

First Aid Policy

PURPOSE

We are committed to ensure that appropriate first aid arrangements are in place for our students, staff and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment and facilities for providing first aid in the workplace.

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse, for the purpose of preserving life and minimising the consequences of injury or illness.

All students also complete Emergency First Aid training as part of mandatory PSE curriculum provision.

Our policy involves providing enough consideration, information and communication to all staff and students, to enable first aid assistance to be sought during normal school hours, in the event of any illness, accident or injury. Where work is regularly undertaken outside these hours, then adequate first aid cover will also be provided. Arrangements for first aid provision and first aid qualified staff availability for off-site activities/trips and visits, will also be provided.

SCOPE

Our duty to provide first aid at work is governed by the Health and Safety at Work Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment, in accordance with the management of Health and Safety at Work Regulations 1992 and the 1999 update, in order to determine what first aid facilities, information, training and personnel are necessary to meet the needs of our school. Our duty also covers the information included in the Education (Independent School Standards) Regulations 2019.

We commit to review this assessment at least annually, and particularly after any incidents or changes, to ensure that current provision is adequate, safe and effective, to enable every student, member of staff and visitor to be well looked after, in the event of any illness, accident or injury, and that all students and staff are aware of the procedures in the event of any illness, accident and injury.

We also commit to review our insurance arrangements annually, to ensure full cover is in place.

In order to comply with the Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- School lesson requirements
- Off site trips and visits

- Needs of travelling and/or lone workers
- Building layout
- Past history of accidents

RESPONSIBILITIES

Responsibilities of OBEC, as an Employer

We will ensure that there are adequate and appropriate first aid supplies, facilities and first aid trained personnel on site. We will also ensure that we will take sufficient steps and precautions, in line with our commitment to good Health & Safety standards, as expected by our Insurance cover.

We will include an assessment of risk in any potential Critical Incident scenario and include sufficient steps and precautions highlighted in the review.

We will ensure that records are kept of accident statistics, to include Near Miss incidents and reports, and will be reviewed each half term by the School Business Manager, as part of the overall Health & Safety review.

We will report accidents to the HSE as required, in relation to accidents that involves death or major injury; and accidents which prevent the injured person from doing their normal work for more than seven days (including acts of physical violence).

We will ensure that day-to-day tasks and overall operational matters are delegated to the Principal, School Business Manager, and all staff as applicable.

Responsibilities of First Aid Personnel (all trained staff members)

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Calling an ambulance where necessary
- Taking charge when a person has been injured or falls ill
- Providing first aid treatment, in accordance with the training they have undertaken
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Taking precautions to avoid infection and follow hygiene procedures, including the use of single use disposable gloves when dealing with blood or other bodily fluids and disposing of dressings or equipment, and washing hands after dealing with a casualty
- Reporting and recording details of any treatment provided, to include the date, time and place of the incident, the name of the injured or ill person, details of the injury and what happened
- Ensuring that the next, consecutive accident record number, in the top section of the Accident Book, correlates with the number being added to the Form, when fully completing the Accident/Incident Report Form.
- Signing and including their name on the report

- Reporting the use of medical supplies, so that the first aid kit can be replenished of stock.

Appointed persons and assigned responsibility: -

The Principal is responsible for implementing this policy and the operational requirements.

The School Business Manager is responsible for ensuring the supply of first aid equipment, and responding to information on specific health conditions or first aid needs.

The School Administrator has delegated responsibility for: -

- ensuring that first aid kits (including the travel kit) are re-stocked when necessary, by notifying the SBM of items needed
- Checking the dates on the contents of all First Aid kits
- Checking and replenishing the contents of all First Aid Kits each half term and as notified, following a report of usage
- Notifying parents/carers via email when individual first aid items for their son/daughter need to be replenished or are near to being out of date

The school Staff are responsible for ensuring they follow first aid procedures, carrying out their responsibilities as First Aid trained personnel, completing accident reports and informing the Principal of any specific health conditions or first aid needs that they become aware of.

