**First Aid Policy and Procedures**

**Overview**

All staff, children and parents have the right to a safe and secure environment.

The aims of our first aid policy are to:

* Ensure the health and safety of all staff, pupils and visitors
* Ensure that staff 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

The designated health and safety lead and first aider is Francesca Paul (Mondays) and Nicola Bridge (Tuesdays), who has received up to date pediatric first aid training (dated within the last 3 years).

**Legislation**

The following legislation has been recognised and adhered to:

* 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
* 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 pupils, staff and visitors
* 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
* 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),
* Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
* The Education (Independent School Standards) Regulations 2019, which requires that we provide a suitable space for the medical and therapy needs of pupils

**First aid equipment**

It is important that the welfare of the children and staff is at the forefront of our first aid procedures. All needs of the children and staff, such as allergies, including the requirement of an EPI pen are identified in the consent form. There is a designated place for any first aid equipment and all unsuitable items are kept out of reach from children.

All risks are assessed and key information is noted that pertains to any possible harm or injuries. Nightingale Cottage ensures that there is always a designated first aider on hand.

Nightingale Cottage has a stocked first-aid kit on hand, which is regularly checked.

**First Aid Procedures**

In the event of an accident resulting in injury:

* The first aider will assess the seriousness of the injury and provide the required first aid treatment and/or decide if further assistance is needed from emergency services. They will remain on the 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 at Nightingale Cottage, parents or a representative nominated by the parent (the emergency contact) will be asked to collect their child
* 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
* If emergency services are called, the first aider will seek to make contact with the parents or emergency contacts as soon as is practically possible
* 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. This will be signed by the parent/carer

**Records of accidents and injuries**

Nightingale Cottage keeps a record of any accidents and first aid treatment given.

These records include information on:

* The date/time and place of the accident
* A description of how the accident occurred
* A description of any injury and action taken
* Condition of the child following the accident
* Name and signature of the parent/carer who was informed
* Name and signature of the first aider

There are no statutory retention periods for first aid records. HSE guidance says you should keep records in accordance with data protection law; the GDPR requires that records are not kept for ‘longer than necessary.’

In line with recommendation from legal advisers, Forbes Solicitors, these will be kept until the child turns 21 years 3 months. This is to help protect Nightingale Cottage against personal injury claims.

**Reporting to the HSE**

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

Fatal and major injuries and any dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

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 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 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 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.

**Reporting to OFSTED**

Nightingale Cottage will notify OFSTED of any serious accident, illness or injury to, or death of, a pupil. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

**Updated:** 01.08.25

**Review Date:** 01.08.25