dictates otherwise. The taxi could be used in circumstances to take a student home where the parent/carer does not have transport.

**Use of a car belonging to a member of staff**

Members of staff may use their car to take a student home, to a doctor or to hospital, provided they are authorised to do so and their insurance cover entitles the driver to use their car on work business. A mileage allowance may be payable. Use of a car will require a second member of staff to care for the injured/ill student.

**8. Off-Site Procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

• A school mobile phone

• A portable first aid kit including, at minimum:

- A leaflet giving general advice on first aid

- 6 individually wrapped sterile adhesive dressings

- 1 large sterile unmedicated dressing

- 2 triangular bandages – individually wrapped and preferably sterile

- 2 safety pins

- Individually wrapped moist cleansing wipes

- 2 pairs of disposable gloves

- Information about the specific medical needs of pupils

- Parents’ contact details

When transporting pupils using a minibus or other large vehicle, staff will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5cm wide)

- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings

- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

- 2 sterile eye pads, with attachments

- 12 assorted safety pins

- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed prior to any educational visit that necessitates taking pupils off company premises.

**9. First aid equipment**

A typical first aid kit will include the following:

* A leaflet giving general advice on first aid
* 20 individually wrapped sterile adhesive dressings (assorted sizes)
* 2 sterile eye pads
* 2 individually wrapped triangular bandages (preferably sterile)
* 6 safety pins
* 6 medium-sized individually wrapped sterile unmedicated wound dressings
* 2 large sterile individually wrapped unmedicated wound dressings
* 3 pairs of disposable gloves

A first aid box may contain an emergency inhaler for asthma sufferers and may be used by pupils who have been diagnosed as asthmatic by a medical doctor. If a first aid box contains an emergency inhaler it must also contain a list of those pupils who are noted as asthmatic. Parents/guardians must provide consent for their child to use the emergency inhaler, and must be notified in writing the day that the inhaler is used.

First Aid Boxes will be positioned within the office so that all staff should be able to reach a first aid box within approximately 3 minutes at all times whilst they are on the premises. Boxes will be located in the first aid room, kitchen and communal room.

Only authorised users should use first aid materials except in an emergency

All containers will be made of a suitable material to protect contents from dirt, damp or dust. The container must be identified by means of a white cross on a green background in accordance with the Safety Signs and Signals Regulations 1996.

**10. Adrenaline Auto-Injector devices (AAI)**

Bee-Leaf Project are allowed to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. This will be for any pupil who holds both medical authorisation and parental consent for an AAI to be administered in the case of an emergency. The AAI(s) can be used if the pupil’s own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered).

AAIs must be stored as part of an emergency anaphylaxis kit which should include:

•1 or more AAI(s).

•Instructions on how to use the device(s).

•Instructions on storage of the AAI device(s).

•Manufacturer’s information.

•A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.

•A note of the arrangements for replacing the injectors.

•A list of pupils to whom the AAI can be administered.

•An administration record.

If AAIs are kept on the premises then all First Aid trained staff must be familiar with, and follow, the guidance Adrenaline Auto-injectors in schools, and be trained to use an AAI device.

**11. Administration of medicines to children**

Medicines should only be administered during Bee-Leaf sessions when it would be detrimental to a child’s health or attendance not to do so. When administering medications to pupils/students, we will adhere to the following;

• Non-prescription medicines (for example, paracetamol) can be administered if written permission is received from the student’s parent/carer.

• The administering of pain relief is only carried out after checking what the maximum dosage is and when the previous dose was taken. Parents must be informed. NB –staff must not provide pain relief medication to pupils/students; they may administer pain relief provided by parents/carers only in accordance with the points above.

• Prescription and non-prescription medicines are only administered with written parental consent

• Medicine containing aspirin is never administered unless prescribed by the student’s GP

• All medicines brought to provision for administration to pupils/students are: provided in the original container as dispensed by a pharmacist, in date, clearly labelled, with name of pupil/student, instructions for administration, dosage and time of medication. It should be noted that, in the event of an asthma attack, we will instead follow emergency advice from Asthma UK and this course of action is reflected in the Individual Health Care Plan for the child.

• Medicines are stored in the first aid room or secured by staff should sessions be off-site. If a student is able to manage their asthma themselves they should keep their inhaler on them, and if not, it should be easily accessible to them.

• If staff have medication, they are responsible for ensuring it is locked in a secure place

• All medicines are kept in the refrigerator or locked in the medical cabinet

• All medication given on site will be administered in the first aid room, or the room designated for the purpose, by authorised trained staff only. Staff members administering medication will record all medication given immediately, and in full, on the relevant academy recording system.

• When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes must always be used for the disposal of needles and other sharps

**12. Medication errors**

A medication error is when the administration deviates from the instruction of the medical professional and parent. Some examples of medication errors include administration of a medication to a wrong pupil, the wrong medication to a pupil, the wrong dosage of medication to a pupil, the medication via the wrong route or the medication at the wrong time

Each medication error must be reported to the CEO, Designated Safeguarding Lead and the parents. The incident must also be reported via our online incident reporting system.

**13. Record keeping**

Records should be kept for the following:

• All first aid administered. This will be recorded on individual child’s records and will include the following;

* Name of person who had an accident, date of entry, date and time of accident, place and circumstances, type of injury - treatment given, ambulance/ hospital, parents informed, signed
* Any medicines administered
* Any allergies that a person may have, eg plasters
* stock control (first aid boxes)
* COSHH assessments carried out for hazardous substances used for first aid (bleach)
* Details of staff who are first aid trained, including the type of qualification and certification dates

Records must be maintained and kept appropriately according to the our GDPR Policy.

**14. Notifying parents**

Staff must inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This notification may be by telephone or in person.

**15. Reporting to Ofsted and child protection agencies**

The CEO will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the company’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The CEO will also notify the relevant Local Authority’s child protection agencies of any serious accident or injury to, or the death of, a pupil while in the company’s care.

**14. Training**

All staff are able to undertake first aid training if they would like to.

All first aiders will have completed a training course, and must hold a valid certificate of competence to show this. We will keep a register of all trained first aiders, what training they have received and when this is valid until.

We will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, we will arrange for staff to retake the full first aid course before being reinstated as a first aider.

**Links with other policies**

This first aid policy is linked to the:

* Health and safety policy
* Safeguarding

Dated 10/01/25

To be reviewed 10/01/26