

## FIRST AID POLICY

Policy type	Statutory
Review period	Annual
Last reviewed on	Autumn 2022
Next review due	Autumn 2023
Approval level	Executive Board

Approved by (Name, date, signature)

Executive Board, October 2022  
Executive Board Chair, David Kreyling  
Published on



Omnia Foundation Website

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# POLICY FOR FIRST AID

## Mission

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential.

## Aims

Aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and the Executive Board 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

## Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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 \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
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## Roles and responsibilities

### Appointed person(s) and first aiders

The foundation's appointed person(s) 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 below) 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 students home to recover, where necessary
- Completing an accident report for students on CPOMS and for adults on the First Aid Report form (See Appendix I) on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

**It is a requirement of the foundation that ALL staff be first aid trained unless there are valid reasons for exemption**

### The local authority and Executive Board

The Executive Board delegates operational matters and day-to-day tasks to the Head of Foundation and staff members.

### The Head of Foundation

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present on site 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 students
- Reporting specified incidents to the Health and Safety Executive when necessary (see Recording & Reporting)

### Staff

Foundation staff are responsible for:

- Ensuring they follow first aid procedures
  - Ensuring they know who the first aiders on site and on trips are
  - Completing accident reports for students on CPOMS and for adults on the First Aid Form for all incidents they attend to where a first aider/ appointed person is not called
  - Informing the Head of Foundation or their line manager of any specific health conditions or first aid needs
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## First aid procedures

### On-site 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 student is too unwell to remain on-site, home settings will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the home setting.
- If a member of the home setting is unable to attend we will seek alternative arrangements to take the student home.
- If emergency services are called, the Designated Safeguarding Lead (DSL) or Head of Foundation will contact the home setting immediately
- The first aider/relevant member of staff will complete an accident report for students on CPOMS and for adults the First Aid Report form (See Appendix I) on the same day, or as soon as is reasonably practicable, after an incident resulting in injury

### Off-site procedures

When taking students off-site, staff will ensure they always have the following:

- A work mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Home settings' contact details

Risk assessments will be completed prior to any educational visit that necessitates taking students off-site (please see the Educational Visits policy for further details)

There will always be at least one first aider on trips and visits.

## First aid equipment

A typical first aid kit in our setting 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:

- Medical Room, Foundation Office, Kitchen
  - First aid kits will be checked on the first Monday of each month for date and replenishment
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## Record-keeping and reporting

### CPOMS

For incidents with **students** where First Aid is administered:

- An accident form on CPOMS will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information requested on the accident form on CPOMS

### First Aid Form

For incidents with **adults** where First Aid is administered:

- The First Aid Form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information requested on the First Aid Form
- All First Aid Forms should be given to the Health & Safety Manager for analysis and retention

### Data Protection

Records held on CPOMS or on the First Aid Forms will be retained by the foundation for a minimum of 3 years, in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then disposed of securely.

## Reporting to the Health and Safety Executive

The foundation will keep 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).

The Designated Safeguarding Lead or Head of Foundation 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 scalping 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 educational settings 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)

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## Training

All foundation staff are required to undertake first aid training unless there is a valid reason why they should not.

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

The foundation will ensure that staff renew their first aid training when it is no longer valid.

## Monitoring arrangements

This policy will be reviewed by the Chief Operating Officer every year. At every review, the policy will be approved by the Executive Board.

## Links with other policies

This first aid policy is linked to the

- Health and safety policy
  - Risk assessment policy
  - Screen and Search
  - Educational Visits
  - Use of Physical Intervention
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# Appendix 1 – First Aid Form

School and College			
<b>About the incident:</b>			
<input type="checkbox"/> Accident	<input type="checkbox"/> Work Related Ill	<input type="checkbox"/> Health	
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Violence		
Date incident occurred:	Date:	Time (24hr Clock):	
Date incident reported:	Date:	Time (24hr Clock):	
Where incident happened?			
How incident happened?			
What do you consider was the cause of the incident? (bite, kick, fall, etc)			
Where was the injury located?			
What was the nature of harm?			
What damage to property occurred?			
Was the person taken directly to hospital	YES / NO		
Was the incident reportable under RIDDOR	YES / NO		
<b>About the person affected by the incident:</b>			
Name:			
Employed by ECC and position employee holds	YES / NO	Position Held if appropriate:	
<b>Follow up by the manager after the incident: (to be completed by Manager)</b>			
<input type="checkbox"/> Additional supervision	<input type="checkbox"/> Modifying existing systems of work	<input type="checkbox"/> No further action	
<input type="checkbox"/> Review Maintenance procedures	<input type="checkbox"/> Training	<input type="checkbox"/> Review Risk Assessment	

## Appendix 1 – First Aid Form

Additional Information for acts of violence:		
Name of assailant:		
Relationship to ECC i.e. pupil:		
What was the type of assault:		
<input type="checkbox"/> Attack by an animal	<input type="checkbox"/> Intimidating behaviour	<input type="checkbox"/> Physical injury
<input type="checkbox"/> Racial	<input type="checkbox"/> Sexual	<input type="checkbox"/> Threatening behaviour
<input type="checkbox"/> Use of a weapon	<input type="checkbox"/> Verbal abuse	
Was the incident reported to the police?	YES / NO	
Has support been given to the employee following the incident?	YES / NO	
Use of physical Intervention:		
Was it necessary to use physical intervention?	YES / NO	
What type of technique was used?	YES / NO	
Does the assailant have an individual risk assessment or care plan?	YES / NO	
Was the physical intervention technique used in accordance with it?	YES / NO	
Had all the employees who used Restrictive Physical Intervention been trained?	YES / NO	



# Appendix 1 – First Aid Form

Witness to the incident	Witness to the incident
Name & Address	Name & Address
Additional Information	
Signature of Health & Safety Manager	
Date:	
Comments for Health & Safety Manager if necessary	

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