TAKE 1 STUDIOS

FIRST AID POLICY
Review Date 19/08/2027

1. Policy statement

Take 1 Independent School is committed to ensuring the health, safety, and welfare of pupils and staff. The school will ensure that trained personnel, appropriate equipment, and clear procedures are in place 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.

2. Objectives

2.1 First Aid Personnel

- A qualified First Aider will be present on-site at all times.
- First Aiders will be trained in accordance with HSE and DfE guidance.
- Refresher training will be arranged to maintain competence.
- Training records will be maintained by the Senior Leadership Team.

2.2 First Aid Kits

- First Aid Kits will be available across the premises.
- Kits will be checked and replenished monthly by the Designated First Aider.
- Out-of-date supplies will be replaced immediately.

2.3 Record Keeping

- *"All accidents and injuries… must be recorded in the Accident Book."*
- Separate accident books will be maintained for staff and pupils.
- The supervising adult is responsible for ensuring incidents are logged.
- *"For all incidents involving young people, the parent/carer will be notified as soon as possible."*
- Head injuries or serious injuries require immediate parental contact.
- Serious incidents will be reported under RIDDOR where applicable.
- The Senior Leadership Team will oversee reporting procedures.

2.4 First Aid Procedures

- Minor injuries may be treated by a trained First Aider.
- Serious injuries or uncertainty require assessment and possible medical assistance.
- Consent for treatment is obtained at admission.
- Parents/carers will receive an accident report at the end of the day.
- Severe allergic reactions must be managed using the Anaphylaxis Emergency Procedure.

2.5 Equipment and Supplies

Each first aid box will contain:

- Guidance leaflet
- Sterile adhesive dressings
- Sterile eye pads
- Triangular bandages
- Safety pins
- Medium and large sterile dressings
- Disposable gloves and PPE
- CPR masks

No creams, antiseptics, lotions, or medications will be stored in kits.

2.6 Training

- The Senior Leadership Team ensures adequate numbers of trained First Aiders.
- Training will follow HSE and DfE requirements.
- Refresher training every three years.
- All staff will be informed of kit locations and emergency responsibilities.

3. First Aid and Infection Control

In line with current government guidance:

- Individuals displaying symptoms of infectious illness will be isolated until collected.
- First Aiders may administer first aid while wearing PPE.
- CPR masks will be used for respiratory emergencies.
- Deep cleaning will follow any potential exposure.

4. Government Guidance (2024 Update)

Take 1 will comply with:

- HSE First Aid Regulations
- DfE First Aid in Schools guidance
- Requirements for trained First Aiders (EFAW/FAW/PFA)
- AED (defibrillator) recommendations
- RIDDOR reporting duties

5. Monitoring and Review

The Proprietor and Senior Leadership Team will monitor:

- Accident records
- RIDDOR reports
- First Aid Kit checks
- Training records
- Any patterns or concerns

This policy will be reviewed annually or sooner if statutory guidance changes.