



The right support, at the right time

First Aid Policy

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This policy sets out the procedures for staff administering first aid at Leading Futures Alternative Provision.

Contents

1. Aims
 2. Legislation and Guidance
 3. Roles and Responsibilities
 4. First Aid Procedures
 5. First Aid Equipment
 6. Record-Keeping and Reporting
 7. Training
 8. Monitoring Arrangements
 9. Links with Other Policies
- Appendix 1: Staff Qualifications
- Appendix 2: Accident Report Form
- Appendix 3: First Aid Training Log

First Aid Telephone Numbers

- Leading Futures Office - TBC
- Director of Service - 07397 908929
- Director of SEND - 07862 202416

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 and Directors 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 schools](#) and [health and safety in schools](#), 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

3. Roles and Responsibilities

3.1. Appointed Person(s) and First Aiders

The alternative provisions appointed persons for first aid are **Emma Rennie-Gibbons** and **Samantha Webster**. They are responsible for:

- Ensuring that an appropriately qualified person is available 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.

All of our alternative provision's appointed person/s and first aiders are listed in Appendix 1.

3.2. The Directors

The Directors have ultimate responsibility for health and safety matters in the alternative provision, but delegate operational matters and day-to-day tasks to the staff members.

3.3. The Director of Service

The Director of Service is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel 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 Health and Safety Executive (HSE) when necessary (see section 6).

3.4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports (see Appendix 2) for all incidents they attend to where a first aider is not called.
- Informing the Director of Service or Director of SEND of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1. In-house 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 school, parent/ carer will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parent/ carer.
- If emergency services are called, the first aider or Administration staff will contact parent/ carer as soon as reasonably practical.
- 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.
- First aiders are able to administer medicines with the appropriate paperwork and instructions provided.

4.2. Medicines Administration In Schools

First aid at work does not include giving tablets or medicines to learners. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Staff would never give aspirin to a child younger than 16, unless it has been prescribed by a doctor.

For further information on administering medicines to learners see our Supporting Learners With Medical Conditions and Administering Medication Policy.

4.3. Off-site Procedures

When taking learners off the provision premises, staff will ensure they always have the following:

- A school mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of learners.
- Parent/ carer contact details.
- Inhalers or necessary medications (this includes food for named individuals).

Risk assessments will be completed by our **Engagement Lead**, with guidance from the **first aider** or **appointed person**, prior to any educational visit that necessitates taking learners off provision premises.

There will always be at least one first aider with a current first aid certificate on educational trips, as required under statutory guidance.

There will always be at least one first aider on educational trips.

5. First aid equipment

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

- PPE equipment including aprons, masks, hand sanitisers.
- A leaflet with general first aid advice.
- Regular and large bandages.
- Eye pad bandages.
- Triangular bandages.
- Adhesive tape.
- Adhesive dressings (not less than 15.0 cm × 20.0 cm).
- Disposable gloves.
- Antiseptic wipes.
- Plasters of assorted sizes.

- Scissors.
- Cold compresses.
- Burns dressings.
- Sterile eye pads, with attachments.
- Assorted safety pins.
- Pair of rustless blunt-ended scissors.

No medication is kept in first aid kits.

First aid kits are stored in:

- The front office.
- Alternative provision vehicles in the event of a trip offsite.
- Plus defibrillator.

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.
- Records held in the first aid and accident book will be retained by the alternative 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 provision 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 Director of Service 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.

- o Any injury likely to lead to permanent loss of sight or reduction in sight.
- o Any crush injury to the head or torso causing damage to the brain or internal organs.
- o Serious burns (including scalding).
- o Any scalping requiring hospital treatment.
- o Any loss of consciousness caused by head injury or asphyxia.
- o 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 alternative provisions include, but are not limited to:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - o The accidental release of a biological agent likely to cause severe human illness.
 - o The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - o An electrical short circuit or overload causing a fire or explosion.
 - o Information on how to make a RIDDOR report is available here:
[How to make a RIDDOR report.](#)

6.3. Notifying Parents

The school will inform parents/ carers 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 provision 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.

