

Kisimul

# **EDLN17 | Lincs School**

## **First Aid**

Policy and Procedure

## Document Information

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<b>A full Change Log can be found at the back of this document</b>	

## Equality, Diversity & Inclusion Statement

No person or group should suffer oppression or lack of opportunity because of a protected characteristic. Kisimul Group opposes all forms of unlawful discrimination, and we are committed to encouraging equality, diversity, fairness and inclusion in the application of our policies so that everyone has equal access and feels welcome and at ease. To achieve this aim, the application and accessibility of our policies, and the decisions and outcomes arising from our policies, may be monitored to ensure their use is fair, equal and consistent irrespective of any characteristic as may be defined by the Equality Act 2010. This is to ensure that we are listening to people and appropriately understanding their needs, and are tailoring the way we interact and publish or act on our policies to ensure we are promoting equal access and opportunity at all times.

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## 1. Introduction

Under the *Health and Safety at Work Act 1974*, 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 recognises the requirements as set out in the Health and Safety Executive's guidance documents, as well as the Department for Education's guidance on First Aid in educational establishments.

## 2. Scope

This policy applies to all staff and learners at Lincs School.

## 3. Definitions

### 3.1 First Aid

The Kisimul Group's 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 GPs.

## 4. Roles and Responsibilities

### 4.1 The Chief Executive Officer

Has overall responsibility for ensuring compliance with national and local standards that are reflected in the organisation's policies.

## **4.2 The Chief Financial Officer**

Will ensure that sufficient financial funds are available for the provision of equipment and training required for the Company's First Aid needs.

## **4.3 The Director of Operational and Practice Performance**

Will ensure that there is a means to train new staff and to refresh training to existing staff as required.

## **4.4 The Head of Safety, Risk and Information**

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.

## **4.5 The Group Executive Education Lead and Headteachers**

Will ensure that First Aid trained staff are available or on shift as per this policy.

## **4.6 All Staff**

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

# **5. First Aid Provision**

**5.1.1** Lincs School reflects DFE guidance which states:

"First Aid provision must be available while people are on school or college premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a First Aid needs assessment".

**5.1.2** 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.

**5.1.3** Lincs School shall have at least a medium-sized First Aid box and an Automated External Defibrillator (the AED may serve more than one building where they are on the same site).

**5.1.4** Company vehicles used for transporting the people we support should have a small portable First Aid box/bag.

## 6. First Aid Procedure

### 6.1 Initial Response

**6.1.1** The notice board in the Entrance/Reception area will state the location of the First Aid box and the automated external defibrillator (AED).

**6.1.2** The **Headteacher** 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.

**6.1.3** Once informed of an incident a First Aider will attend the casualty without delay and provide emergency care as appropriate.

**6.1.4** 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 will seek further emergency aid by dialling 999. For non-life threatening situations dial 111. The **Headteacher** or the **Assistant Headteacher** should be made aware of the incident.

**6.1.5** Any relevant medical details should be provided to the paramedics/hospital or GP surgery.

### 6.2 Persons taken for treatment

**6.2.1** An appropriate member of staff should accompany the child/young adult/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 additional learning, health and communication needs.

**6.2.2** The **Headteacher** 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 2004*) the duty social worker for the relevant social services department should be contacted.

**6.2.3** 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 incident reporting platform.

**6.2.4** 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 **HS37 Infection Prevention and Control Policy** to ensure appropriate and effective cleaning.

**6.2.5** 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.

**6.2.6** Staff and senior managers are responsible for ensuring that the accident/injury/ incident is recorded and reviewed on Radar.

**6.2.7** At the earliest available opportunity, the **Health & Safety team** should be informed by the **Headteacher**, in accordance with **Q10 Incident Management, Reporting and Investigation Policy**.

## **7. Training Requirements**

Headteachers will ensure that an annual review of requisite numbers of first aiders is completed alongside reviewing medication trained staff - see ***EDLN23 Supporting Pupils with Medical Conditions at Lincs School Policy and Procedure***. This will consider local factors such as the number of outbuildings, the numbers of pupils, and consider the number of incidents and accidents that have occurred. They will refer to HSE guidance for information on appropriate levels of staff who have completed Emergency First Aid at Work (EFAW) training.

## **8. Monitoring Compliance**

First Aid equipment will be audited by the Health & Safety team during routine Health & Safety audits throughout the year, and monthly checks on First Aid boxes should be completed at each school and college site, including the integrity of equipment and requisite contents.

## **9. Linked Documents**

### **9.1 Kisimul Policies**

**9.1.1** EDLN23 Supporting Pupils with Medical Conditions at Lincs School Policy and Procedure

**9.1.2** HS37 Infection Prevention and Control Policy

**9.1.3** Q10 Incident Management, Reporting and Investigation Policy

### **9.2 Legislation**

**9.2.1** Health and Safety at Work Act 1974

**9.2.2** Children's Act 2004

