

## First Aid Policy Group

<b>Policy Reference:</b>	<i>A92-HYL</i>
<b>Version Number:</b>	<i>6</i>
<b>Applies to:</b>	<i>All services</i>
<b>Associated documents:</b>	<i>Health and safety policy Health and safety A-Z Arrangements Infection control policy Accident reporting policy Risk assessment policy Transportation policy</i>
<b>Approved by:</b>	<i>Group Health and Safety Manager</i>
<b>Implementation date:</b>	<i>June 2022</i>
<b>Next review due by:</b>	<i>June 2024</i>
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

## 0. Summary of changes since previous version of policy

- > Updated to the new template
- > Additional information in section 8 training, guidance on requirements

## 1. Aims

The aims of our first aid policy are to:

- 1.1 Ensure the health and safety of all employees, children, young people and visitors
- 1.2 Ensure that employees are aware of their responsibilities regarding to health and safety
- 1.3 Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and statutory requirements

The Health and Safety at Work etc. Act 1974	<a href="#">LINK</a>
The Management of Health and Safety at Work Regulations 1999	<a href="#">LINK</a>
The Health and Safety (First-Aid) Regulations 1981	<a href="#">LINK</a>
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	<a href="#">LINK</a>
The Education (Independent School Standards) Regulations 2014	<a href="#">LINK</a>
Children's Homes (England) Regulations 2015	<a href="#">LINK</a>
The Childcare (General Childcare Register) Regulations 2008	<a href="#">LINK</a>
Care Quality Commission guidance	<a href="#">LINK</a>
First Aid in schools	<a href="#">LINK</a>
Health and Safety advice for schools	<a href="#">LINK</a>
Data Protection Act 2018 (GDPR)	<a href="#">LINK</a>
Ofsted Chief Inspector - Schools Registered as Child Care Providers Children's Home Notifications	<a href="#">LINK</a>
Accident book – GDPR compliant	<a href="#">LINK</a>
Work Nest website	<a href="#">LINK</a>

### 3. Scope

The Executive Team has ultimate responsibility for health and safety matters across the group, but will delegate operational matters and day-to-day tasks to the Site Lead of each service and staff members.

### 4. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, on all sites – and dependent upon the first aid needs assessment each site must have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

#### 4.1 The Site Lead will:

- 4.1.1 Ensuring the site has completed a first aid needs assessment.
- 4.1.2 An appropriate number of appointed person(s) and first aiders are present on site at all times.
- 4.1.3 First aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- 4.1.4 All staff are aware of first aid procedures; including but not limited to the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the sites first aid needs.
- 4.1.5 Undertaking, or ensuring that risk assessments are carried out, as appropriate, and that appropriate measures are put in place.
- 4.1.6 Adequate space is available to treat any medical needs of anyone that requires treatment.
- 4.1.7 Reporting specified incidents to the HSE when necessary (see section 7).
- 4.1.8 Ensure this policy is communicated and followed, any local procedures maybe created following guidance within this policy. Seek advice from the Group Health and Safety Manager if required.

#### 4.2 Appointed Person(s) and first aiders:

At each site are responsible for:

- 4.2.1 Taking charge when someone is injured or becomes ill.
- 4.2.2 Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- 4.2.3 Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- 4.2.4 First aiders are trained and qualified to carry out the role (see section 8) and are responsible for.

4.2.5 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.

4.2.6 Sending pupils home to recover, where necessary.

4.2.7 Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

4.2.8 Keeping their contact details up to date.

The site's appointed person(s) and first aiders are to be listed and displayed (with photos) prominently around the school site.

### **4.3 Appointed Person(s) and first aiders:**

All staff are responsible for:

4.3.1 Ensuring they follow first aid procedures.

4.3.2 Ensuring they know who the first aiders are.

4.3.3 Completing accident reports for all accidents they attend.

4.3.4 Informing the Site Lead or their manager of any specific health conditions or first aid needs.

## **5. First Aid Procedures**

### **5.1 On site procedures:**

In the event of an accident resulting in injury:

5.1.1 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.

