

# FIRST AID POLICY

Next Gen  
Support  
Service

**Approved by:** Omar Salahuddin **Date:** 08/08/25

**Last reviewed on:** 08/08/25

**Next review due by:** 31/08/26

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### 1. AIMS

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors 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

- [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 \(Independent Support services Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### 3. ROLES AND RESPONSIBILITIES

#### **3.1 APPOINTED PERSON(S) AND FIRST AIDERS**

The support services appointed - **Kirsten Phillips**

They 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 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our support service appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the support services.

## **3.2 THE GOVERNING BOARD**

The governing board has ultimate responsibility for health and safety matters in the support services, but delegates operational matters and day-to-day tasks to the CEO and staff members.

## **3.3 THE CEO**

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

- Ensuring that an appropriate number of appointed persons are present in the support services 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 pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

## **3.4 STAFF**

Support services staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in support services are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the CEO or their manager of any specific health conditions or first aid needs

# **4. FIRST AID PROCEDURES**

## **4.1 IN-SUPPORT SERVICES 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 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 pupil is too unwell to remain in support services, 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 CEO 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 taking pupils off the support services premises, staff will ensure they always have the following:

- A support services mobile phone
- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile
  - 2 safety pins
  - Individually wrapped moist cleansing wipes
  - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the support services will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the CEO prior to any educational visit that necessitates taking pupils off support services premises.

## **5. FIRST AID EQUIPMENT**

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings

- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- All technology classrooms
- The support services kitchens
- Support services vehicles

## **6. RECORD-KEEPING AND REPORTING**

### **6.1 FIRST AID AND ACCIDENT RECORD BOOK**

- An accident form will be completed by the first 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 at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the CEO
- Records held in the first aid and accident book will be retained by the support services 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 a minimum of 5 years.

### **6.2 REPORTING TO THE HSE**

The CEO 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 CEO 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
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to support services 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>

## **7. TRAINING**

All support services staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The support services will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The support services will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the support services will arrange for staff to retake the full first aid course before being reinstated as a first aider.

## **8. MONITORING ARRANGEMENTS**

This policy will be reviewed by the CEO every year.

At every review, the policy will be approved by the company director

## **9. LINKS WITH OTHER POLICIES**

This first aid policy is linked to the:

- > Health and safety policy
- > Risk assessment policy
- > Policy on supporting pupils with medical conditions

## **APPENDIX 1: LIST OF APPOINTED PERSONS(S) FOR FIRST AID**

STAFF MEMBER'S NAME	ROLE	CONTACT DETAILS
Omar Salahuddin	CEO	07307191338

## **APPENDIX 2: ACCIDENT REPORT FORM**

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
ACTION TAKEN			
FOLLOW-UP ACTION REQUIRED			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

**APPENDIX 3: 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)