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Signed by Head of Centre	<i>Michelle Masters</i>
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1. Purpose

- 1.1 RBR recognises that under the Health and Safety at Work etc Act 1974, it must take reasonable steps to ensure that staff, students and external visitors are not exposed to hazards that could pose a risk their health and safety. This applies to activities on or off RBR's premises.
- 1.2 RBR is committed to ensuring that all students study, and staff work in a safe environment; and should an accident occur, that first aid will be available in a timely and competent manner. RBR seeks to provide first-aid personnel with sufficient training, information and support to undertake their responsibilities and ensure good practice in all areas of the provision of first aid.
- 1.3 The aims of RBR's first aid policy are to:
 - a) Ensure the health and safety of all staff, students and visitors;
 - b) Ensure that staff and trustees are aware of their responsibilities with regards to health and safety; and
 - c) Provide a framework for responding to an incident, recording and reporting the outcomes

2. Scope

- 2.1 This policy applies to all workers at RBR whether they are employees, agency staff, volunteers, interns, consultants or contractors. It does not form any part of a contract of employment or agreement and can be updated at any time.

3. Policy statement, provision and safeguards

- 3.1 The Head of Centre holds overall responsibility for the implementation of this policy, and in ensuring that there are sufficient provisions and trained staff to provide adequate cover according to the identified need as documented in the First Aid Needs Risk Assessment. Those staff who are first aid qualified are responsible for providing support and treatment when needed; and all staff hold responsibility for following health and safety guidelines.
- 3.2 The Head of Centre must ensure that whenever students are present in the RBR Centre, there will be at least one qualified first aider also present on site. They must also ensure that adequate arrangements exist to cover the absence of trained first aiders.
- 3.3 In addition, the Head of Centre must ensure that there is sufficient first aid provision for:
 - a) lunch times and breaks;
 - b) off-site activities;
 - c) practical areas such as those for science, DT, cookery and PE;
 - d) any contractors working on-site.
- 3.4 The Head of Centre (or appropriately appointed person) is responsible for informing all staff of the first aid arrangements, the location of equipment, facilities, first aid personnel, and the procedures for recording and reporting arrangements as well as monitoring the RBR's first aid needs.
- 3.5 A list of first aiders must be displayed in the vicinity of the first aid box (a green box with a white cross on it). A list of trained first aid staff, together with details as to their training, and renewal date is available and will be displayed at every centre. First aid information will be included in the induction programme for staff and students.
- 3.6 The trustee responsible will review RBR's first aid provision with the Head of Centre annually to ensure that standards are being met.

4. First aid materials, equipment and facilities

- 4.1 There is at least one first aid box (marked with green cross on white background) on each floor. In addition, there are first aid boxes specifically located in the science lab, tech and DT rooms.
- 4.2 There is not a mandatory list of items for an employer to have in a first aid box. However, the HSE recommends that, the “first aid provision must be 'adequate and appropriate in the circumstances,” and “should be based on your first aid needs assessment.” Where there is a low risk the minimum contents are:
- a) a leaflet with general guidance on first aid (for example, HSE's leaflet basic advice on first aid at work
 - b) individually wrapped sterile plasters of assorted sizes
 - c) sterile eye pads
 - d) individually wrapped triangular bandages, preferably sterile
 - e) safety pins
 - f) large and medium-sized sterile, individually wrapped, unmedicated wound dressings
 - g) disposable gloves

Source: <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education#about-this-guidance>

- 4.3 Equivalent or additional items in a first aid box are acceptable. Additional items may be necessary for specialised and/or off-site activities.
- 4.4 The Head of Centre (or appropriately appointed person) will check the condition of all first aid boxes at least every term to ensure the equipment is in date, safe and fit for purpose.
- 4.5 The art room is readily available to use for caring for sick or injured students. It contains a washbasin and is reasonably near a WC.

Laboratories

- 4.6 The Head of Centre, first aiders and science staff will ensure that eyewash (in date) is available for use should that be necessary.

