



# SPAGHETTI BRIDGE

## First Aid Policy

<b>Policy Owner</b>	Group Health & Safety Lead
<b>Applies to</b>	The policy will apply to all schools
<b>Associated Documents</b>	This is a list of any other related policies:- <ul style="list-style-type: none"><li>• Risk Assessment Policy</li><li>• Medical Needs Policy</li><li>• Managing Contractors for Premises Work Policy</li></ul>
<b>Review Frequency</b>	This policy is to be reviewed in three years.
<b>Date of Implementation</b>	February 2023
<b>Review Date</b>	February 2026
<b>New Review Date</b>	February 2029
<b>Approved by Chief Executive Officer</b>	<p><i>Dan Alipaz</i></p> <hr/> <p>Dan Alipaz (Feb 16, 2026, 9:15pm)</p>
<b>Approved by the Chair of the Board</b>	<p><i>Stephen Bradshaw</i></p> <hr/> <p>Stephen Bradshaw (Feb 12, 2026, 1:44pm)</p>

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## 1. Introduction

### Purpose/Aim

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and governance team are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### Legal Framework

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981.
- The Education (Independent School Standards) Regulations 2014 (Part 3, Paragraph 13).
- DfE Statutory Guidance: Supporting Pupils at School with Medical Conditions (2015, updated 2023) and First Aid in Schools (2022/24).
- EYFS Statutory Framework (2024/25): Requiring Paediatric First Aid (PFA) if applicable.
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Social Security (Claims and Payments) Regulations 1979

## 2. Scope

This policy applies to all people on School premises and staff off-site on official school duties.

## 3. Policy Statement

Spaghetti Bridge is committed to ensuring the health, safety, and well-being of all students, staff, and visitors. We recognize that providing high-quality first aid is essential, particularly within our specialist setting where staff must be prepared to manage both routine injuries and complex medical emergencies.

Whilst each school strives to provide a safe environment as far as is reasonably practicable, we acknowledge that accidents cannot be entirely avoided. Consequently, our policy is to ensure that first aid provision is always reflective of our specific environment and that all individuals can receive adequate assistance when needed.

## Risk Assessment

Each school conducts an annual assessment to determine the number of first aiders required based on the high-needs nature of our pupils.

At least one First Aid at Work (FAW) qualified person is available for every 50 people. Appropriate numbers of staff are also trained in paediatric first aid.

## In-school procedures

In the event of an accident resulting in injury:

- The closest staff members will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- 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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the headteacher will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

## Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by nominated school staff prior to any educational visit that necessitates taking students off school premises. This is completed via Evolve.

There will always be at least one first aider on school trips and visits.

## First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

A bleed control kit in our schools will include the following:

- Tourniquet Plus (with pen)
- Chito-Sam 100 Hemostatic Dressing
- Trauma Fix Dressings
- Nitrile Gloves

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- Kitchen
- School vehicles
- Community bags

Bleed control kits are stored in the medical room.

Kits are inspected weekly by a nominated person to identify missing or expired items.

## Defibrillators

There is a defibrillator on-site in a prominent area. (the exception to this is Heather Bridge School, PL20 6NN where the defibrillator is in the local public house - The Burrator Inn, PL20 6NP)

All first aiders are aware of its location, and it is checked according to manufacturer guidelines.

Each defibrillator will have two sets of pads, one for adults and one for paediatric use.

Defibrillators will be checked weekly, and monthly, and records kept on the school drive. Records should include the expiry date of the battery and pads, and when the defibrillator was last used.

Where applicable, all school defibrillators should be recorded on The Circuit – the UK's national defibrillator register:

<https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/national-defibrillator-network-the-circuit>

### Record-keeping and reporting

- An online accident form (in the accident management system accessible via BridgeLink) will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- Records held in the accident management system will be retained by the school for a minimum of 3 years.

### Reporting to the HSE

The Estates, Facilities and Health and Safety team will monitor, assess and review any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation.

These will be reported to the Health and Safety Executive as soon as is reasonably practicable and at any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - o Fractures, other than to fingers, thumbs and toes
  - o Amputations
  - o Any injury likely to lead to permanent loss of sight or reduction in sight
  - o Any crush injury to the head or torso causing damage to the brain or internal organs
  - o Serious burns (including scalding)
  - o Any scalding requiring hospital treatment
  - o Any loss of consciousness caused by head injury or asphyxia
  - o 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 an employee is away from work 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. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent is likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE -<http://www.hse.gov.uk/riddor/report.htm>

### Training

- First aiders must hold a valid certificate of competence from an accredited provider
- In addition to standard first aid, staff receive training on:
  - Management of Anaphylaxis (including use of AAI's).
  - Epilepsy and Seizure Management (including buccal midazolam).
  - Diabetes management.
  - Mental Health First Aid.
- Training must be refreshed every 3 years. First aiders are encouraged to update basic life support skills annually
- The school will keep a register of all trained first aiders, what training they have received and when this is valid until on the staff training matrix
- Staff are encouraged to renew their first aid training when it is no longer valid.
- Trained staff are covered for their provision of first aid via our group insurance policy and the Social Action, Responsibility and Heroism Act 2018.
- Additional training is offered to identified staff in Intimate Care, Epilepsy Action, Outdoor First Aid, Administering Buccal Midazolam During a Seizure/Epilepsy Awareness, Medication Training For Schools: Supporting Pupils at School with Medical Conditions, Administering Antihistamine Medications and Autoinjector Adrenaline Pens During an Anaphylactic Event (severe allergic reaction), CTQ First Aid at Schools
- + Catastrophic Bleeds and Mind Your Words - RSCLT mental health e-learning course.

### Mental Health

Each school will train an appropriate number of staff in mental health first aid – paediatric.

The group ensures all staff have access to an Employee Assistance Programme (EAP) which provides access to private and confidential mental health support.

#### 4. Roles & Responsibilities

## Appointed person(s)

The school's appointed person is the Business Manager. They are responsible for:

- Taking charge when someone is injured or becomes ill (where appropriate, or to support the first aider providing emergency first aid.)
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

## First aiders

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an online accident report on Bridgelink on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- Our school's appointed person(s) and first aiders names are displayed prominently around the school.

## The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of students
- Reporting specified incidents to the HSE when necessary (see section 6)

## Staff

School staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know who the first aiders in school are-there are lists of first aiders in medical room, staff room and communal areas
- Completing accident reports on our online system for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

### 5. Support, Advice and Communication

For more support or advice regarding this policy please contact your school Business Manager or the Estates, Facilities and Health and Safety Team.



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