5.1.2 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.

5.1.3 If the injured person (or their parents, in the case of children or young people) has not provided their consent to the site to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment).

5.1.4 The first aider will also decide whether the injured person should be moved or placed in a recovery position.

5.1.5 If the first aider judges that an injured person is too unwell to remain in, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

5.1.6 If emergency services are called, the first aider will arrange to contact parents immediately.

5.1.7 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.

### **5.1 Off site procedures:**

Risk assessments will be completed before any off site activities.

When taking children or young people off site, staff will ensure they always have the following:

5.2.1 A mobile phone.

5.2.2 A portable first aid kit – where no specific risk is identified the minimum contents of the first aid kit should be a leaflet with general first aid advice, sterile adhesive dressings, sterile un-medicated dressings, triangular bandages, safety pins, cleansing wipes and gloves.

5.2.3 Information about the specific medical needs of the children or young people.

5.2.4 Parents' contact details.

5.2.5 Adhere to Transportation policy.

The procedure in 5.1 will be followed as closely as possible for any off-site accidents

There will be at least one first aider on off site visits.

## 6. First Aid Equipment

A typical first aid kit 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
- Gloves

No medication is kept in first aid kits.

First aid kits are stored in the medical room, Reception and any other location deemed appropriate on each site.

## 7. Record Keeping

First aid kits are to be checked monthly and kept up to date and with all appropriate equipment.

### 7.1 First aid and accident record book:

7.1.1 An accident form will be completed by the first aider on the same day of the accident, if required a RIDDOR form to be completed (see Accident Reporting Policy AS1)

7.1.2 As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident report form.

7.1.3 For accidents involving children or young people, a copy of the accident report form will also be added to their file.

7.1.4 Records held in the first aid and accident book will be retained by the site 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.

## 7.2 Notifying parents:

The first aider or Site Lead will inform parents of any accident or injury sustained by a child, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

## 7.2 Reporting to Ofsted and child protection agencies:

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

The will also notify local child protection agencies of any serious accident or injury to, or the death of, a child while in the school's care.

## 8. Training

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

In any school with an early years provision, at least 1 staff member at all times will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Suggested number of First Aid personnel to be available at all times when at work. Appointed Person (AP), Emergency First Aid at Work (EFAW) and First Aid at Work (FAW). Within Adult Care sectors Basic Life Support First Aid training is required.

LEVEL OF RISK (Informed by general risk assessments)	NUMBER OF PERSONNEL	NUMBER OF FIRST AIDERS REQUIRED (as suggested by the HSE)
<b>Low risk</b>	<25	At least <b>1 Appointed person</b>
	25-50	At least <b>1 EFAW</b> trained First Aider
	>50	At least <b>1 FAW</b> trained First Aider for every 100 (or part thereof)
<b>High risk</b>	<5	At least <b>1 Appointed person</b>
	5-50	At least <b>1 EFAW</b> trained First Aider (consider the type of injuries that may occur)
	>50	At least <b>1 FAW</b> trained First Aider for every 50 (or part thereof)

## 9. Monitoring arrangements

This policy will be reviewed by the Group Health and Safety Manager every two years.  
The first aid provision will be reviewed by the Site Lead annually.

## 10. Local Site Procedures

### First Aiders

Hyde lodge is committed to ensuring all staff are trained in First Aid. First Aid should only be administered by one of the qualified First Aiders. First aid lists are located in the office and entrance to Hyde lodge. If First Aid is administered the parents/Manager of young person must be informed. All precautions should be taken and attend A&E or call 999 if its more serious or unknown injury.

### Location of First Aid Boxes

It is the responsibility of the housekeeper and senior leadership team in Hyde to monitor and restock the first aid kits.

First aid boxes are located in:

- Mitchells flat under sink
- Upstairs Kitchen in draw signposted first aid kit
- Downstairs cupboard by dishwasher signposted first aid kit

### Accident/Injury Reporting

ALL accidents and injuries to the young adults should be fully recorded on the appropriate form and all relevant parties informed. See Accident Reporting Policy.