

**First Aid Policy**

**Approved by:** Board of Directors **Last reviewed on:** May 2023 **Next review due by:** May 2024



**1. Aims**

The aims of our first aid policy are to:

Ensure the health and safety of all staff, children and visitors

Ensure that staff 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

**2. 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 pupil

**3. Roles and responsibilities**

**3.1 Appointed staff at The Ranch with 1st Aid training**

1st Aid strained staff are:

Toni Matthews

James Matthews-Woodbridge

Iain Woodbridge

They will be responsible for the following:

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 section 7) 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 pupils home to recover, where necessary with senior leadership permission. Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

Keeping their contact details up to date

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**3.3 The Directors**

Toni Matthews is responsible for the implementation of this policy, including:

Ensuring that an appropriate number of persons with 1st aid training are present in the school 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 children Reporting specified incidents to the HSE when necessary (see section 6)

**3.4 Staff**

Ranch staff are responsible for:

Ensuring they follow first aid procedures

Completing accident reports for all incidents they attend

Informing the directors of any specific health conditions or first aid needs

**4. First aid procedures**

**4.1 The Ranch**

In the event of an accident resulting in injury:

The closest member of staff present will assess the seriousness of the injury

The first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the 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 child is too unwell to remain onsite, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents



If emergency services are called, the staff will contact parents immediately

The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

**4.2 Off-site procedures**

When offsite, staff will ensure they always have the following:

A mobile phone

A portable first aid kit Information about the specific medical needs of children

Parents’ contact details

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**5. First aid equipment**

A typical first aid kit in our school will include the following:

A leaflet giving general advice on first aid

6 individually wrapped sterile adhesive dressings (assorted sizes)

2 sterile eye pads

Instant cool pack

2 individually wrapped triangular bandages (preferably sterile)

3 safety pins

Burn dressing

3 Sterile eye wash

Face shield

8 x sterile moist wipes

3 medium-sized individually wrapped sterile unmedicated wound dressings

2 large sterile individually wrapped unmedicated wound dressings

4 pairs of disposable gloves – Nitrile x3 vinyl x1

**No medication is kept in first aid kits**. First aid

kits are stored in: The Stable block and Office

**6. Record-keeping and reporting**

**6.1 First aid and accident record book**

****An accident form will be completed by the 1st aider 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 included in the accident form.

A copy to be sent home to parents the same day.



Records held in the first aid and accident book will be retained by The Ranch for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

**6.2 Reporting to the HSE**

Toni Matthews 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).

Toni Matthews will report these to the HSE 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 scalding 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

• RIDDOR report is available here:

How to make a RIDDOR report, HSE

http://www.hse.gov.uk/riddor/report.htm

**6.3 Notifying parents**

The 1st aider will ill inform parents of any accident or injury sustained by a childl, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**6.4 Reporting to Ofsted and child protection agencies**

Toni Matthews will notify Ofsted of any serious accident, illness or injury to, or death of, a chld while in The Ranch’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

**8. Monitoring arrangements**

This policy will be reviewed by the Director Toni Matthews



**Appendix 1: first aid training log**

| NAME/TYPE OF TRAINING  | STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)  | DATE ATTENDED  | DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)  |
| --- | --- | --- | --- |
| First Aid  | Toni Matthews  | 2023  | November 2024 |
| First Aid  | James Matthews Woodbridge | 2023  | November 2024 |
| First Aid  | Iain Woodbridge  | 2023  | November 2024 |
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