

THE HUB FIRST AID POLICY

Updated to reflect statutory guidance, LLR safeguarding requirements, and LearnTrek recording procedures

Approved by: Vanessa Brooks

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Next review due: 19/04/2027

Aims

The Hub Educational Services is committed to ensuring the health, safety and welfare of all staff, pupils and visitors. This First Aid Policy sets out a clear and comprehensive framework for responding to illness, injury and medical emergencies. Its purpose is to safeguard the wellbeing of every individual on site, ensure staff understand their responsibilities, and provide a structured approach to administering first aid, summoning professional medical assistance, and recording and reporting incidents accurately. The policy ensures that first aid is delivered promptly, safely and in accordance with statutory requirements and best practice.

Legislation and Guidance

This policy is informed by a wide range of statutory and regulatory frameworks. It reflects the Health and Safety (First-Aid) Regulations 1981, which require employers to provide adequate first aid equipment, facilities and trained personnel. It incorporates the Management of Health and Safety at Work Regulations 1992 and 1999, which require employers to assess risks to health and safety, implement necessary measures and ensure staff receive appropriate information and training. It follows the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which set out the circumstances under which accidents must be reported to the Health and Safety Executive (HSE), the timeframe for reporting and the required retention of records. It also complies with the Social Security (Claims

and Payments) Regulations 1979, which specify how long accident records must be kept.

In addition, the policy is guided by the Department for Education's advice on first aid in schools and health and safety in educational settings, the Statutory Framework for the Early Years Foundation Stage, and HSE guidance on incident reporting. It aligns with local safeguarding expectations set by the Leicester, Leicestershire and Rutland (LLR) Safeguarding Children Partnership, ensuring that first aid practice supports wider safeguarding responsibilities.

Roles and Responsibilities

Appointed Persons and First Aiders

The Hub's appointed persons are Vanessa Brooks and Jessica Smith. They take responsibility for leading the response when someone becomes ill or injured, ensuring that first aid kits are fully stocked and replenished, and arranging for an ambulance or other professional medical assistance when required. Qualified first aiders act as first responders to incidents. They assess the situation, provide immediate and appropriate treatment, determine whether further assistance is required, and decide whether the injured person should be moved or placed in the recovery position. If a pupil is too unwell to remain at The Hub, first aiders will contact parents or carers and advise them on next steps when they arrive. First aiders must complete accident reports on LearnTrek on the same day or as soon as reasonably practicable and ensure their contact details remain up to date.

The Directors

The Directors are responsible for ensuring that this policy is implemented effectively. They must ensure that an appropriate number of appointed persons and trained first aiders are present at all times, that first aiders hold valid qualifications and receive refresher training before certificates expire, and that all staff are aware of first aid procedures. They must ensure that risk assessments are completed and that appropriate measures are put in place to reduce risks. The Directors must also ensure that suitable space is available for administering first aid and that any incidents requiring reporting under RIDDOR are notified to the HSE within the required timeframe.

Staff Responsibilities

All staff must follow first aid procedures, know who the first aiders are, and complete accident reports on LearnTrek for any incidents they attend where a first aider is not called. Staff must also inform the Directors of any specific health conditions or first aid needs that may affect their ability to respond to incidents.

First Aid Procedures

In-School Procedures

When an accident occurs, the closest member of staff will assess the seriousness of the injury and seek assistance from a qualified first aider if necessary. The first aider will assess the injury, provide appropriate treatment and determine whether additional support or emergency services are required. They will decide whether the injured person should be moved or placed in the recovery position. If a pupil is too unwell to remain at The Hub, parents or carers will be contacted and asked to collect their child. The first aider will advise parents on next steps when they arrive. If emergency services are called, the appointed first aider will contact parents immediately. The first aider will complete an accident report on LearnTrek on the same day or as soon as reasonably practicable. At least one member of staff with a current paediatric first aid certificate will be present on site at all times. Medication administration is governed by the Supporting Pupils with Medical Needs Policy.

Off-Site Procedures

When pupils are taken off site, staff must ensure they carry a mobile phone for emergency use, a fully stocked portable first aid kit, information about pupils' medical needs and parents' contact details. Vehicles such as minibuses must carry a clearly marked first aid box containing all items required by statutory guidance. Staff must complete risk assessments prior to any off-site visit. At least one member of staff with a current paediatric first aid certificate must accompany every trip.

First Aid Equipment

The Hub maintains fully stocked first aid kits containing sterile dressings, eye pads, triangular bandages, safety pins, wound dressings, disposable gloves and a leaflet offering general first aid advice. First aid kits are stored in the main Hub room at Hathern, the downstairs classroom cupboard at Brooklyn Court in Shepshed, and the cupboard above the kitchen sink at The Stables in Shepshed. Medication is not stored in first aid kits.

Record-Keeping and Reporting

First Aid and Accident Records

Accident forms must be completed on LearnTrek by the first aider on the same day or as soon as possible after an incident. Reports must include detailed information about the incident and the actions taken. For accidents involving pupils, a copy of the accident report will be added to the pupil's educational record. Records will be retained for at least three years in accordance with legislation and then securely disposed of.

All medicines on site are stored in a double-locked cabinet, with keys held by the Directors. Medicines must be accompanied by a signed administration form. All administrations are recorded and double-signed in the controlled drugs record. Some medications require a MAR sheet, which is stored securely with the medication. Only trained staff may administer medication, and all doses must be double-checked.

Reporting to the HSE

The Directors will report any incident that meets RIDDOR criteria within the required timeframe. This includes deaths, specified injuries, occupational diseases, dangerous occurrences, near-miss events and injuries requiring hospital treatment. Fatalities, major injuries and dangerous occurrences will be reported without delay by telephone and followed up in writing within ten days. Work-related injuries resulting in more than seven consecutive days of absence will be reported within fifteen days. The Directors will also report incidents involving pupils or visitors when the injury arises from or is connected with a work activity and requires hospital treatment.

Notifying Parents

Parents will be informed of any accident or injury sustained by a pupil and any first aid administered on the same day or as soon as reasonably practicable. Parents will also be notified if emergency services are called.

Training

All staff may undertake first aid training. First aiders must complete an approved training course and hold a valid certificate of competence. The Hub maintains a register of trained first aiders, including details of their training and certificate expiry dates. Refresher training will be arranged before certificates expire. If a certificate lapses, staff must complete the full first aid course before resuming duties as a first aider.

Infectious Diseases and Control

To minimise the risk of infection, first aid personnel must cover any exposed cuts or abrasions with waterproof dressings before administering treatment and wash their hands before and after applying dressings. If a casualty is bleeding from the mouth, blood must be wiped away using a clean cloth or handkerchief. Mouthpieces for resuscitation should only be used by trained personnel. Disposable gloves and aprons must be worn when handling blood or bodily fluids, and disposable materials must be used to clean contaminated areas. Contaminated work areas must be disinfected, and soiled clothing must be washed on a hot cycle or parents advised accordingly. If contact is made with another person’s bodily fluids, the area must be washed immediately and medical advice sought. The Hub follows government guidance on managing infectious diseases, including exclusion periods for specific illnesses.

Links with Other Policies

This First Aid Policy is linked to the Health and Safety Policy, the Risk Assessment Policy and the Supporting Pupils with Medical Conditions Policy. It is reviewed annually by the Directors and shared with staff.