



First Aid Policy.VI.I

| | |
|--------------------------|---------------------|
| <u>Last reviewed:</u> | <u>August 2021</u> |
| <u>Next review date:</u> | <u>August 2022</u> |
| <u>Written by:</u> | <u>Jadie Wardle</u> |

Contents

| | |
|--|----|
| 1. Aims | 3 |
| 2. Legislation and guidance | 3 |
| 3. Roles and responsibilities | 3 |
| 4. First aid procedures | 4 |
| 5. First aid equipment | 5 |
| 6. Record-keeping and reporting..... | 6 |
| 7. Training..... | 7 |
| 8. Monitoring arrangements | 7 |
| 9. Links with other policies | 10 |
| Appendix 1: list of [appointed person(s) for first aid and/or trained first aiders]..... | 11 |
| Appendix 2: accident report form | 12 |
| Appendix 3: first aid training log | 13 |
| Appendix 4: letter home templates | |

.....

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff 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 provisions](#) and [health and safety in provisions](#), 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 Education \(Independent Provision Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The learning community's appointed persons are: Jadie Wardle and Bhavini Karai. 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
- Informing commissioners and sending students 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 appendix 2)
- Keeping their contact details up to date

Clover Learning Community's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the learning community premises.

3.2 The directors

The directors have ultimate responsibility for health and safety matters in the provision, but delegates operational matters and day-to-day tasks to the Head of Centre and staff members.

3.4 The Head of Centre

The Head of Centre 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 learning community 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 students
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

Staff at Clover Learning Community are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders at Clover Learning Community are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head of Centre 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 student is too unwell to remain at the provision, commissioners and
- 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, an appointed person 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 students off the learning community's premises, staff will ensure they always have the following:

- A Clover Learning Community mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the educational visits' coordinator prior to any educational visit that necessitates taking students off provision premises.

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

5. First aid equipment

A typical first aid kit in our learning community 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.

First aid kits are stored in:

- The main office

- The learning community kitchens
- Provision vehicles

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 student's educational record by an appointed person
- 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.

6.2 Reporting to the HSE

The head of centre 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 head of centre 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 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 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>

7. Training

All learning community 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 learning community 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 head of centre and directors every 2 years.

At every review, the policy will be approved by the directors.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting students with medical conditions

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

| Staff member's name | Role | Contact details |
|----------------------------|-----------------------|------------------------------------|
| Jadie Wardle | Head of Centre | Jadie.wardle@cloverlearning.org.uk |
| Bhavini Karia | Deputy Head of Centre | Bhavin.karia@cloverlearning.org.uk |
| | | |
| | | |
| | | |
| | | |

Appendix 2: accident report form

| | | | |
|---|--|-----------------------------|--|
| Name of injured person | | Role/class | |
| Date and time of incident | | Location of incident | |
| Incident details | | | |
| <i>Describe in detail what happened, how it happened and what injuries the person incurred</i> | | | |
| Action taken | | | |
| <i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i> | | | |
| Follow-up action required | | | |
| <i>Outline what steps the provision will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i> | | | |
| Name of person attending the incident | | | |
| Signature | | Date | |

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) |
|-----------------------------|---|------------------------|--|
| First aid | Jadie Wardle Bhavini Karia | Sept. '20 Sept. '20 | Sept. '23 |
| Paediatric first aid | Jadie Wardle Bhavini Karia | Sept. '20 Sept. '20 | Sept. '23 |
| | | | |
| | | | |
| | | | |
| | | | |