



# First Aid Policy

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Approved by:	Nikita Boydell – Executive Headteacher

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## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, learners 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](#), [health and safety in provisions](#) and [actions for provisions 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
- [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

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

The provision's appointed persons are listed in appendix 1. Their names will also be displayed prominently around the provision.

- 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 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

### 3.2 The local authority

The Bridge has ultimate responsibility for first aid. Wiltshire Council supports with regards to first aid.

### 3.3 The governing board

The Bridge currently has no governing board. However, there is support from the local authority regarding health and safety as well as first aid. Nikita Boydell is to liaise with Gary Burns if necessary.

### 3.4 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 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 learners
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.5 Staff

Provision staff are responsible for:

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

## 4. First aid procedures

### 4.1 In-provision 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 learner is too unwell to remain in provision, 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 SLT team will contact parents immediately
- The first aider 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 learners off the provision premises, 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

Risk assessments will be completed by the SLT team prior to any educational visit that necessitates taking learners off provision premises.

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

## 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
- 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 located in all of our centers and this is clearly signposted on the entrance to each building.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider 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 be added to the first aid folder, where a chronology is also available for ALL learner's and staff forms
  - Students 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.

### 6.2 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 first aider 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 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>

### 6.3 Notifying parents

The centre team will inform parents of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### 6.4 Reporting to Ofsted and child protection agencies

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

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

## 7. Training

All provision 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 provision will keep a register of all trained first aiders, what training they have received and when this is valid until.

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 Executive Headteacher every year.

## 9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

### Appendix 1: list of trained first aiders.

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
<b>Executive SLT</b>		
Nikita Boydell	Executive Headteacher	<a href="mailto:nikitaboyle@tbap.co.uk">nikitaboyle@tbap.co.uk</a>
<b>Clifton Centre</b>		
Jo Woolley	Head of Centre	<a href="mailto:jowoolley@tbap.co.uk">jowoolley@tbap.co.uk</a>
Joshua Walker	Deputy Head of Centre	<a href="mailto:joshwalker@tbap.co.uk">joshwalker@tbap.co.uk</a>
Marcus Griggs	Data Manager	<a href="mailto:marcusgriggs@tbap.co.uk">marcusgriggs@tbap.co.uk</a>
Sophie Hallett	Behavioural Support Practitioner	<a href="mailto:sophiehallett@tbap.co.uk">sophiehallett@tbap.co.uk</a>
Emily Commins	SEMH Practitioner	<a href="mailto:emilycommins@tbap.co.uk">emilycommins@tbap.co.uk</a>
Shaun Duncan	Tutor	<a href="mailto:shaunduncan@tbap.co.uk">shaunduncan@tbap.co.uk</a>
Tom Fowle	Tutor	<a href="mailto:tomfowle@tbap.co.uk">tomfowle@tbap.co.uk</a>
Stacey Findley	Cover Supervisor	<a href="mailto:staceyfindley@tbap.co.uk">staceyfindley@tbap.co.uk</a>
Clare Noad	Teaching Assistant	<a href="mailto:clarenoad@tbap.co.uk">clarenoad@tbap.co.uk</a>
Jessica Palmer	Teaching Assistant	<a href="mailto:jessicapalmer@tbap.co.uk">jessicapalmer@tbap.co.uk</a>
<b>Millennium Centre</b>		
Anne James	Head of Centre	<a href="mailto:annejames@tbap.co.uk">annejames@tbap.co.uk</a>

Sadie Bence	Higher Level Teaching Assistant	<a href="mailto:sadiebence@tbap.co.uk">sadiebence@tbap.co.uk</a>
Jodie Hunt	Teaching Assistant	<a href="mailto:jodiehunt@tbap.co.uk">jodiehunt@tbap.co.uk</a>
<b>Severn Centre</b>		
Michaela Smith	Head of Centre	<a href="mailto:michaelasmith@tbap.co.uk">michaelasmith@tbap.co.uk</a>
Stephanie Griggs	Teacher	<a href="mailto:stephgriggs@tbap.co.uk">stephgriggs@tbap.co.uk</a>
Yasmin Roberts	Higher Level Teaching Assistant	<a href="mailto:yasminroberts@tbap.co.uk">yasminroberts@tbap.co.uk</a>
Carla Hopgood	Teaching Assistant	<a href="mailto:carlahopgood@tbap.co.uk">carlahopgood@tbap.co.uk</a>
Belinda Taylor	Teaching Assistant	<a href="mailto:belindataylor@tbap.co.uk">belindataylor@tbap.co.uk</a>

## Appendix 2: accident report form

NAME OF INJURED PERSON		STUDENT/STAFF	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT 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	