

Policy / Procedure Cover Sheet

Policy/Procedure	First Aid Policy		
Type	Health & Safety		
Applies to project(s)	All	Policy No	HS/03
Created by(owner)	Judith Little		
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Change History

Version	Description	Date issued	Reason	Approved by
1.0	New Policy	01.03.2020	New Policy	CF

Related Policies:

Policy Ref No.	Policy Name
HS/04	Medical Needs
HS/05	Managing Drugs
HS/10	Accident Reporting

Distribution:

Electronic copy - Website / C:/Company Policies and Procedures/
 Hard copies – All Employees, All Site Files, Office

Section	Health & Safety
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First Aid Policy

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1 Purpose

- 1.1 The guidance in this policy is to ensure our pupils and staff receive good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our centre. This care should extend to emergency first aid provision as well as supporting any medical needs. This policy is written with reference to HSE First Aid at Work (The Health and Safety (First Aid) Regulations 1981) Guidance.
- 1.2 This policy:
- i. gives clear structures and guidelines to all staff regarding all areas of first aid
 - ii. clearly defines the responsibilities of all staff
 - iii. enables staff to see where their responsibilities end
 - iv. ensures good first aid cover is available in the centre and on visits
- 1.3 *New staff are given a copy of this policy when they are appointed.*

2 Scope

- 2.1 This policy applies to all staff. It does not differentiate between managers, teachers, support and clerical staff.

3 First Aid Provision

- 3.1 The administration and organisation of first aid provision is important to ensure safety requirements are met. Annual procedures which check safety procedures and systems are in place with designated roles identified. The centre is subject to audits by Warwickshire County Council.
- 3.2 We will ensure that there is always at least one emergency first-aid trained member of staff in the centre. At break and lunch times there is always a first aider available.
- 3.3 When children are taking part in off-site visits, a risk assessment is always completed. If the risk assessment identifies the need for a first aider, every attempt will be made to ensure that a first aider is available to take part in the visit.

4 Training

- 4.1 All members of staff are able to request emergency first-aid training. Staff receive an update on First Aid procedures within the annual Health and Safety briefing in September of each year and regular updates are given through staff meetings. New members of staff are also briefed on procedures as part of their induction. The centre keeps a list of who is first-aid trained and when their training is valid until (located in centre's main office). The centre lead is Judith Little who is responsible for organising first-aid training.

5 Roles and Responsibilities

- 5.1 The main duties of the first aider are:
- i. to complete a training course approved by the Health and Safety Executive, as required
 - ii. to ensure the first aid kits are complete to Health & Safety standards
 - iii. to give immediate help to casualties with common injuries and those arising from specific hazards at the centre
 - iv. when necessary, ensure that an ambulance or other professional medical help is called.

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6 Appointed Persons

- 6.1 There is a lead appointed person within the centre to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence the lead appointed person, the second appointed person will carry out this role.
- 6.2 However, there is an expectation that all adults will act responsibly at times of emergency and are required to be familiar with the location of the first aid kits around the building. There is a written record of the location of first aid kits in the main office.
- 6.3 An iced gel pack can be found in the first aid drawer in the centre’s office. The contents of the First Aid kit will be regularly checked and replenished by the first aider.
- 6.4 It is important to note that no medication of any kind is contained within the first aid kit and that no member of staff should offer another staff member or any child any medication.

7 Accidents

- 7.1 In the event of a pupil having an accident involving an injury or suspected injury during the school day, the following procedure will be followed:
 - i. send adult/suitable child to named first aider for support
 - ii. ensure safety of injured pupil/and other pupils
 - iii. do not take action until first aider arrives
- 7.2 All members of staff should be aware of any allergies of children or team members, and of anyone who is taking long-term medication that may affect treatment, i.e. daily aspirin. A list has been compiled and is held in the main office.
- 7.3 The postcode of the each centre should be visible on the first aid kit, should this information eventually be required.
- 7.4 The power isolation point of each building is also recorded on the general first aid information held in the main office, should it be necessary to isolate power in the building.
- 7.5 In the case of an emergency where an ambulance is required, the number to call is 999. The person making the call is required to give the following details to the ambulance control centre:
 - i. what has happened
 - ii. the casualty’s name
 - iii. the casualty’s age
 - iv. whether the casualty is breathing and/or unconscious
 - v. the location of the centre’s post code
- 7.6 If the casualty is a pupil, their parents / carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the main office.
- 7.7 It is important to note that no-one should take a casualty to hospital unless they have:

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- i. someone else available to look after the casualty on the journey
- ii. business class insurance on their vehicle

8 Accident and Injury Reporting

- 8.1 All first-aid incidents should be recorded in the minor incidents file in the main office. In the case of all pupils, staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home.
- 8.2 Where a child has a serious injury or injury to the head, the staff member should inform the Centre manager who will decide whether parents should be contacted immediately.
- 8.3 In the case of a work-related injury, the casualty should complete an incident form, after treatment.
- 8.4 Incident forms are kept in the main office/reception and should be signed by Centre Manager.

Signed **Claire Fyfe**

On behalf of Bright Sparks Learning Centre

Claire E Fyfe

Dated: February 2020

Related Policies:

Medical Policy

Managing Drugs Policy

Accident Reporting Policy

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Appendix 1

First Aid Kit

There is no mandatory list of items to put in a first-aid box. It depends on what the assessment of our needs to be. As a guide, where work activities involve low- level hazards, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid (e.g. HSE’s leaflet Basic advice on first aid at work – see Q10)
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- two sterile eye pads
- four individually wrapped triangular bandages, preferably sterile
- six safety pins
- two large, individually wrapped, sterile, unmedicated wound dressings
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings
- at least three pairs of disposable gloves (you can find more advice at www.hse.gov.uk/skin/employ/gloves.htm).

This is a suggested contents list only.

The contents of any first-aid kit should reflect the outcome of the first-aid needs assessment.

It is recommended that tablets and medicines are not kept in the first-aid box.

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Appendix 2

First Aid Information

Lead First Aider:

First Aider:

Centre Address:

Centre Post Code:

Centre isolation point:

Location of Incident Report form:

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