



First Aid Policy and Procedures

1. Overview

This policy refers to the procedures relating to first aid in the Oaks Rise environment. This policy, referring to legislation relating to first aid at work, covers the first aid provisions we need, what and how many first aid personnel we need, and the first aid equipment and facilities available.

All staff, children and young people and directors have the right to a safe and secure environment. This policy links to Oaks Rise Risk Assessments, Supporting Medical Conditions and Administering Medicines Policy, Anaphylaxis Policy, Covid Compliance Policy, and Health and Safety Policy.

The designated First Aider is Shahnaz Zarif.

The following staff received comprehensive, in-person, Pediatric First Aid Training in July 2024 with certificates valid for 3 years.

- Shahnaz Zarif, Senior Learning Facilitator
- Georgia Rowe, Director

In addition, Sarah Daisy, Learning Assistant, also has a pediatric First Aid certificate valid until Sept. 2026.

Certificates are kept in the Oaks Rise central electronic filing system.

2 Legislation

The following legislation is recognised and adhered to:

- a. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which states that some accidents must be reported to the Health and Safety Executive (HSE).
- b. The Management of Health and Safety at Work Regulations 1999, which requires us to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

- c. The Management of Health and Safety at Work Regulations 1992, which requires us to make an assessment of the risks to the health and safety of our learners, staff and visitors.
- d. The Health and Safety (First Aid) Regulations 1981, which states that we must provide adequate and appropriate equipment and facilities to enable first aid to be administered, and qualified first aid personnel.



- e. Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.

3. Key objectives

- Plan what action to take until professional help arrives, based on the initial or primary assessment;
- Determine how much help you can give based on what you know and what skills you have;
- Ensure your own ongoing safety as a First Aider;
- Ensure a trained First Aider is present during opening hours and any trips;
- Record all instances of accidents or incidents.

4. First aid requirements

It is important that the welfare of the children, young people and staff is at the forefront of our first aid procedures.

- All needs of the children, young people and staff, such as allergies, including the requirement of an Adrenaline Auto-Injector (AAI) pen are identified.
- There is a designated place for any first aid equipment and this is kept in a green first aid kit box in a cupboard in the Kitchen, and all unsuitable items are kept out of reach from all Oaks Rise learners.
- All risks are assessed and key information is noted that pertains to any possible harm or injuries.
- Oaks Rise ensures there is at least one designated, trained First Aider on hand during opening hours.
- If Oaks Rise is to take children and young people out for trips, a First Aider will be present and the first aid box will be taken on the trip.

5. First Aid Procedures

In the event of an accident resulting in injury:

- a. The closest member of staff present will assess the seriousness of the injury and seek the assistance of the designated First Aider, if appropriate, who will provide the required first aid treatment;
- b. The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives;
- c. The First Aider will also decide whether the injured person should be moved or placed in a recovery position;
- d. If the First Aider judges that a learner is too unwell to remain at Oaks Rise, parents

/ carers or a representative nominated by the parent / carer will be contacted and asked to collect their child / young person.



- e. Upon their arrival, the first aider will update parents/representatives and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action;
- f. If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible;
- g. The First Aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.
- h. In any event, all parents and relevant schools are notified of any injuries pertaining to their child.

6. Roles and Responsibilities

The designated First Aider is responsible for supporting health and welfare issues within Oaks Rise and in particular should:

- a. Be responsible for attending to and monitoring learner or visitor illness/injury and contacting parents/ carers or referring to hospital as appropriate;
- b. With the prior consent of parents, administer learner medication and record in a designated book;
- c. Maintain the Oaks Rise first aid equipment and space available for first aid to take place;
- d. Maintain storage for learner's medication to ensure it is secure but accessible as needed.

The Oaks Rise directors will:

- e. Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and oversee the work of the First Aider;
- f. Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following Oaks Rise procedures.

7. Administering Medicines Procedure

Although Oaks Rise is not a school, we endorse the standard terms and conditions for the employment of teachers, which do not include giving or supervising a learner taking medicines. However, Shahnaz Zarif has taken on this role.

At Oaks Rise:

- a. Medicines are only administered when it is essential, i.e. where it would be detrimental to a learner's health if it was not done during their time at Oaks Rise;
- b. A permission form must be signed by the responsible parent;
- c. Details of medicines prescribed, and those that are to be administered at Oaks Rise, are

recorded in a learner's individual



healthcare plan;

- d. Members of staff who have volunteered to accept the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency.

See the Oaks Rise Supporting Medical Conditions Policy and the Oaks Rise Anaphylaxis Policy for further information.

8. Reporting to the HSE

The designated First Aider will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). They will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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
- Serious 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 where a learner or employee is away from Oaks Rise or unable to perform their normal work duties for more than 7 consecutive days (not including 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.

9. Reporting to Ofsted and child protection agencies

Although Oaks Rise is not a school, we are registered on the Ofsted Voluntary Childcare Register. Directors will notify Ofsted of any serious accident, illness, or injury to, or death of a learner while in the care of Oaks Rise. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

We will also report such incidents to the relevant Brighton and Hove Council department.