

kisimul

First Aid

Policy and Procedure

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1. Introduction

Under the health and safety at work act Employers must provide suitable First aid provisions and have suitably skilled personnel to manage injuries in connection with the company's work. The Kisimul Group Ltd recognises the requirements as set out in the Health and safety executive guidance documents. L74

2. Scope

This policy applies to all sections of the business and takes into consideration relevant authority bodies such as the HSE, QCC, Ofsted the Department of Further Education.

3. Definitions

The Kisimul Group Ltd Definition of First aid is that of early treatment of an injury or illness that precedes treatment by further medically trained persons such as Paramedics or GP's.

4. Roles and Responsibilities

The Chief Executive Officer has overall responsibility for ensuring compliance with national and local standards that are reflected in the organisations policies.

The Chief Financial director will ensure that sufficient financial funds are available for the provision of equipment and training required for the company's first aid needs.

The Director of Quality will ensure that there is a means to train new staff and to refresh training to existing staff as required.

The Head of Risk and Governance will ensure that the First aid needs assessment is reviewed against regulation and recorded injuries so as to provide a suitable and sufficient first aid response.

The Head of learning and development will ensure that there are sufficient first aid training courses made available for the indicated employees of the company and that records are kept of attendance.

Setting Managers will ensure that first aid trained staff are available or on shift as per this policy.

Staff Any that have been trained in first aid have a duty to act in a manner in accordance with their first aid training and are to apply their knowledge and skills when required to do so.

5. First Aid provision

From our injury profiling we have found that the vast majority of injuries are from unpredictable physical interactions from the people we support to our staff members. There are other higher risk tasks carried out by supporting services such as property and grounds maintenance using powered machinery to cut and drill however adequate controls and safe systems of work are in existence and so injuries are rare.

What first aid equipment has been decided by way of a first aid need's assessment the Kisimul group have used the guidance table from the HSE guidance document L74 First aid needs see appendix 1, from this each place of work that is operated by the Kisimul group Ltd shall have at least a Medium size first aid box and an Automated external defibrillator (the AED may serve more than one building where they are on the same site). Company Vehicles used for transporting the people we support should have a small portable first aid box / bag.

Procedure

- The notice board in the Entrance / reception area will state the location of the first aid box and the automated external defibrillator (AED). See Appendix 3
- The setting manager will ensure that there is a first aider on shift whilst the building is open and that all staff are advised of who that person is.
- Once informed of an incident a first aider(s) will attend the casualty without delay and provide emergency care as appropriate.
- If the injury is of a serious nature such as a sudden collapse, breathing difficulties, or if the person is suffering life threatening situation / not responding to initial on-site treatment then the first aider(s) will seek further emergency aid by dialling 999. For non-life threatening situations dial 111. The senior member of staff on duty should be made aware of the incident.
- Any relevant medical details should be provided to the paramedics / hospital or G.P surgery.
- **Persons taken for treatment;** an appropriate member of staff should accompany the PWS/staff member to the hospital/G.P. surgery. The member of staff should be able to give the medical professionals all relevant and appropriate information. (Including details of the child/young

person's learning disability and potential challenging behaviours.)

- The setting manager or senior on duty will then contact the parents/guardians immediately. In the case of a child/young person being accommodated under a Care Order (section 31 of the Children's Act) the duty social worker for the relevant social services department should be contacted.
- The first aider is responsible for ensuring where appropriate that the accident /incident is recorded in the appropriate format. The recording should be completed detailing time, date and location of accident/incident. Using the company's RADAR software system
- Following an accident or incident necessitating first aid intervention consideration should be given to appropriate cleaning up of any bodily fluids. The first aider should follow the guidelines in the [Infection Prevention and Control Policy HS37](#) to ensure appropriate and effective cleaning.
- The first aider is responsible for refilling the first aid box following an incident and if used the AED unit will need to be cleaned restocked and repacked.
- Setting Managers are responsible for ensuring that the accident / injury/ incident is recorded and reviewed Via our software system RADAR.
- At the earliest available opportunity, the health and safety department should be informed by the senior person in charge of the shift, in accordance with [Q10 Incident Management, Reporting and Investigation policy](#)
- The setting manager will inform Ofsted/CQC and any other authority as appropriate, of any accident and/or incident and its circumstances that necessitated a child/young person being taken to hospital.