Travelling first aid boxes

- 4.7 Additional first aid boxes are used for activities outside of the Centre, such as PE or RBR trips. The HSE recommend that where there is no special risk for off-site activities, a minimum stock of items for travelling first aid containers is:
- a. a leaflet giving general advice on first aid,
 - b. six individually wrapped sterile adhesive dressings,
 - c. one large sterile unmedicated wound dressing (18cm x 18cm),
 - d. two triangular bandages,
 - e. two safety pins,
 - f. individually wrapped moist cleansing wipes,
 - g. one pair of disposable gloves.
- 4.8 Inhalers must be carried on trips as required. The teacher in charge will carry inhalers for single group activities. If the group splits into smaller units the member of staff in charge of each smaller unit will take possession as appropriate.

5. First aid personnel's main duties

- 5.1 The first aiders' main duties are to give immediate help to casualties with common injuries, and, when necessary, to ensure that an ambulance or other professional medical help is called.
- 5.2 The first aiders are also responsible for monitoring the contents of the first aid box, replacing items as soon as possible after use. Items that have passed their expiry date should be safely discarded. Extra stock should be kept in the centre. The visibility of first aid boxes is crucial and should be given careful consideration. If possible, they should be kept near hand washing facilities.

6. First aid qualifications and training

- 6.1 The administrator is responsible for ensuring that all first aid training courses are approved by the HSE and updated as required. A First Aid at Work Certificate is valid for only three years. Refresher training must be arranged three months before a certificate expires.
- 6.2 Certificates should be displayed prominently within the Centre.

7. Arrangements for students with medical conditions

- 7.1 RBR will collect all available medical information regarding each student referred to them. That information will be stored and circulated to staff as necessary.
- 7.2 Where students are required to take medication at RBR, then advice will be sought from parents/carers and appropriate medical practitioners regarding the safest way of ensuring that the medication is stored (if required) and taken.
- 7.3 If a student becomes ill whilst at a centre, there is a medical room available (as required under Independent School Regulations). The student will be taken to that room, a trained first aider will ascertain any necessary course of action and that will be followed with immediate effect. Parents/carers will always be notified, and arrangements made to ensure that the student is able to 'get home safely'.
- 7.4 Where a student has a known condition (e.g., asthma, epilepsy, diabetes), full information and advice will be sought from parents / carers and medical staff. A record will be kept on the student's file. If an IHP (Individual Health Care Plan) exists, information will be circulated to staff as required.
- 7.5 As a general guide...
 - a. If a student suffers from an asthma attack, staff will:
 - i. keep calm and reassure the student;
 - ii. encourage the student to sit up and slightly forward;
 - iii. encourage the student to use their own inhaler – if not available, they will provide an emergency inhaler;
 - iv. remain with the student while the inhaler and spacer are brought to them;
 - v. immediately help the student to take two separate puffs of salbutamol via the spacer;
 - vi. if there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs;
 - vii. stay calm and reassure the student;
 - viii. stay with the student until they feel better when they can return to RBR activities;
 - ix. If the student does not feel better or staff are worried, then an ambulance will be called.
 - b. If a student undergoes an epileptic fit, staff will:
 - i. protect the student from injury (remove harmful objects from nearby);
 - ii. place something soft, such as a folded sweater, under their head;

- iii. help the student to breathe by gently placing them in the recovery position once the seizure has finished;
- iv. stay with the student until they come round and are fully recovered;
- v. be calmly reassuring.

The first aider will not:

- vi. restrain the student's movements;
- vii. put anything in the student's mouth;
- viii. try to move them unless they are in danger;
- ix. give the student anything to eat or drink until they are fully recovered;
- x. attempt to bring them round.

