



## First Aid Policy

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### 1. Aims

The aims of our first aid policy are to:

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- Ensure the health and safety of all staff, young people and visitors
- Ensure that staff and Trustees 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 centres](#), [health and safety in centres](#) and [actions for centres during the coronavirus outbreak](#), 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
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- [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 \(Independent Centre Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and the constitution of a charitable incorporated organisation

### **3. Roles and responsibilities**

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

The appointed person in charge of First aid is I.Lumb. Director D.Lumb is also qualified first aider. 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 (see section 7) 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 (see the template in appendix 2)
- Keeping their contact details up to date

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

#### **3.2 The local authority and trustee board**

##### **3.2 The Trustee board**

The trustee board has ultimate responsibility for health and safety matters in the centre, but delegates operational matters and day-to-day tasks to the first aid lead, Director and staff members.

### **3.4 Director**

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

- › Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the centre at all times
- › We will ensure 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 to the HSE when necessary (see section 6)

### **3.5 Staff**

Centre staff are responsible for:

- › Ensuring they follow first aid procedures
- › Ensuring they know who the first aiders in centre are
- › Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- › Informing the directors or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-centre 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 pupil is too unwell to remain in centre, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- › If emergency services are called, the first aid lead will contact parents immediately

- The first aider/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 pupils off the centre premises, staff will ensure they always have the following:

- A centre mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Health and Safety lead/directors prior to any educational visit that necessitates taking pupils off centre premises.

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

## **5. First aid equipment**

A typical first aid kit in our centre 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
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## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- 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
- A copy of the accident report form will also be added to the pupil's educational record by the directors or First Aid lead.
- Records held in the first aid and accident book will be retained by the centre 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

### 6.2 Reporting to the HSE

The first aid lead/ directors 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 First aid lead/ directors 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 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 centres 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>

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## **6.4 Reporting to Ofsted and child protection agencies**

The First aid lead will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the centre care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The First aid Lead will also notify Kirklees Safeguarding team of any serious accident or injury to, or the death of, a pupil while in the centre care.

<https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/safeguarding-processes-and-systems/duty-and-advice/>

<https://www.kirklees.gov.uk/beta/children-and-families.aspx>

<https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx>

## **7. Training**

All centre staff are able to 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 centre will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

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 Trustees and Directors every 2 years.

At every review, the policy will be approved by the trustee board.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
  - Risk assessment policy
  - Policy on supporting pupils with medical conditions
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**Appendix 1: First Aid Lead - I.Lumb, First Aider - D.Lumb**

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Ian Lumb	First Aider	07983 440881
Debbie Lumb	First Aider	07904 813646



Appendix 2: Accident report form

**Accident Report Form**

Name of person injured

Date of accident \_\_\_\_\_ Time of accident \_\_\_\_\_

Nature of accident

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Parent/ Carer informed (Time, Date)

Follow up care/Advice from medical professionals

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Witnesses

Signed: Person injured \_\_\_\_\_ Date \_\_\_\_\_

Signed: Witnesses \_\_\_\_\_ Date \_\_\_\_\_

Signed: Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Review of accident/ risk assessment to prevent recurrence

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### Appendix 3: First Aid Training Log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. First Aid at work	I.Lumb D.Lumb	12/13/14 <sup>th</sup> April 2022 12/13/14 <sup>th</sup> April 2022	April 2025

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