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# First Aid Policy

*Premises covered in this policy:*

## The Meriton – Meriton Street – BS2 0SZ

*(Education 1st Learning Centre)*

**Policy Review**
The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **22nd July 2016**
Reviewed: **16th December 2024** (move of premises)
Reviewed: **14th July 2026**
Date of next review: **14th July 2027**

Signed

Craig Dembicki
Managing Director
Education 1st

## Purpose of this Policy

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal provision hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## Related Policies:

Health and Safety Policy
Body Fluid Spillage Policy
Child Protection and Safeguarding Policy
Trips and Visits Policy
Transport Policy

## Introduction

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our provision.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of provision
- Type of provision
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

## Definitions

- First Aider is a person who has attended, successfully completed and has a valid certificate for Education 1st 's Emergency First Aid at Work training.
- First Aid means:
  (a) Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained and
  (b) Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse

It should be noted that treatment of minor illnesses, by the administration of tablets or medicines, falls outside the definition of First Aid.

## Role and responsibility of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following roles and responsibilities.

The First Aider's role includes:-

- The administration of First Aid up to but not exceeding their level of training.
- Ensuring that any incident and any treatment is recorded in the First Aid book and promoting logged feedback to any first aid treatment.
- Reporting to parents/carers of any minor injuries or first aid administration. This can be done verbally either in person or over the telephone. All injuries and administration will be recorded in the pupil accident book.
- Reporting immediately by phone to the Operations Director (or Operations Manager) and Health and Safety lead all incidents requiring the attendance of a student, member of staff or any person to hospital. The Operations Director (or Operations Manager) will immediately contact parents/carers to inform of any hospital admission via phone.
- Ensuring all spillages of bodily fluids are cleaned up and disposed of promptly (in line with Body Fluid Spillage Policy).
- Maintaining stocks within offsite travel First Aid boxes.
- Understanding the health risks associated with rendering First Aid and be prepared to receive appropriate health and immunisation advice.

The First Aiders' responsibilities include:

- Ensuring their own recommended immunisations/injections are up to date.
- Reporting any illnesses or injuries that would preclude their abilities to administer First Aid to the Health and Safety lead.
- Attend refresher training.
- Responding promptly to all requests for assistance.
- Summoning further help if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.
- Reporting details of any treatment provided.
- Calling an ambulance where necessary.

Appointed persons are responsible for :

- Establishing the First Aid need by risk assessment.
- Providing adequate First Aid equipment and facilities.
- Informing employees of the First Aid trained personnel and location of First Aid Boxes/equipment.
- In the absence of a first-aider, taking charge when a person has been injured or falls ill.
- Calling an ambulance where necessary.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.
- Keeping accurate and up to date records of First Aid incidents. Where possible, promote accident feedback reporting.

Operations Manager / HR Lead is responsible for:

- Ensure that First Aiders maintain their First Aider status by attending refresher training.
- Keep accurate and up to date records of first aid training that informs when staff require refresher training.

**Responsibilities of the Training Provider**

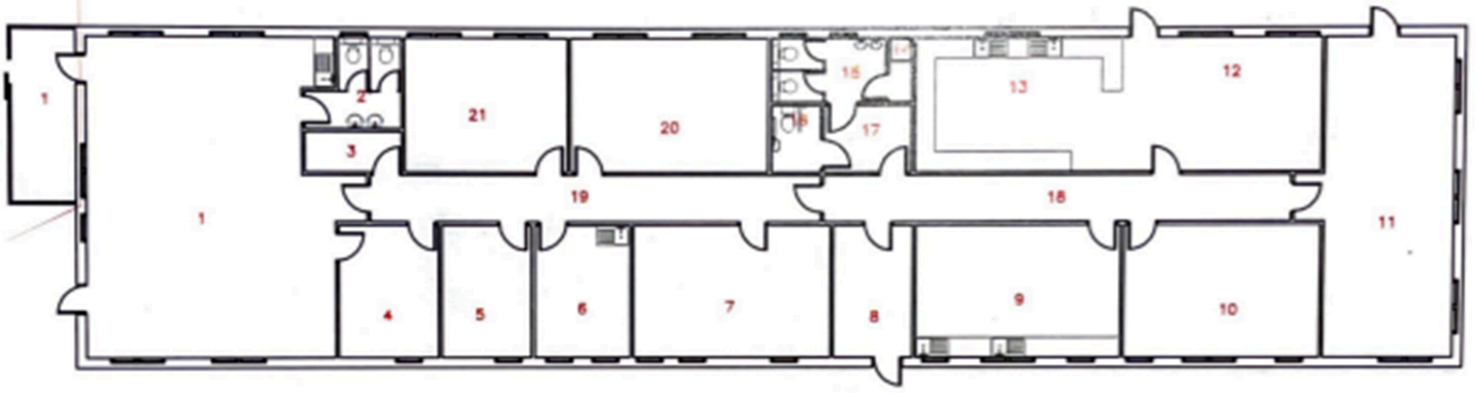
Any First Aid training must be carried out by a reputable and external provider.

**First Aid Facilities**

**The Meriton Centre:**

**Toilets are located at the end of the building in the hall and in the middle of the building.**

- There are sinks in the toilets which are situated in rooms 2 and 15 of the building As outlined in the medical emergency plan a member of staff will ensure, by manning the door, that the female staff toilet and sink is used solely for the emergency and the male staff toilets becomes unisex.
- Another sink is located in room 6.
- The site has a first aid box located in the main office which has sufficient materials to administer first aid as recommended by the HSE.

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**Off-site Activity:**

- Each Mentor has a travelling first aid kit which are provided to them upon induction which they are responsible for maintaining stocks for using the stocks provided in the main office in the storage cupboard.

**Accident and Injury Reporting**

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. Where a child has a serious injury or injury to the head, the staff member should inform a member of senior staff who will decide whether parents should be contacted immediately.

All serious injuries should be reported to senior staff and recorded and reported to the HSE following the RIDDOR 2013 guidelines. This is completed in the premises office.

**Calling the emergency services**

In the case of major accidents, it is the decision and discretion of any staff member to call the emergency services. In the event of lone working it is the decision of the individual.

If a member of staff makes a call to the emergency services, they must:
1. State what has happened.
2. The child's name.
3. The age of the child.
4. Whether the casualty is breathing and/or unconscious.
5. The location of the premises.

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the premises entrance and guide the emergency service personnel.

If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is a staff member, their next of kin should be called immediately. All contact numbers for parents and staff next of kin are located on the google drive cloud used by the provision for data storage to which all of the Senior Leadership Team have access too.

**Indemnity and Insurance**

Where an employee acting in the course of their employment administers First Aid assistance they will be indemnified by Education 1st's liability insurance for a claim of negligence relating to injury or loss caused by their actions provided that;

- They are an officially designated First Aider with a valid certificate.
- The relevant personal protective equipment is used.
- He/she is adhering to protocols and acting within the limits of their training.
- The First Aider is acting in good faith.
- Members of staff who have been trained in the use of the Epipen whether by the parent, user or medical staff will be covered provided that;
- He/she is adhering to protocols and acting within the limits of their training.