7. Training

All **Leading Futures** 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 (see Appendix 1).

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

8. Monitoring Arrangements

The Directors review their first aid needs after any major changes, such as changes to staff or premises, to make sure the provision remains safe and compliant.

Directors ensure that staff, learners, parents and carers are aware of their first aid arrangements. This policy will be reviewed by the Director of Service annually.

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 Guidance Statement
- Supporting Learners With Medical Conditions and Administering Medication Policy

Appendix 1

| Staff member's name | Role | Qualification / First aid Qualification | Expiry date |
|---------------------|--------------------------------------|--|--------------|
| Emma Rennie-Gibbons | Director of Service Appointed Person | FAA Level 3 Award in Emergency First Aid At Work (RQF) | 3rd Feb 2028 |
| Samantha Webster | Director of SEND Appointed Person | | |
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Appendix 2: Leading Futures Accident Report Form

| Leading Futures Accident Report (Part A) | | | | | | | | | | | |
|--|--|---------|--|----------|--|--|--|--------|--|------------|--|
| Name of injured person: | | | | | | | | | | | |
| Injured person status: | | Learner | | Employee | | Visitor | | Public | | Contractor | |
| Date and time of incident: | | | | | | Precise location of incident: | | | | | |
| Incident details: (Consider the activity at the time of incident, how did it happen? Any equipment involved) | | | | | | | | | | | |
| | | | | | | | | | Sketch if this would illustrate events more clearly: | | |
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| Staff based actions: | | | | | | | | | | | |
| Learner Received First Aid at the Scene and Released | | | | Y N | | Parent/Carer Contacted | | | | Y N | |
| Learner Received First Aid and taken to Recovery Area | | | | Y N | | Unable to Contact Parent | | | | Y N | |
| Staff Administer Approved Medication | | | | Y N | | Collected from School | | | | Y N | |
| Staff call Doctor or Emergency Services** | | | | Y N | | Parent Taking Learner to Hospital ** | | | | Y N | |
| Any additional actions taken by the first aider: | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| What follow-up action is required? | | | | | | | | | | | |
| First Aider to Investigate and Contact Appropriate Person | | | | Y N | | Contact LA | | | | Y N | |
| Feedback to Teacher or Subject Leader | | | | Y N | | Contact Home School | | | | Y N | |
| Feedback to Member of SLT | | | | Y N | | Contact Family | | | | Y N | |
| Feedback to Director | | | | Y N | | Call meeting of stakeholders to discuss incident | | | | Y N | |
| Additional Notes if required: | | | | | | | | | | | |
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| | | | | | | | | | | | |
| Name of person attending the incident | | | | | | Signature: | | | | Date: | |
| THIS FORM MUST BE SENT TO A DIRECTOR WITHIN THE SAME WORKING DAY OF INCIDENT | | | | | | | | | | | |

** = Please complete Part B on the reverse of this form

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|---|-------|---------------------|----------------|
| Leading Futures Accident Report (Part B) | | | |
| Part B is only to be completed if the incident has led to hospital treatment or if the first aider feels there is a need for a formal investigation by H&S leads to prevent repeat occurrences. | | | |
| Name of Director | | Date Form Received: | |
| Was the first aider authorised to carry out treatment? | Y N | Names of Witnesses: | 1. 2. 3. |
| Are you satisfied that the information in Part A is correct? If NO, please provide details: | | | |
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| What has been done to prevent a recurrence of the incident? | | | |
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| Additional Information if required: | | | |
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| | | | |
| | | | |
| Signature: | | Date: | |
| PART B MUST BE COMPLETED (IF REQUIRED) WITHIN 1 WORKING DAY OF INCIDENT AND RETURNED TO A DIRECTOR | | | |

[illegible]