

Cross Keys Learning

First Aid Policy

Date written:	Sept 2023
Date of last update:	Sept. 2025
Date agreed and ratified by SLT:	July 2024
Date of next full review	Sept 2026

Key Contacts

	Name	Contact information
Director	Steve Fuller	Steve.fuller@kms.kent.sch.uk
Headteacher	Mark Beaman	Mark.Beaman@kms.kent.sch.uk
H&S lead	Jay Britton	Jay.Britton@kms.kent.sch.uk

This policy will be revised following any concerns and/or updates to national and local guidance or procedures.

Contents

	Page
1. Introduction	3
2. Aims and Objectives	3
3. Roles and responsibilities	3-4
4. Procedures	4
5. Provision	4-5
6. Medication	5
7. First Aiders	5
8. Qualifications and training	5
9. Fire aid, materials, and facilities	5
10. Accommodation	5
11. Hygiene/Infection control	5
12. Reporting accidents	5-6
13. Record keeping	6
14. Monitoring	6
15. Complaints about this policy	6

1. Introduction

This policy outlines CKL responsibility to provide adequate procedures in place to meet that responsibility.

2. Aims and objectives.

To identify the first aid needs of CKL in line with the First Aid at Work (HSE. 2013) and the DfE 'Guidance on First Aid in Schools'. To ensure that first-aid provision is always available while people are on CKL premises, and also off the premises whilst on school visits.

- To appoint the appropriate number of suitably trained people as Appointed Persons and First-Aiders to meet the needs of CKL.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of CKL First-Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3. Responsibilities

The CKL Director has overall responsibility for the health and safety of the staff and anyone else on the premises. This includes non-teaching staff, young people, and visitors (including contractors).

They ensure that a risk assessment of CKL premises is undertaken and that the appointments, training and resources for first-aid arrangements are appropriate and in place.

The CKL Director is responsible for putting the policy into practice and for developing detailed procedures and ensuring that the policy and information on CKL arrangements for first aid are made available to parents/carers.

Teachers and other staff are expected to do all they can to secure the welfare of the students.

First-Aiders have undertaken emergency first-aid training. They will:

- Take charge when someone is injured or becomes ill,
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aiders have completed and keep updated training that is approved by the HSE. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first-aiders, the CKL Director considers the person's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

4. Procedures

4.1 Risk Assessment

Reviews of the CKL First Aid procedures are carried out at least annually, and when circumstances alter, by the CKL Director. Recommendations on measures need to prevent or control identified risks are forwarded and discussed as part of the Senior Leadership Team Meetings.

4.2 Re-assessment of first-aid provision

As part of CKL's annual monitoring and evaluation cycle.

- The CKL Director/H&S lead reviews CKL first-aid needs following any changes to young people, staff, site, activities, off-site facilities, etc.
- The CKL Director monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- The CKL Director also monitors the emergency first-aid training received by other staff and organises appropriate training.
- CKL nominated First-Aider(s) check the contents of the first-aid boxes frequently.

4.3 Providing information

The CKL Director/H& safety lead ensures that staff, parents/carers, and students are informed about CKL's first-aid arrangements.

The CKL Director:

- Provides information & procedures training for new staff as part of their induction programme.
- Maintains a first-aid list, and related medical documentation for when needed.
- Reviews basic medical procedures and practices, as needed.
- Alerts staff during a specific outbreak of illness within CKL with regards to management and procedures in place
- Gives all staff information on the location of equipment, facilities, and first-aid personnel.
- Provides regular information and updates for parents/carers regarding any outbreak of illness within CKL.

5. Provision

The CKL Director considers the findings of the risk assessment in deciding on the number of first-aid personnel required. They will consider the needs of specific times, places, and activities in deciding on their provision. Considerations will be made in terms of:

- Off-site PE
- School trips
- Science Experiments
- DT/Art
- Adequate provision in case of absence, including trips.

- Out-of-hours provision, e.g., clubs, events (if necessary)

Arrangements are made to ensure that the required level of first aiders is available at all times when people are on school premises.

6. First aiders

The recommended number of certified first-aiders is one per 20 students/staff. However, there will be a much higher ratio of staff trained to the number of students in CKL.

7. Qualifications and Training

First-Aiders hold a valid certificate of competence, issued by 'Blue Earth training'. CKL have currently 6 members of staff who have attended the 1st Aid at work course and are certificated.

8. First-aid materials, equipment, and facilities

The CKL Director ensures that the appropriate number of first-aid containers are available according to the risk assessment of the site, HSE guidelines on recommended and mandatory contents are adhered to.

- All First-Aid containers are marked with a white cross on a green background.
- First-Aid containers accompany teachers off-site.
- First-aid containers are kept near to hand washing facilities (where possible)
- Signs are displayed throughout CKL about who the designated first aiders are on site.

9. Accommodation

CKL students are taken to the allocated medical room in times of illness or medical necessity and parents/carers are contacted immediately to collect their unwell child at the earliest opportunity. The child is monitored by a member of staff until they go home or return to class and a record of the illness will be kept in the school's illness book.

10. Hygiene/Infection control

Basic hygiene procedures are always to be followed by CKL staff. Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects such as needles. These will be disposed of in appropriate sealed containers/places.

11. Reporting accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

The CKL Director/H&S lead must keep a record of any reportable injury, disease, or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE –

Involving staff or contractors working on site:

- Accidents resulting in death or major injury (including because of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days for definitions, see HSC/E guidance on RIDDOR1995, and information on Reporting School Accidents (Annex A).

Involving young people and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work, i.e., if it relates to any school activity, both on and off the premises
- The way the school activity has been organised or managed.
- Equipment, machinery, or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay.

The CKL Director is responsible for ensuring this happens but may delegate the duty to a nominated First Aider.

12. Record Keeping

Statutory accident records: The Director must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (The Accident Book)

CKL central record: This can be combined with the RIDDOR record and the Accident Book, providing all statutory requirements are met.

The CKL Director must ensure that a record is kept of any first aid treatment given by first-aiders. This should include:

- The date, time, and place of incident
- The name of the injured or ill person
- Details of their injury/illness and what first-aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider

The CKL Director must have in place procedures for ensuring that parents/carers are informed of significant incidents.

13. Monitoring

Accident records can be used to help the CKL senior management team identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Director should establish a regular review and analysis of accident records.

14. Complaints about this policy

If CKL employees/parent/carers are dissatisfied with any aspect of the First Aid policy, they are encouraged to communicate this to the CKL Director in the first instance.