PROCEDURES

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premises has been taken ill, or has had an accident, call another member of staff for assistance
- Assess the patient's condition and then call 999 or 112 for advice
- Where a student is involved, notify the Principal, who will contact the parents/carers in the first instance. If the parents/carers cannot be reached the school will make necessary decisions to ensure the student receives prompt and appropriate treatment, in line with parental permission
- If you need to access a first aid kit for personal use, do not remove it from its designated place
- Any loss or damage to first aid equipment must be reported to the School Business Manager
- If a first aid kit is poorly stocked, this should be reported to the School Business Manager
- A first aid kit should be carried by staff on off-site activities or trips where it is deemed that first aid equipment and medication specific to an individual student, will not be readily available. It should be checked before it leaves the building by the staff member taking the trip. This includes a student's individual first aid kit, the checking of which will involve a "second pair of eyes" verification procedure and signature, prior to it going offsite.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the member of staff supervising their visit should administer first aid and call for assistance if necessary, in accordance with the procedures above. If the visitor has had an accident, the member of staff supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

Students with Medical Needs

Any EpiPens, inhalers or specially agreed medication, for individual students, will be kept in their named, individual first aid kit in the main office. The information in relation to the medical needs, allergies, etc. will be given to staff as part of the introductory information regarding new students and will be updated and communicated as necessary throughout the academic year. Where applicable, information for possible emergency situations bespoke to a student, will be displayed in the office.

The School will adopt Inhalers Guidance in respect of the use of emergency salbutamol inhalers and will hold an emergency inhaler, which can be used in the event that a personal inhaler is not accessible. The spare inhaler will be kept in the main office, next to the first aid kit. The lists of First Aiders, in the Main Office, Kitchen and Medical Room, will also highlight where the spare EpiPen is located. The School will also adopt the DfE guidance contained in Human Medicines (Amendment) Regulations 2017, in respect of the use of Anaphylaxis Auto Immune Injectors, when a student is not able to access their own AAI. [Guidance on the use of adrenaline auto-injectors in schools](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/624424/human-medicines-amendment-regulations-2017-guidance-on-the-use-of-adrenaline-auto-injectors-in-schools.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

An individual risk assessment for any student who may require First Aid as dictated by a medical condition will be carried out. The risk assessment will be communicated to all staff, and will be available in the student profile area on SharePoint.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements, which will be renewed at the required timescale, to ensure continuity of the required level of knowledge and practice.

Information for Employees and Communication on First Aid Arrangements

We acknowledge that first aid arrangements, to include the location of equipment, facilities for first aid and the names of first aid trained personnel, will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, the information will be displayed in the Main office, on the cupboard door where the first aid kit is located and in the Kitchen, as well as in the Medical Room. Details on first aid information will be shared with new staff at Induction and information will be available in the Policies section of Sharepoint. Hard copies of the policy and supporting documentation will be available in the Policies folder, available in the main office and the School Business Manager's office.

First Aid boxes can be found in the following areas:

- Main Office
- Kitchen – to include burns cream for practical lessons
- Small Back Medical Room
- Room 3 – to include burns cream for practical lessons

The travel First Aid kit is available in the Main Office, along with individual, named first aid kits for identified students with a medical condition.

Links to other policies

This policy links to the following policies and procedures:

- Accident and Incident Reporting Procedures
- Health and safety policy
- Allergy policy
- Supporting Students with Medical Conditions policy
- School food policy

Approved by: (Principal) (date)

Authorised by: (Chair of Governors) (date)

To be reviewed every: 1 Year

Next review date: May 2026

Date of Review	Reviewed by	Approved by Governors	Date of next review
June 2018 – version 1.0	Alison Dolan	26-06-18	March 2019
Mar 2019 – version 1.1	Alison Dolan	02-04-19	March 2021
June 2021 – version 2.0	Marie Black	13-07-21	June 2022
June 2022- version 2.1	Marie Black	12-07-22	June 2023
April 2023 – version 2.2	Marie Black	11-07-23	April 2024
May 2024 – version 2.3	Marie Black	25-06-24	May 2025
May 2025 – version 2.4	Marie Black		May 2026