



First Aid Policy

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Document Author	Will Chitty - Principal

Revisions Log

Date	Pages/Whole Document	Description of Change	Origin of Change (e.g. Routine Update, request for Review)

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Appendix 1: list of appointed first aiders

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplications](#) guidance, advice from the Department for Education on [first aid in colleges, health and safety in colleges](#) and [actions for colleges during the coronavirus outbreak](#), and the following legislation:

[The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

[Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

[The Education \(Independent College Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The college's appointed first aiders can be found in Appendix 1. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident on Medical Tracker and or Smartlog.
- Keeping their contact details up to date

Our college's first aiders are listed in appendix 1. Their names will also be displayed prominently around the college.

3.2 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the college, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the college at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

College staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in college are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-college procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in college, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the college Office Manager or Office Administrator will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on Medical Tracker/Smarttlog the same day or as soon as is reasonably practical after an incident resulting in an injury.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

During times of health crisis: we will use our 'best endeavours' to ensure 1 person with a full PFA certificate is on site when children aged 2 to 5 are present. If, after taking all possible steps in our power, we're still unable to secure a staff member with a full PFA certificate, we will carry out a written risk assessment and ensure someone with a current first aid at work or emergency PFA certification is on site at all times when these children are.

Following times of Covid strict guidance: First aiders will continue to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.

4.2 Off-site procedures

When taking pupils off the college premises, staff will ensure they always have the following:

- A college mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off college premises. This will be checked by the Educational Visits coordinator (EVC) and the Headteacher.

5. First aid equipment

A typical first aid kit in our college will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Student Services
- Reception
- First Aid room (JL building)
- Workshops

6. Record-keeping and reporting

6.1 First aid records

A first aid accident form will be completed on Medical Tracker/Smartlog by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. If the accident involves a head bump Student Services will contact parents to inform them via phone call as soon as possible after the incident and then adds this to CPOMS.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the entry on Medical Tracker/Smartlog

6.2 Reporting to the HSE

The Headteacher will complete a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) using PRIME reporting system.

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to colleges include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All college staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The college will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.
At every review, the policy will be approved by the governing board

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Crewe UTC use Medical Tracker to record all accidents and injuries, including administering of medication for all staff and students.

Any accident reportable to RIDDOR must be reported to the Headteacher (Will Chitty), Senior First Aider and Site Manager and this will then be recorded via PRIME local authority accident reporting online site by the senior first aider as well as shared with TLP Director of Estates (James Routs).

First Aiders



First name	Surname	Certificate number	Date issued	Expiration date	Next course booked for:
Alexis	Hesketh	FAIB032291 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Anthony	Morrey	FAIB032297 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Cristina	Bourne	FAIB032500 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Chris	Wood	FAIB032296 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Jenny	Jones	FAIB032289 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Jo	Tew	FAIB032290 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Sharon	Lovell	FAIB032298 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Sarah	Martin	FAIB032294 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Sarah	Stockton	FAIB032295 - Safe Haven Training Ltd	18/07/2024	18/07/2027	
Shona	Tomkinson	FAIB032292 - Safe Haven Training Ltd	18/07/2024	18/07/2027	