**First Aid policy**

Liberty in the Wild Ltd



|  |  |  |
| --- | --- | --- |
| **Approved by:** | Kamilla Woodburn-Minott and Liz Crowford |  |
| **Last reviewed on:** | April 2024 | |
| **Next review due by:** | April 2025 | |

**Introduction**

This policy outlines the school’s responsibility to provide adequate and appropriate First Aid to pupils, staff, parents/carers and visitors and, to have in place the procedures in place to meet that responsibility. This policy is reviewed annually.

**Aims**

* To identify the First Aid needs of the school in line with [T HYPERLINK "https://www.legislation.gov.uk/uksi/1999/3242/contents/made"he Management of Health and Safety at Work Regulations 1999](https://www.legislation.gov.uk/uksi/1999/3242/contents/made).
* To ensure that First Aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.

**Objectives**

* To appoint an appropriate number of suitably trained staff as First Aiders to meet the needs of the school
* To provide relevant training and ensure monitoring of training needs
* To provide sufficient and appropriate resources and facilities
* To inform staff, pupils and parents/carers of the School’s First Aid arrangements
* To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**Personnel**

The Directors are responsible for the health and safety of employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils, visitors and contractors.

The Directors must ensure that an annual Health & Safety assessment is carried out by an appropriate person and additional risk assessments are carried out as needed e.g. for work to be done by contractors during school hours. The Directors should ensure that the appointments, training and resources for First Aid arrangements are appropriate and in place and that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

**The Directors**

The Directors are responsible for putting policy into practice and for developing detailed procedures.

They should ensure that the policy and information on the school’s arrangements for First Aid are made available to parents/carers.

Staff and volunteers are expected to do all they can to secure the welfare of the pupils.

**First Aiders**

First Aiders, must have undertaken emergency first aid training First Aiders must have completed and keep updated a training course approved by the HSE.

First Aiders will:

* Take charge when someone is injured or becomes ill
* Look after the first aid equipment e.g. restocking the first aid boxes
* Ensure that an ambulance or other professional medical help is summoned when appropriate
* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
* When necessary, ensure that an ambulance or other professional medical help is called

In selecting First Aiders the Directors should consider the person’s:

* Reliability and communication skills
* Aptitude and ability to absorb new knowledge and learn new skills
* Ability to cope with stressful and physically demanding emergency procedures
* Normal duties; a First Aider must be able to leave to go immediately to an emergency

**Risk assessment**

A Health & Safety review is required to be carried out at least annually, and when circumstances alter, by an appropriately qualified person. Recommendations on measures needed to prevent or control identified risks should be forwarded to the Directors.

**Re-assessment of First Aid provision**

As part of the schools’ annual monitoring and evaluation cycle -

* The Directors review the schools’ First Aid needs following any changes to pupils, staff, building/site, activities, off-site facilities, etc
* The Directors monitor the number of trained First Aiders, alerts them to the need for refresher courses and organises their training sessions
* The First Aiders check the contents of the first-aid boxes weekly

**Providing information**

The Director will ensure that staff, parents/carers and pupils are informed about the schools’ first-aid arrangements.

First Aiders will -

* Explain school procedures in training for new staff as part of their induction programme
* Maintain a first-aid file, notice board and related medical documentation for when needed and inline with GDPR requirements
* Review basic medical procedures & practices as needed in school
* Alert staff during a specific outbreak of illness in school regarding management and procedures in place
* Give all staff information on the location of equipment, facilities and first-aid personnel.
* To provide regular information and updates for parents/carers in regard to any outbreak of illness in school.

**Provision**

**How many first-aid personnel are required?**

The Directors will consider the findings of the Heath and Safety review in deciding on the number of first-aid personnel required. The school is considered a low risk environment, but the Directors will consider the needs of specific times, places and activities in deciding on provision.

In particular should be considered -

* Off-site PE
* School trips
* Science lessons
* DT/Art
* Playground and Indoor Play area
* Adequate provision in case of absence, including trips
* Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of First Aiders is available at all times when people are on the centre premises during school hours.

The minimum number of certified First Aiders for Liberty in the Wild Ltd is one per 15 pupils/staff.

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

**First-aid materials, equipment and facilities**

The Directors must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available. All first-aid containers must be marked with a white cross on a green background

* Each school bus must carry a first-aid container on school trips
* First aid containers must accompany LITW staff when outside activities are taking place.

Spare stock should be kept in the centre.

First Aiders have the responsibility for checking and restocking the first-aid containers:

* In the main learning centre
* On buses
* For outside activities

**Accommodation**

The Directors must provide a suitable space for medical treatment and care of children during school hours. This does not need to be a dedicated area but should be close to a lavatory and a washbasin.

**Hygiene/Infection control**

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places.

**Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The Directors must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE-

* Involving employees or self-employed people working on the premises:
* accidents resulting in death or major injury (including as a result of physical violence)
* accidents which prevent the injured person from doing their normal work for more than three days

For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents.

* Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work. i.e. if it relates to:

* Any school activity, both on or off the premises
* The way the school activity has been organised and managed
* Equipment, machinery or substances
* The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

* The Directors are responsible for ensuring this happens.
* The Directors must ensure completion and forwarding of a RIDDOR Form

**Record Keeping**

Statutory accident records: The Directors must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years.

School’s central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Heads must ensure that a record is kept of any first aid treatment given by First Aiders or appointed persons. This should include:

* the date, time and place of incident
* the name (and class) of the injured or ill person
* details of their injury/illness and what first aid was given
* what happened to the person immediately afterwards
* name and signature of the First Aider or person dealing with the incident

The Directors must have in place procedures for ensuring that parents are informed of significant incidents.

**Monitoring**

Accident records can be used to help the centre identify trends and areas for improvement. They help to identify training or other needs and may be useful for insurance or investigative purposes.

The Directors should establish a regular review and analysis of accident records.