



|                     |                  |
|---------------------|------------------|
| Title:              | First Aid Policy |
| Internal Reference: | L4L-GY-009       |
| Approved by:        | Sara Morris      |
| Issue Date:         | 20.08.19         |
| Version No:         | V4               |
| Reviewed on Date:   | 21/08/2024       |

## First Aid Policy

Learning4Life-GY CIC is committed to safeguarding and promoting the welfare of all their students and expects all staff and volunteers to share this commitment.

### Policy Statement:

At Learning4Life-GY CIC we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all students, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility. As part of our commitment to ensuring a safe and healthy environment we have adhered to the recommendations within the Health and Safety Act.

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all reasonable practical steps are taken to meet the needs of all our users.
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, students and other supervising adults participating in off-site visits.
- To establish and maintain safe working procedures amongst staff and students.
- To ensure that all medicines are stored safely and administered according to instructions received from parents/carers or responsible adult
- To develop first aid awareness amongst staff, students and other supervising adults.

## First Aid Provision

The Directors are responsible for ensuring that there is an adequate number of qualified First Aiders and will work with professional advisors to ensure Learning4Life-GY is compliant.

The number of first aid personnel is enough to cover break and lunchtimes and absences. The school also ensures that there is appropriate provision for any trips, visits and work experience.

Learning4Life-GY's first aid training needs are reviewed on an annual basis by the Director responsible for Health and Safety and Safeguarding, and more frequently after any changes, to ensure provision remains good.

Visits and trips: Portable First Aid kits are available to be taken on all visits and are available from the First Aid station in the main office. A qualified First Aider is required to go on any external visits.

Sara Morris, will ensure that the first aid rota is up to date and an identified lead First Aider must make sure the boxes are in date and replenished as soon as possible after use. Replacement stock will be authorised by a director.

First Aid Treatment: All accidents are to be recorded in the accident book (The accident book is at the reception). recording the following information:

- Person's Name
- Date and location
- Injury and treatment
- Reported to name
- Signature of First Aider

There are three actions, depending in the injury:

1. Students– minor accident (non-reportable accidents)
2. Adults– minor accident (non-reportable)
3. Reportable accidents – accident serious enough to require paramedic attention and/or resulting in serious injury such as a bone fracture.

Serious accidents or dangerous occurrences must be brought to the attention of the Directors who will decide on any further actions, including overseeing the completion of a SHE reports. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of the learner who sustained the injury completes the form. In the event of a serious accident, a member of management will contact the ambulance service and request an ambulance. The student's parent/carer or responsible adult will be informed as soon as possible. In the case of an adult, a next of kin will be notified. A member of staff will accompany the student to hospital if the responsible adults are not available.

Parents/carers or responsible adults are informed of any treatment administered by a First Aider in a letter. They will be contacted by telephone if deemed necessary and in all instances of a head injury.

Medicines in school: The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice. **A qualified First Aider will administer prescription medicines only.** The medication must be prescribed by a doctor and be in the original packaging with the students name clearly marked. Responsible adults are requested to complete and sign a medicine form giving their permission for the medicine to be administered. The member of staff administering the medicine must record it in a book kept in the office.

Staff should report any near misses so that risk assessments can be reviewed. This is to encourage health and safety in the wider aspect. Near misses can result in good practice and avoid accidents from happening. Near misses will be discussed and minutes prepared at team meetings for any actions.