

First Aid Policy

1. Purpose of the Policy

The purpose of this First Aid Policy is to ensure that Next Steps Ed provides a safe, healthy learning environment for all learners, staff, visitors, and contractors. The policy sets out clear procedures for managing first aid situations, responding to accidents, and ensuring compliance with relevant health and safety legislation.

This policy outlines how first aid is delivered, who is responsible, where resources are located, and how incidents are recorded and monitored.

2. Statement of Commitment

Next Steps Ed is committed to:

- Ensuring that first aid provision is available at all times when staff and learners are on site or participating in alternative provision activities.
- Providing adequate equipment, facilities, and appropriately trained staff to respond to first aid incidents.
- Maintaining effective systems for reporting and reviewing accidents, injuries, and near-misses.

3. Roles and Responsibilities

Directors

- Mica Smith and Olivia Campbell are the Directors of Next Steps Ed.
- They hold overall responsibility for ensuring the implementation of this policy.
- They are also designated first aiders, trained to respond to emergencies and oversee incident management.

All Staff

- All staff at Next Steps Ed are first aid trained, ensuring that qualified help is always available.
- Staff must:
 - Respond promptly to first aid incidents.
 - Report accidents and injuries in accordance with procedure.
 - Supervise learners appropriately following any first aid incident.
 - Inform the Directors of any concerns regarding first aid equipment or procedures.

Learners and Visitors

- Must follow staff instructions during first aid situations.
- Must report accidents, hazards, or injuries immediately to a member of staff.

4. First Aid Training

- All staff undergo accredited first aid training suitable for an education environment.
- Training includes CPR, use of an AED, responding to choking, minor wounds, asthma attacks, allergic reactions, and other common educational-setting incidents.
- Training is refreshed annually or as required.

5. First Aid Equipment and Facilities

First Aid Kits

Fully stocked kits are located in:

- Main Office
- Classroom
- Any off-site activity bags or transport vehicles (where applicable)

Maintenance of Kits

- Kits are checked and restocked monthly by the designated first aid leads.
- Any missing or used items must be reported immediately.

Additional Equipment

- Disposable gloves
- Face shields for CPR
- Ice packs
- Plasters, bandages, dressings
- Antiseptic wipes
- Resuscitation masks
- Where appropriate, an AED (if on site)

6. Procedures for Managing an Incident

Initial Response

1. A trained first aider should be alerted immediately.
2. The first aider assesses the situation and determines the level of care required.
3. The area should be made safe, and bystanders kept at a distance.

During Treatment

- First aiders must follow training and only operate within their competency.
- Personal protective equipment (PPE) must be worn when dealing with bodily fluids.
- Emergency services must be contacted if the injury is serious, life-threatening, or uncertain.

Communication with Parents/Carers

- Parents/carers will be informed of any injury involving their child.
- For significant injuries or emergencies, parents/carers will be contacted immediately.

Transport to Hospital

- If an ambulance is required, a member of staff will accompany the learner if a parent/carer is not present.
- Staff may not transport injured learners in personal vehicles.

7. Accident Reporting and Recording

- All incidents, injuries, and near-misses must be documented in the Accident and Incident Log.
- Serious injuries must be reported to the Directors within 24 hours.
- Records will include:
 - Date and time of incident
 - Details of the injured person
 - Nature of injury
 - Location
 - First aid provided
 - Staff involved
 - Follow-up actions

RIDDOR Reporting

Where required, the Directors will report incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

8. Risk Assessment

Regular risk assessments are conducted to:

- Identify potential hazards
- Reduce or eliminate risks of injury
- Ensure that first aid needs are adequate for all activities

Risk assessments are updated:

- Annually
- After incidents
- Before new activities or environments are introduced

9. Off-Site and Outdoor Activities

- A portable first aid kit must accompany all trips and off-site activities.
- At least one trained first aider must be present.
- Pre-activity risk assessments must include first aid requirements.

10. Monitoring and Review

- Directors will review this policy annually or following a major incident.
- Accident logs will be analysed termly to identify patterns and reduce risks.
- Feedback from staff and learners will be considered when reviewing procedures.

11. Policy Availability

- This policy is available to all staff, learners, parents, and visitors.
- It can be accessed on request or added to the organisation's website or safeguarding documents.