

FIRST AID POLICY
FOR COMMUNITY ED C.I.C
& COMMUNITY ED ACADEMY



Policy no.	8
Version	3
Policy holder	Sally Alden & Andrew McGovern
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Community Ed Academy and Alternative Provision comply with health and safety regulations and first aid procedures in accordance with all government policies and independent school standards, ensuring the highest level of care for all Community Ed C.I.C students. Our AP collaborates with partner schools to provide person-centred learning for young people who struggle in conventional education settings; we work closely with parents, carers, and commissioners to offer the greatest level of care and support possible.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors.
- Ensure that staff and governors are aware of their responsibilities with regard 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 the 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of students.

3. Roles and responsibilities

3.1 Appointed Person(s) and First Aiders

Community Ed C.I.C has three trained first aiders, one specialising in paediatrics. 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, and
- 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 students home to recover where necessary.
- Fill 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.

Community Ed C.I.C's first aiders are listed in Appendix 1. Their names will also be displayed prominently around the provision.

3.2 The Local Authority and Governing Board

Norfolk and Suffolk County Councils have ultimate responsibility for health and safety matters for their young people in the school but delegate responsibility for strategically managing such issues to the school's governing board. Community Ed C.I.C has delegated responsibility for any student in their care.

The governing board delegates operational matters and day-to-day tasks to Community Ed C.I.C's Headteacher, Operational Director, and staff members.

3.3 The Headteacher or Operational Director

Is responsible for the implementation of this policy, including:

- Ensuring that a sufficient number of trained first aid personnel are present throughout the provision at all times.
- Ensure that first aiders have relevant qualifications, keep their training up to date, and remain competent to perform their role.

- Ensuring all staff are aware of first aid procedures.
- Ensuring that appropriate risk assessments are completed and that suitable measures are implemented.
- Ensuring that managers conduct risk assessments as necessary and implement appropriate measures.
- Ensure adequate space is available to meet the medical needs of students.
- Reporting specified incidents to the HSE when necessary (see section 6).

3.4 Staff

Community Ed staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders are.
- Completing accident reports for all incidents they handle where a first aider has not been called.
- Inform the Headteacher or Operational Director of any specific health conditions or first aid needs.

4. First aid procedures

4.1 On-site 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.
- In all cases, parents are notified at the earliest opportunity using emergency contact details.
- If called, the first aider will assess the injury and decide whether 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 determine if the injured person should be moved or positioned in a recovery stance.
- If the first aider determines that a student is too unwell to stay at Community Ed, parents will be contacted and asked to collect their child. Upon arrival, the first aider will suggest the next steps to the parents.
- If emergency services are called, the Headteacher or Operational Director will contact parents immediately.
- The student's school or LA representative will be informed simultaneously.
- The relevant staff member 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 students off the premises, staff will ensure they always have the following:

- A mobile phone
- A portable first-aid kit
- Information about the specific medical needs of students
- Access to parents' contact details

The lead member of staff will complete risk assessments before any educational visit that necessitates taking students off community Eds premises.

On educational trips and visits, at least one first aider with a current paediatric first aid certificate will always be present.

5. First aid equipment

A typical first aid kit will include the following:

- A leaflet with general first-aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The Main Office
- The kitchen
- The vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- If the injury requires only minor first aid—a wipe, cold compress, plaster, or ice pack for a short time—a minor accident form is completed. Then, a note is sent home to inform the parents.

- The relevant staff member will complete an AIRS 1 accident form (Accident/Near Miss/Violence at Work Reporting Form (1.05)) on the same day or as soon as possible after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- The administrative team will also add a copy of the accident report form to the student's educational records.
- Records held in the first aid and accident book will be retained by Community Ed C.I.C for a minimum of 3 years (or longer, depending on Ofsted and Insurance requirements) by regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an AIRS 1 form will be kept until the child is 21 years old.

6.2 Reporting to the HSE

The Headteacher or Operational Director will record any accident resulting in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher or Operational Director will report these to the Health and Safety Executive as soon as reasonably practicable and, in any event, within ten 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
 - Severe burns (including scalding)
 - Any scalping 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 in which an employee is absent from work or unable to perform their usual job duties for more than seven consecutive days (excluding 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 schools/APs 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; and
- An electrical short circuit or overload causes a fire or explosion.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

6.3 Notifying parents

The Headteacher or Operational Director will inform parents of any accident or injury sustained by a student and any first aid treatment given on the same day or as soon as reasonably practicable. If a student is attending the AP, the student's school or LA representative will also be informed on the same day.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher or Operational Director will inform Ofsted of any serious accident, illness, injury, or death of a student while in the care of the schools and Community Ed C.I.C.. This notification will occur as soon as is reasonably practicable and no later than 14 days after the incident.

The Headteacher or Operational Director will also notify local authority child protection agencies CADS (MASH team) of any serious accident or injury to or the death of a student while in the school's/Community Ed C.I.C's care.

7. Training

All staff will undertake basic first aid training as part of their induction.

All designated first aiders must have completed a two-day training course and hold a valid certificate of competence to prove this. Community Ed C.I.C. will keep a register of all trained first aiders, their training, and when it is valid.

Staff will renew their first aid training when it is no longer valid.

At all times, at least two staff members will have a current first aid certificate, updated every three years.

All staff are risk assessment trained.

8. Monitoring arrangements

The Headteacher will review this policy biennially in collaboration with the Health & Safety Coordinator.

At every review, the policy will be approved by the complete governing board.

9. Links with other policies

This first-aid policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Students with Medical Conditions

Appendix 1

All staff have basic First-Aid Training, allowing them to support the designated First Aiders.

The following Community Ed C.I.C designated First Aiders are trained and qualified to carry out the role:

- Sally Alden
- Andrew McGovern
- Nicole McGovern
- Kate White