



FIRST AID POLICY

Last Reviewed	September 2024
Reviewed by	Naomi Fearon
Reviewed by Governors:	
Governor Names:	
Next Review	September 2025

First Aid Policy

Policy Statement

Take 1 is committed to ensuring the health, safety, and welfare of all individuals on-site, including staff, students, and visitors. The school will ensure that adequately trained personnel are available to manage accidents and injuries effectively and in compliance with statutory requirements.

This policy should be read in conjunction with the **Health and Safety Policy**.

Objectives

1. First Aid Personnel

The school will ensure that there is always at least one qualified First Aider on-site at all times. First Aiders will be trained according to the latest guidelines provided by the Health and Safety Executive (HSE) and the Department for Education (DfE). Regular refresher courses will be arranged to maintain skills and knowledge.

2. First Aid Kits

First Aid Kits are readily available across the school premises. These will be regularly checked and replenished on a monthly basis by the Designated First Aider. Out-of-date supplies will be replaced immediately.

3. Record Keeping

All accidents and injuries, whether to staff or students, must be recorded in the Accident Book. Separate books will be maintained for staff and children. It is the responsibility of the supervising adult to ensure that the accident is logged properly.

For all incidents involving young people, the parent/carer will be notified as soon as possible. If the injury is serious or involves the head, parents/carers must be informed immediately.

Serious incidents must be reported in accordance with **RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)** where applicable. The Headteacher or senior person in charge must be informed and will oversee reporting procedures.

4. First Aid Procedures

Minor injuries can be treated by a trained First Aider. In the event of a more serious injury, or if there is uncertainty, the First Aider will assess the situation and, if necessary, call for medical assistance. Consent for treatment will have been obtained at the time of a student's admission, allowing First Aiders to proceed with care as appropriate.

Parents will be provided with an accident report at the end of the day.

5. Equipment and Supplies

Written by Naomi Fearon 9th September 2024

Each first aid box will contain:

- A general guidance leaflet on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- 4 sterile triangular bandages
- 6 safety pins
- 6 medium-size sterile unmedicated dressings
- 2 large-size sterile unmedicated dressings
- Disposable gloves and other personal protective equipment (PPE)

No creams, antiseptics, lotions, or medications should be kept in the first aid kits. CPR masks will also be available on-site.

6. Training

The Headteacher is responsible for ensuring that an adequate number of staff members are trained in first aid. Training should comply with HSE and DfE guidelines. First Aiders must attend refresher courses every three years, and training records will be kept in the personnel files.

All staff will be informed about the location of first aid kits and their responsibilities in case of an emergency.

7. First Aid in the Event of COVID-19

In line with government guidance on COVID-19, any individual displaying symptoms will be isolated until they can leave the building or be collected by a parent or guardian.

First Aiders are permitted to administer first aid while wearing appropriate PPE, including masks, aprons, gloves, and using hand sanitiser. CPR masks are available on-site for respiratory emergencies. Deep cleaning procedures will follow any potential COVID-19 exposure.

Government Guidance on First Aid in Schools (2024 Update)

Schools are required to follow the updated guidance outlined by the Department for Education, including:

Training and Qualifications: Schools must ensure that they have a sufficient number of qualified First Aiders, with at least one person trained in **Emergency First Aid at Work (EFAW)** or **First Aid at Work (FAW)**. For early years settings, at least one person with a **Paediatric First Aid (PFA)** certificate must be present.

First Aid Kits and Equipment: Kits should include up-to-date supplies and be checked regularly. The contents should align with ****Health and Safety Executive (HSE)**** recommendations. Schools must ensure that personal protective equipment (PPE) is available when there is a risk of contamination from blood or body fluids.

Defibrillators: It is recommended that schools consider having access to an automated external defibrillator (AED). Training on the use of AEDs should be provided as part of first aid training courses.

- **RIDDOR Reporting:** Schools must report certain types of accidents, injuries, and illnesses to the Health and Safety Executive under the RIDDOR guidelines. This includes significant incidents like fractures, amputations, and any injury resulting in hospitalization.

This version includes the latest expectations from government guidance regarding first aid in schools. Let me know if you'd like any further adjustments.