

Last Reviewed: September 2025
Next Reviewed: September 2026

First Aid Policy

This policy reflects the requirements for provision of First Aid as set out in the Independent School Standards, Balance Alternative Provision adheres to the requirements set out in the DfE document 'Guidance on First Aid in Schools'. The provision manager will complete and review at least annually this policy. This will be used in conjunction with First Aid at Work, The Health and Safety (First Aid) Regulations 1981 to determine the minimum level of first aid provision required at Balance Alternative Provision. Designated First Aider at Balance Alternative Provision is Tanya Clarke.

Balance Alternative Provision has a sufficient number of suitably stocked first aid boxes. A suitable first-aid room and a suitably 'appointed person' whose duties are: To maintain first-aid boxes and to take charge when someone is injured, becomes ill or in an emergency to administer emergency first aid, but only if trained to do so.

At Balance Alternative Provision we have an accident book where we record accidents. First aid notices are displayed in prominent places. Balance has two members of staff who are first aiders at appropriate locations who must: Have received HSE approved training and updated every 3 years. The staff give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

Staff will be available whenever the need arises and may call an ambulance or professional assistance. Identified in the Risk Assessment, those pupils with medical conditions, such as epilepsy, asthma, or severe allergies. All staff should be made aware of their conditions and alert to the need for prompt action.

There is no set number of first aiders, but the appropriate number should be determined based on the risk assessment. Careful thought should be given to first aid provision for school visits and staff working out of hours – first aid provision must be always available while people are on provision premises and off the premises whilst on school visits.

First Aid bags must be marked with a white cross on a green background and made easily accessible. Additional First Aid Containers will be needed for off-site activities. It is recommended that each container is checked and re-stocked monthly and is maintained in a good condition.

Independent School Standards, state that Balance Alternative Provision should provide a First Aid room for pupils who are ill or require medical attention. This room can be used for another purpose when it is not required as a First Aid/Recovery Room if it is made available and comfortable when required for medical purposes. The room must be located close to the toilets. It must contain a sink with hot and cold running water; a suitable medical bed (can be temporary) with pillows and blankets and a First Aid Container.

Reporting Accidents

All incidents of first aid administration should be recorded. Any injury or near miss should be recorded in the First Aid Incidents book. Records must include: The date, time and place of the incident, personal details of those involved, a brief description of the nature of the event, what happened immediately after

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treatment (e.g. young person went home), name and signature of the first aider/appointed person, record of when parents were informed if applicable.

Reporting Serious Incidents

It is the policy of Balance AP to comply with RIDDOR 953 and to report serious incidents to the HSE.

Reportable incidents include:

- Work related deaths
- Serious injuries
- Over-seven-day injuries
- Work related diseases
- Dangerous occurrences (near miss accidents)

Reporting to the HSE is the responsibility of the provision's Health and Safety Coordinator.

First Aider/Appointed Person

The first aiders/appointed persons are to be consulted in all cases of first aid. It is the responsibility of First Aiders/Appointed Persons to maintain First Aid containers and ensure adequate materials and PPE are available for clearing up body fluid spillages or dealing with pupils displaying symptoms of infectious diseases (e.g. Covid-19). It is the responsibility of the Director to ensure that the first aiders/appointed persons have received appropriate training and refresher training within required timescales. First Aiders/Appointed Persons will be given guidance during training as to what levels of injury are to be treated on site and what levels automatically trigger an emergency ambulance call or visit to the hospital.

The two certified first aiders are Tanya Clarke and Andrew Dean.

Parental/Carer Contact

In all cases of the administration of first aid, parents/carers should be informed at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised of the need to take the young person to a doctor. In emergency cases, an ambulance should be called and the parent/carers informed immediately. A member of staff cannot give permission for any treatment at casualty (blood transfusions etc.). Safe disposal of Blood and other Bodily Fluids and cleaning after infections (such as Covid-19) have been present. The First Aider/Appointed Person should be responsible for dealing with body fluid spillages. Blood may be contaminated and therefore carry the risk of exposure to infectious diseases. There is also a very small risk of contamination in other bodily fluids if blood is present. It is therefore essential that when cleaning blood (and other bodily fluids) or when cleaning an area that a person with a suspected infectious disease (e.g. Covid-19) has used, that these guidelines are followed. Contaminated areas should be secured and sealed off as soon as possible to prevent the risk of secondary contamination.

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Items required: Personal protective equipment (PPE) – disposable gloves, aprons, face masks disposable towels, disinfectant spray (body fluid spills) or bleach (Covid-19 cleaning), heavy duty plastic bags.

Instructions:

- Wear PPE at all times while removing blood and cleaning floors and counter tops.
- Don't use torn gloves.
- Watch out for sharp objects that could cut your gloves, such as broken glass or jagged metal.
- Avoid picking up broken glass, metal or other sharp objects by hand if a blood spill is involved.
- Use a dustpan and brush.
- Mop or wipe up the blood spill or contaminated area with disposable towels. Clean and disinfect the area with a disposable towel using disinfectant spray (kills a range of pathogenic micro-organisms including the viruses which cause HEPATITIS B, AIDS and the MRSA bacteria), or bleach (for Covid-19).
- Double-bag all the soiled towels and gloves and dispose of in an outside bin. For possible Covid-19 waste, label bags and wait at least 72 hours before disposing with normal waste.
- Thoroughly rinse and disinfect with a solution of bleach & water, any cleaning equipment (mops, brushes, bucket, dustpan & brush) that came into contact with the spill.
- Wash your hands thoroughly with soap and water.

Personal hygiene must be meticulous. Breaks for food and drinks should be delayed until the task is complete. Toilet breaks should also be avoided if possible. In the event of this being necessary, the first aider will need to undertake personal decontamination (removing contaminated protective clothing, washing hands) before leaving the area and re-apply fresh protective clothing on re-entering the area.

N.B. Where staff suspect they may have become infected they must seek immediate medical attention from either their own GP, NHS 111 or emergency hospital services. Where possible, faeces, vomit and urine should be collected and flushed down the nearest toilet. The area should then be thoroughly cleaned and disinfected. Employee safety is paramount. Employees in any doubt about how the situation should be handled must seek advice from their line manager.

Arrangements for offsite activities and trips

There must be an appointed person present on all offsite activities and trips. First Aid should be administered by a qualified first aider only. During an offsite activity a first aider may not be present in which case the appointed person should refer any accident requiring first aid to a doctor. Where doubt exists as to how to deal with an incident, the emergency services should be called. Emergency telephone numbers for all staff and young people involved in the activity will be held by the Provision Manager/activity leader, where applicable. Details of incidents will be referred as soon as possible to the first aider for inclusion, as appropriate, within the records book. Before undertaking any offsite activities, a

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risk assessment is carried out and will identify the level of first aid provision needed. Where there is no special risk identified, a standard off-site First Aid Container must be taken. Additional items may be necessary for specialised activities. Transport Regulations require that all minibuses and public service vehicles have on board a first aid container with a specific list of items.

Information to parents/carers

The Provision Manager will be expected to provide parents with information about the provision's Health and Safety Policy including the arrangement for First Aid. This information is available on the provision's website.

Provision of 'First Aid' information

A poster is displayed prominently, notifying all building users of the arrangements for First Aid at Balance Alternative Provision (including location of First Aid Containers, and names and methods of contacting the Appointed Person and First Aiders).

Review and reassessment of risk

The Provision Manager should review Balance AP's first aid needs at least annually and particularly after any changes, to ensure the provision is adequate. The Director of the company can assist with this process. The First Aid Policy will be reviewed annually, with local details and posters updated by the Provision Manager.