



Wallend Road  
Preston  
PR2 2HW

# First Aid Policy

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**Next review date:** 29/01/2025

## KEY CONTACTS AND INDEX

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## PURPOSE OF THIS POLICY DOCUMENT

- Policy:** This First Aid policy statement has been prepared by Pioneer TEC as a statement of its intentions and commitment to ensuring that the highest standard of support achievable is achieved for our students within the vocational and class-based settings and to its workers.
- Purpose:** Pioneer TEC through the effective use of this policy, supporting procedures, and guidance will provide safe premises, safe systems of work, safe equipment and a healthy working environment.
- General Aim:** Our general policy is to:
- Provide adequate information, instruction and training and supervision for workers and other interested parties
  - Ensure all workers and other interested parties are competent in the roles being undertaken
  - Prevent accidents, incidents and ill-health and support the wellbeing of students, workers, all
  - Maintain safe and healthy working conditions.
- Applicability:** This policy applies to all Pioneer TEC staff including contractors and other interested parties such as volunteers, internal and external secondees and students. This policy aims to ensure that all have a clear understanding of the procedural requirements and responsibilities in relation to First Aid when employed by Pioneer TEC.
- Chain of responsibility:** The person with overall responsibility for First Aid within the Company is Mrs Lyndsey Sim (Proprietor).
- All workers with specific responsibilities for and trained though Pioneer TEC to deliver First Aid must ensure they are adequately delegated in their absence. All workers and other interested parties are required to co-operate in all student welfare and First Aid matters and report concerns and opportunities for continual improvement to Line Management.
- First Aid Statement:** Pioneer TEC is committed to providing a safe and healthy working environment and deliver a personalised care and wellbeing.
- In securing the implications of this policy the senior management team will ensure that its operations and undertaking are executed in such a manner, so far as is reasonably practicable, as to ensure

that students workers, interested parties and all other persons are supported fully in any medical emergency or situation.

**Declaration:** This policy statement will be reviewed at least annually and communicated to all workers and interested parties.

**Resources:**

- This policy supports and compliments other school policies and government standards listed in this policy document which are available for reference
- All Pioneer TEC staff and other interested parties will be trained and assessed as competent in their role and in First Aid as part of induction process in line with Pioneer TEC standards and requirements.

**NOTE:** *Students are taught basic First Aid as part of their broad balanced curriculum in PSHE and as part of Activity Based Education and Vocational Studies*

# 1: ROLES AND RESPONSIBILITIES

## **Appointed person(s) and first aiders**

The school's appointed person is the Lead First Aider. they are responsible for:

- Taking charge when someone is injured or becomes ill
- 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
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- 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

Pioneer TEC 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
- Getting students home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date - Our school's first aiders and defibrillator trained workers lists are held in first aid room. Their names will also be displayed prominently around the school.
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Pioneer TEC Head Teacher/Manager or their manager of any specific health conditions or first aid needs

## 2: LEGISLATION and GUIDANCE

### 2. Legislation and guidance:

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](#), state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), requires employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), requires employers 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 state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of students

## 3: FIRST AID PROCEDURES

### 3.1 In-School Procedure

In the event of an accident resulting in injury:

- The best qualified experienced staff present 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 student is too unwell to remain in school, the Home Manager or Deputy Manager will be contacted and asked to collect the student. Upon their arrival, the first aider will update the home representative and give suggestions of potential next steps. It is then for the Home to decide on the next course of action.
- If emergency services are called, the relevant worker will seek to make contact with emergency contacts as soon as is practically possible and contact Home Manager immediately.
- The first aider/relevant worker will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

### 3.2 On Site and Off-Site Procedure

When taking students on activities on site or off the school premises, workers will ensure they always have the following:

- A school fully charged mobile telephone and or a radio (radio checks completed on arrival to activity site)
- Same as for off site- a school mobile phone and radios between supporting staff depending on the type of environment
- A portable first aid kit
- Information about the specific medical needs of students
- Student medication eg asthma sprays, epi pens
- Student emergency contact details

**NOTE:** Risk assessments will be completed by the relevant individual prior to any educational visit or activity on or off site that necessitates taking students on or off school premises.