An ambulance will be called if:

- xi. the seizure continues for more than usual for that student or longer than five minutes;
- xii. one seizure follows another without the student regaining consciousness in-between;
- xiii. the student is injured during the seizure; and/or
- xiv. the student has difficulty in breathing.

h. If the centre admits a student with diabetes:

- i. The student should have an IHP detailing the type of their diabetes. This should also provide details of triggers and symptoms for hyperglycaemia (high blood sugar level) and hypoglycaemia (low blood sugar level). As a general rule a student suffering from hyperglycaemia needs to drink and to go to the toilet as they need. They may require extra insulin. A student suffering from hypoglycaemia will usually require something sugary to eat or drink.

i. Students with known allergies:

- i. Medical information will always be sought at the point of referral. It is held in the student files (Registration form). The administrator passes on any allergy information to cook.
- ii. If a student has a known allergy, then advice will be sought as to how occurrence of the allergy can be prevented or reduced to the minimum possible level. In extremis, if a student suffers an anaphylactic reaction (symptoms may include swelling of tongue and/or throat, difficulty in swallowing or speaking, vocal changes e.g. a hoarse voice, wheezing or a persistent cough or severe asthma, difficult or noisy breathing, stomach cramps or vomiting after an insect sting, dizziness / collapse / loss of consciousness), then emergency treatment will be sought either through taking the student to an accident and emergency centre or calling an ambulance. In any case where a student requires access to specific equipment (e.g. an EpiPen) should their allergy be triggered, first aid staff will ensure that the appropriate equipment is available, and that staff understand what action to take.

Hygiene and infection control

7.6 Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and handwashing facilities and should take care when dealing with blood or other body fluids, and when disposing of dressing or equipment.

7.7 Blood and body fluids (BBF) may contain disease causing microorganisms, thus any 'deposits' must be dealt with as soon as possible after a spillage has occurred. BBF

may be blood, faeces, pus or vomit. It is the responsibility of all staff to deal promptly with such spills. BBF spills may be classified as high or low risk and this will determine the recommended cleaning process to be employed. A low-risk spillage may be a urine spill through careless toilet usage, or an area that has been observed as being accidentally coughed or sneezed upon. A high-risk spillage may be blood or vomit: both should be considered potentially hazardous. Any staff cleaning up such a spill must ensure that all precautions (gloves, appropriate cleaning materials and disposal) are pursued to reduce the likelihood of infection. Any materials produced from such clean up must be placed into a refuse bag (a store is kept on site) and the bag disposed of into the large bin kept at the front of the centre.

8. First aid recording

- 8.1 A record will be kept of any first aid treatment given by first aiders in the Accident Book which is kept in the office; this will include:
- a. the date, time and place of the incident;
 - b. the name of the injured or ill person;
 - c. details of the injury or illness and first aid given;
 - d. what happened to the person immediately afterwards (i.e., did they go home, resume normal duties, go back to class or go to access further treatment);
 - e. the name and signature of the first aider or person dealing with the incident.
- 8.2 Parents/carers will always be informed of any accident. RBR staff will attempt to contact the parent/carer by telephone, text or email. Should it not be possible to make immediate contact, messages will be left (e.g. voicemail, work colleagues etc) asking the parent/carer to contact the centre. Parents/carers will have right of access to any records made regarding the accident, and should they feel that practice has been insufficient (either to prevent the accident or in responding to it), then their rights as described within the centre's complaints procedures will be explained to them.
- 8.3 Some accidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the administrator should check if this is necessary after an incident. The accident record book will be kept in the office at each centre.

9. Legislation and Guidance that inform this document

- a. Health and Safety Advice for Schools (DfE – updated Feb 2022)
- b. Health and Safety at Work Act 1974
- c. The Management of Health and Safety at work Regulations 1999
- d. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- e. Education (Independent School Standards) Regulations 2014
- f. Health and Safety (First Aid) Regulations 1981
- g. Guidance on First Aid for Schools - a Good Practice Guide

10. Other RBR policies to be read in conjunction with this one

- a. Health and Safety - procedures for reporting accidents are detailed in this policy
- b. First Aid Needs Risk Assessment