6. Training Requirements

The Kisimul Group has identified 4 roles that require training in first aid measures see Appendix 2 guidance from the HSE

- **First aid instructors** these will be trained by an approved training provider that is external of the Kisimul group,
- **Appointed person** to be provided in low-risk activities with the absence of the people we support. (training venues such as City house)
- **Emergency first aider** All persons who provide direct care to the people we support
- **First aider at work** will undertake an initial 3-day course and the subsequent 2 yearly with a 2day refresher course. Coverage is based on a 1 to 50 persons ratio and associated higher risk activities.

7. Monitoring Compliance

First aid instructors within the Learning and development work stream will be verified by accredited Third party's Regular monitoring of expiry dates of staff records for first aid training will be reviewed on a quarterly basis in line with HS33 policy Group H&S committee meeting agenda.

First aid equipment will be audited by the Health and safety team during routine Health and safety audits throughout the year.

Appendix 1

First aid needs assessment table

1. From your risk assessment, what degree of hazard is associated with your work activities?	2. How many employees do you have?	3. What first-aid personnel do you need?	4. What injuries and illnesses have previously occurred in your workplace?	5. Have you taken account of the factors below that may affect your first-aid provision?
<p>Low-hazard eg offices, shops, libraries</p>	<p>Fewer than 25</p> <p>25–50</p> <p>More than 50</p>	<p>At least 1 appointed person</p> <p>At least 1 EFAW trained first-aider</p> <p>At least 1 FAW trained first-aider for every 100 employed (or part thereof)</p>	<ul style="list-style-type: none"> • Ensure any injuries or illness that may occur can be dealt with by the first-aiders you provide • Where first-aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you may wish to consider providing qualified first-aiders 	<ul style="list-style-type: none"> • Inexperienced workers or employees with disabilities or particular health problems • Employees who travel a lot, work remotely or work alone • Employees who work shifts or out-of-hours • Premises spread out across buildings/floors • Workplace remote from the emergency services • Employees working at sites occupied by other employers • Planned & unplanned absences of first-aider/ appointed person • Members of the public who visit the workplace
<p>Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture</p>	<p>Fewer than 5</p> <p>5–50</p> <p>More than 50</p>	<p>At least 1 appointed person</p> <p>At least 1 EFAW or FAW trained first-aider, depending on the type of injuries that may occur</p> <p>At least 1 FAW trained first-aider for every 50 employed (or part thereof)</p>		

Appendix 2

Assessment of First Aid Needs

KISIMUL GROUP is a long-established provider of quality education and care services to children and young adults with complex learning difficulties, challenging behaviour, autism and global developmental delay. Our schools, houses and offices are modern, or modernised to a high specification, and gathered in geographical clusters in the East Midlands and Cambridgeshire, Surrey and Shropshire. All of our work environments have low level hazards commonly found in offices, schools and care homes, although the people we care for and educate and their challenging behaviour present specific hazards for our employees.

Some locations are rural but have good transport links to primary and secondary health facilities, and Kisimul Group does not work in remote locations that have restricted access to emergency services.

Some of our workers travel frequently as part of their daily activity and others work shifts and at night. The company recruits experienced workers, and those that are new to the industry. The number of employees at each location varies but falls within the range of 5 – 50. We have a small number of people working in an enterprise building where we rent a room to provide training in a class room setting of up to 15 persons in total

The Kisimul Group has a good track record of reducing accidents and ill health. Data is collected and reviewed monthly for departments that care for and educate people. Most injuries and illness are linked to working with the unique group of people cared for, and educated by Kisimul. There are very few accidents and illnesses for employees working in support departments. The table below reflects the data for 2022.

