



First Aid Policy

Policy Reference	HS006
Author	Executive Business Manager
Policy Agreed (date):	January 2025
Next Review (date):	August 2025
Approved by:	Executive Headteacher

Contents

Contents	2
Version Control	3
1. Aims	4
2. Legislation and guidance	4
3. Roles and responsibilities	4
Appointed person(s) and first aiders	4
The Executive Headteacher	5
Staff	5
4. First aid procedures	5
Lone-working	6
5. First aid equipment	6
6. Record-keeping and reporting	7
First aid and accident record book	7
Reporting to the HSE	7
Notifying parents	8
Reporting to Ofsted and child protection agencies	8
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix I - List of trained first aiders	10
Appendix II Incident Report Form	11

Version Control

Version	Author	Date	Changes
V 1.0	Executive Headteacher	August 2023	First draft
V 1.1	HR Director	August 2024	Updated to reformat and include version control and reference number. Updated list of first aiders.
V 1.2	Executive Business Manager	September 2024	Checked and updated as necessary
V 1.3	Executive Administrator	January 2025	Update Appendix II to reflect edited incident report form and updated list of first aiders.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all mentors, learners and visitors.
- Ensure that mentors 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, 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 learners.

3. Roles and responsibilities

Appointed person(s) and first aiders

The provision's appointed persons are listed in [Appendix I](#). Their names will also be displayed prominently around the provision centres. They are responsible for:

- Ensuring first aid qualifications of staff are up to date
- Ensuring there is an adequate supply of medical materials in first aid kits within the Centres, and replenishing the contents of these kits
- Ensure that all staff members regularly inspect their first aid kits.

All members of staff with lone-working responsibilities are first aid trained. They are responsible for:

- Taking charge when someone is injured or becomes ill during support hours

- 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 staff are not trained and qualified to carry out the role (see section 7). First aid trained staff 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 learners 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

The Executive Headteacher

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

- Ensuring that an appropriate number of appointed persons are present in the provision 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 mentors 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 learners
- Reporting specified incidents to the HSE when necessary (see section 6)

Staff

Staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports (see appendix II) for all incidents they attend to
- Informing the Head of Centre of any specific health conditions or first aid needs

4. First aid procedures

In the event of an accident resulting in injury:

- The staff present will assess the seriousness of the injury and decide if further assistance from a colleague or the emergency services is needed. They will remain on scene until help arrives

- After assessing the injury, provide the required first aid treatment
- Staff will also decide whether the injured person should be moved or placed in a recovery position
- If staff judge that a learner is too unwell to remain in provision, parents will be contacted and transport the learner home. On arrival, staff will recommend next steps to the parents
- If emergency services are called, staff will contact the SLT team via text or whatsapp whilst remaining on the phone to the emergency services. SLT will contact parents immediately
- Staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

Lone-working

Staff lone work and are sometimes in the community. Staff will ensure they always have the following:

- A provision mobile phone
- A portable first aid kit
- Information about the specific medical needs of learners
- Parents' contact details
- Activity specific risk assessments completed prior to any visit.

5. First aid equipment

A typical first aid kit in our provision will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Micropore tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

- Heat retaining blankets
- Eye wash
- Face shields

No medication is kept in first aid kits.

First aid kits checks will be completed regularly to ensure there is sufficient supply and items are on date.

6. Record-keeping and reporting

First aid and accident record book

An accident form will be completed by the staff administering first aid on the same day or as soon as practicable 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 in [Appendix II](#).

A copy of the accident report form will be added to the first aid folder, where a chronology is also available for ALL learners' and staff forms.

Learners will also receive an accident slip to take home to inform parents/carers – this information is also shared via phone and logged on class charts.

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.

Reporting to the HSE

The SLT team 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 Executive SLT 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 organ
 - 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 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: www.hse.gov.uk/riddor/report

Notifying parents

The supporting staff will inform parents of any accident or injury sustained by a learner, and any first aid treatment given, on the same day.

Reporting to Ofsted and child protection agencies

The Executive SLT team will notify Ofsted of any serious accident, illness or injury to, or death of, a learner while in the provisions care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The SLT team will notify IFD of any serious accident or injury to, or the death of, a learner while in the provision's care.

7. Training

A suitable number of staff undertake first aid training.

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

Staff are to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

At each review, the policy will be approved by the executive leadership team.

9. Links with other policies

The first aid policy is linked to::

- Health and Safety policy
- Risk Assessment policy

Appendix I - List of trained first aiders

Staff Member	Role	Phone Number	Email Address
Clifton Centre			
Jo Woolley	Head of Centre	07856 997420	jowoolley@tbap.co.uk
Josh Walker	Deputy Head of Centre	07543 468414	joshwalker@tbap.co.uk
Marcus Griggs	Exams & IT Manager	07516 838296	marcusgriggs@tbap.co.uk
Sophie Hallett	Pastoral Support Practitioner	07516 838236	sophiehallett@tbap.co.uk
Stacey Findley	ASDAN Food & Art Tutor	-	staceyfindley@tbap.co.uk
Clare Noad	Teaching Assistant	07835 404600	clarenoad@tbap.co.uk
Carrie Atwell	Teaching Assistant	07355 937145	carrieatwell@tbap.co.uk
India Mills	PSHE Tutor	-	indiamills@tbap.co.uk
Millenium Centre			
Josh Walker	Head of Centre	07543 468414	joshwalker@tbap.co.uk
Sadie Bence	Pastoral Support	07751 001599	sadiebence@tbap.co.uk
Jodie Hunt	Teaching Assistant	07746 666271	jodiehunt@tbap.co.uk
Georgia Lynn	Teaching Assistant	-	georgialynn@tbap.co.uk
Severn Centre			
Michaela Smith	Head of Centre	07594 780830	michaelasmith@tbap.co.uk
Yasmin Roberts	Higher Level Teaching Assistant	-	yasminroberts@tbap.co.uk
Carla Hopgood	Teaching Assistant	-	carlahopgood@tbap.co.uk
Allison Watson	Higher Level Teaching Assistant	07856 992051	allisonwatson@tbap.co.uk

Appendix II Incident Report Form

NAME OF INJURED PERSON		LEARNER/STAFF/VISITOR/CONTRACTOR	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
NAME OF PERSON FILLING IN RECORD		OCCUPATION OF PERSON FILLING IN RECORD	
INCIDENT DETAILS - WHERE - HOW - CAUSE - INJURY DETAILS			
WAS FIRST AID APPLIED	YES/NO		
IF YES, WHAT WAS DONE			
FOLLOW-UP ACTION			
PARENT/CARER NAME CONTACTED			
DETAILS OF CONVERSATION			
NAME OF PERSON REPORTING CONCERN			
SIGNATURE		DATE	
COMPLETE THIS BOX IF INCIDENT IS REPORTABLE UNDER RIDDOR	HOW WAS IT REPORTED?		
PRINT NAME:	DATE:		