



KISIMUL GROUP

Operational and Education Policy and Procedure

First Aid

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Distribution	All Employees
Owner	COO/DoEd
Policy Lead (s)	Headteachers / Heads of Care
Department	Operations / Schools /College

Policy

It is the policy of Kisimul Group to make adequate arrangements for the provision of first aid by ensuring we have appropriately trained staff available at all times. Kisimul Group recognises that the provision should cover all children/young people, staff and visitors. An assessment of first aid needs is completed and reviewed annually to plan the arrangements for first aid across the group.

The Group will ensure that there are sufficient qualified first aiders available to provide aid during the school day in the school building and during the evenings, nights and weekends within the residential care building. Details of any specialist site specific first aid training is included in the home's location risk assessment.

The Group will ensure that first aid information is readily available and all staff are aware of the way in which to summon help. The Group will ensure that first aid kits for minor injuries are available for use by all staff and that they are regularly maintained.

Procedure

- The notice board in the reception area will state the location of the first aid box.
- All staff will be able to contact a first aider via any member of staff.
- 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 child/young person is suffering life threatening situations / 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.

- If the incident involves a child/young person then their medical details should be collected and should accompany them to the hospital or G.P surgery.
- An appropriate member of staff should accompany the child/young person/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 headteacher/head of care 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 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.
- 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 Control Policy](#) to ensure appropriate and effective cleaning.
- The first aider is responsible for refilling the first aid box following an incident.
- The headteacher / head of care /team leader is responsible for ensuring that the accident / injury/ incident is recorded in the handover report and the child/young person's daily journal.
- 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 [Accident Reporting and RIDDOR Policy HS06](#).
- The head of care or support manager will inform Ofsted 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.