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

## 4: FIRST AID EQUIPMENT

A typical first aid kit at Pioneer TEC will include the following:

- Face masks and disposable gloves
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape • Safety pins

- Extra Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in: • The medical room • Reception (at the desk) • All design and technology classrooms • The school kitchens • PE Department

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All vocational working areas
- All Art: design and technology classrooms
- The school kitchens
- The indoor sports hall: PE Department

They are also wall mounted in the vocational working areas.

## 5: RECORD KEEPING AND REPORTING

### 5.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant worker 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, including all of the information on the location, activity, student and follow up procedures and actions taken provided by the first aider.
- A copy of the accident report form will also be added to the students educational record
- It must be signed and dated and completely accurate with times and all actions taken

#### **NOTE:**

- Records held in the first aid and accident book (B1510) will be retained by the school for a minimum of 3 years, in accordance with Social Security



Law regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

- Any first aid supplies used must be replenished in the first aid boxes or kits as soon as practically possible

## 6: DISPOSAL OF BLOOD AND USED RESOURCES

Blooded items should be disposed of in the sanitary bin in the female toilets. All other used resources should be bagged and disposed of with normal waste.

**NOTE:** In the event of a fatality – do not dispose of anything as this may be required by the Police

## 7: SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

### 7.1 Asthma

Some Pioneer TEC students may have Asthma. If so all pumps are labelled and kept in the first aid room. In the event of an attack, the inhaler must be taken to the student.

**NOTE:** All named inhalers should accompany students when they are on site engaging in any form of activity-based education or off school grounds e.g. on work experience, at college or on a school trip.

If a student does not have their inhaler – contact the Homes Manager/parent and ask for it to be brought to the school.

### 7.2 Arrangements for children who are competent to manage their own medication in school

A student who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing

A student who needs to self administer will be given access the first aid room or another appropriate area supported by a responsible worker or Pioneer TEC Manager.

The home/school will provide a recording sheet for the responsible worker to complete each time the student has requested to test blood levels or self administered.

**NOTE :** All medication must be taken with the student on activity based education and a responsible worker will be nominated to take responsibility for this student and their medical bag.

Pioneer TEC Head Teacher/Manager and Home Manager will consult about the advisability of a student taking responsibility for their own treatment.

The decision in cases of dispute will rest with the Pioneer TEC Head Teacher/Manager who has a duty to ensure the safety of all students within the school.

**NOTE:** All named student medication will be locked away in the first aid room. or in a locked cupboard in the residential lodge.

## 8: REPORTING TO HSE

The school nominated responsible person will be responsible for maintaining and monitoring the accident books for Staff and Students.

The responsible person 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 including death.

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations o 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 o 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 worker 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 Pioneer TEC School 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

**NOTE:** It will be the responsibility of the Pioneer TEC Manager or other nominated responsible person to contact HSE and report to Riddor.

## 9: NOTIFYING THOSE WITH PARENTAL RESPONSIBILITY

The relevant responsible person will inform Home Manager/Parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, and as soon as reasonably practicable.

## 10: REPORTING TO OFSTED AND CHILD PROTECTION AGENCIES

The relevant school nominated responsible person will, in partnership with the Home Manager/Parents notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care.

This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The relevant school nominated responsible person will also notify any relevant child protection agencies of any serious accident or injury to, or the death of, a student while in the school's care.

## 11: TRAINING INCLUDING SPECIALIST TRAINING FOR MOTORSPORT

All Pioneer TEC Workers will be required to undertake First Aid in the Workplace or Basic First as part of their induction.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. (Saved in

first aid folder) workers will be supported and encouraged to renew their first aid training annually.

Enhanced and specialist training will be given for specialist roles within Pioneer TEC – eg Marshalls will receive First Aid specifically aimed at Motor Sport injuries and accidents. This will also be renewed Annually.

# Appendix 1 – Supporting Guidance Documents

This policy sets out how Pioneer TEC will meet its duty to workers and all other interested parties working, studying or visiting Pioneer TEC.

If anyone wishes to seek further information or guidance, they can refer to the below documents / organisations and refer Resources and References web addresses highlighted:

**Reference and Resource:**

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

**Pioneer TEC policy Links:**

Health and Safety  
Risk Assessment

**Declaration:**

**I have read and understand the information and guidelines set out in this policy:**

Name	Date