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**First Aid Policy**

**Original - September 2022**

**Updated – September 2024**

**Reviewed Annually**

The Head of Holistic Services CIC, Catherine Widdrington, accepts her responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledges the importance of providing First Aid for staff, pupils and visitors within the school. She recognises her statutory duty to comply with the ‘Reporting of injuries, diseases and dangerous occurrences’ regulations 2013 (RIDDOR).

**Statement of First Aid organisation.**

The provisions arrangements for carrying out the policy:

* Place a duty on the directors to approve, implement and review the policy.
* Place individual duties on all staff.
* Identify a requirement to report, record and where appropriate investigate all

accidents.

* Require that on all occasions when first aid is administered to staff, pupils and

visitors that this be recorded.

* Require that equipment and materials be provided to carry out first aid treatment.
* Require arrangements to provide training to staff, maintaining a record of that training and reviewing annually.
* Establish a procedure for managing accidents at Tree of Life which require First Aid

treatment.

* Provide information to employees on the arrangements for First Aid.
* Require a risk assessment of the first aid requirements of the provision.

**Arrangements for First Aid materials, equipment and facilities**

The provision will provide materials, equipment and facilities as set out in DfE ‘Guidance on First Aid for schools’, The locations of First Aid Kits are in the kitchen and upstairs storage room. The contents of the kits will be checked on a regular basis by an person appointed for First Aid.(Catherine Widdrington). Staff training on Emergency First Aid at Work will be undertaken regularly and all teaching and support staff will be invited to attend when appropriate.

**Off-site activities**

At least one first aid kit will be taken on all off-site activities, along with individual pupil’s medication such as inhalers, etc. Every vehicle will also have a first aid kit on board. A person who has been trained in first aid will accompany all off-site visits. These will be carried in a clearly marked bag, along with emergency contact details.

**Information on First Aid arrangements**

Tree of Life leads, via the designated First Aider, will inform all staff at the school of:

* The arrangements for recording and reporting accidents
* The arrangements for administering First Aid.
* Those employees with qualifications in first Aid.
* The location of First Aid kits.

In addition, they will ensure that signs are displayed throughout the building to provide information giving the names of staff with first aid qualifications and the location of first aid boxes.

**Accident Reporting**

The Head of Education is aware of their statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to staff.

* An accident that involves an employee being incapacitated from work for more than three consecutive days
* An accident which requires admittance to hospital for in excess of 24 hours.
* Death of an employee
* Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine
* For non-employees and pupils an accident will only be reported under RIDDOR

where it is related to work being carried out by an employee or contractor and the

accident results in death or major injury

* It is an accident in the provision which requires immediate emergency treatment at hospital
* Pupil accidents involving their head - The Head of Holistic Services recognises that accidents involving the pupil’s head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, a copy of the accident form will be sent to the child’s parents/carers and will be notified by telephone call.

**Transport to hospital or home**

One of Tree of Life leads (or designated member of staff in her absence) will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then one of the leads will contact the parents for them to take over responsibility for the child. If the parents can not be contacted, then the leads may decide to transport the pupil to hospital. Where the lead makes arrangements for transporting a child then the following points will be observed:

1. Only staff cars insured to cover such transportation will be used

2. No individual member of staff should be alone with a sick/ injured pupil in a vehicle

3. The second member of staff will be present to provide supervision for the injured pupil