Accident data 2022

	accident caused by caring or educating people	accident caused by some other means	illness resulting in long term absence caused by caring or educating people	illness resulting in long term absence for some other reason	reportable to RIDDOR	totals
children's residential care	219	110	0	0	3	329
education of children	216	56	0	0	6	272
adult services	396	83	0	0	7	479
other departments	0	1	0	0	0	1
totals	831	250	0	0	16	1081

Under the Health and Safety (First-Aid) Regulations 1981, we have no legal duty to provide first aid for non-employees but we have chosen to include them in our first aid provision. We have also considered the industry specific guidelines, being:

Department of education guidance

Where first aid provision is intended to cover non-employees, which we strongly recommend, first aiders may need additional training above the minimum requirement, for example additional training in paediatric first aid (standard first aid at work training courses do not include resuscitation procedures for children). The school or college should discuss any specific needs with the training provider in advance as they will often tailor courses specifically to the needs of the school or college.

The Children's Home Regulations 2015

Regulation 31.—(1) The registered person must ensure that the employment of any person on a temporary basis at the children's home does not prevent children from receiving such continuity of care as is reasonable to meet their needs.

(2) The registered person must ensure that—

- (a) at all times, at least one person on duty at the home has a suitable first aid qualification;
- (b) Any person who works as a nurse at the home is a registered nurse.

DFE Guide to Children's Homes Regulations. April 2015

Paragraph 7.12 the registered person must ensure that staff have the relevant skills and knowledge to be able to: respond to the health needs of children; administer basic first aid and minor illness treatment; help children to manage long-term conditions and where necessary meet specific individual health needs arising from a disability, chronic condition or other complex needs.

Paragraph 7.13 At least one person on duty at any given time in a children's home must have a suitable first aid qualification (regulation 31(2) (a)). First aid boxes should be provided and maintained.

The HSE published a document (06/14 HSG220) has been considered in relation to Adult Care.

An Assessment of First Aid Needs will be completed annually, or sooner if there are significant changes to the business or an escalation on accident and illness data, and agreed by the Health and Safety Committee. Policies and procedures will be reviewed annually to reflect the findings of the annual assessment. Changes to policy and procedure will be agreed at the Policy Meeting.

Appendix 3



Example signs to be displayed within the entrance to the building where appropriate.

Document equality impact assessment – part A

Document Title	First Aid		
Name of person completing equality impact assessment:	Nathan Davie		
Date equality impact assessment completed:	21/11/2023		
Characteristics	Impact		Equality Impact Assessment form completed?
	Yes	No	
Age		✓	If No comment: There are no impacts on any of the Characteristics
Disability		✓	
Ethnicity		✓	
Gender		✓	
Religion or belief		✓	
Sexual orientation		✓	
Socio-economic		✓	
Gender Reassignment		✓	
Maternity/Pregnancy		✓	
Marriage/Civil Partnership		✓	

Equality target group	a) Positive impact		b) Negative impact		Reason/comment
	High	Low	High	Low	

Document equality impact assessment – part B

What is the main purpose or aims of the policy	
To ensure that we have an appropriate First aid provision	
Who will be the beneficiaries of this policy?	
Any persons requiring first aid	
Has the policy been explained to those it might affect directly or indirectly?	
There are no affects to individuals	
Have you consulted on this policy?	
Yes Group Health and Safety Committee	
What are the expected outcomes of this policy?	
First aid is administered in a timely fashion and that the company for fills its responsibility under the health and safety at work act and the First aid regulations 1981	
Name of person completing equality impact assessment:	Nathan Davie

Document change log

The document change log acts as a register of all authorised changes made to this document.

Changes will not be made unless authorised by the document owner.

Description of change	Change made by	Date document republished
The amalgamation of two policy's into one A/OP-90 First Aid Policy OPED-33 First Aid Policy	Nathan Davie	