

Rose Education Provision

Rose Education Pro



**First Aid
Policy and Procedure**

August 2025

POLICY

1 BACKGROUND AND PURPOSE

This policy forms part of, and should be read in conjunction with, the Health and Safety Policy. It is designed to confirm how Rose Education Provision will address its responsibilities regarding the administration of first aid to staff, students and visitors.

2 ORGANISATIONAL SCOPE

This policy applies to all School staff either on or off site whilst engaged on School business. Students for the purposes of the Regulations are deemed as “members of the public” and as such there no statutory requirement for the School to make first aid provision available.

Rose Education Provision though has a duty of care with regard to its students and others who may be affected by its activities therefore any resulting procedures and practices resulting from this policy will be expected to address their first aid needs as well as that of staff. Students as well as staff should also be advised, as part of their induction as to the arrangements for accessing first aid in the case of an accident.

3 DEFINITIONS

First Aid

The treatment necessary for the preservation of life or minimise the consequences of illness or injury and the treatment of minor injuries.

First Aid Coordinator

Person appointed to coordinate the day to day operation of the first aid procedures. As the main first aider at the School the coordinator will respond when available to all serious incidents requiring the administration of first aid and will man the first aid room.

First Aider

First aiders are members of staff who have been trained in accordance with the standards set by the HSE and hold current and valid certification.

4 POLICY STATEMENT

The Head of School is responsible for determining the actual provision required across the site, by the use of formal assessment techniques. They will establish arrangements for satisfying the first aid personnel, equipment and facilities needs identified for general purposes within the School.

5 RECORDS

A record of the assessment to determine the first aid need will be retained to confirm the process undertaken and facilitate any future reviews.

A record of all first aid treatments will be obtained using a standard form to assist in the determination/development of any future first aid need, and to provide documentary confirmation on the treatment given.

A record of all first aid training provided will be retained so as to maintain the competence of those acting as first aiders by ensuring suitable and sufficient first aid courses, including first aider and first aider refresher, are arranged.

A record of all individual students needs will be retained and shared with teaching staff and First Aiders/Appointed Persons as appropriate.

6 MONITORING

The operation of this policy will be subject to review annually by the Head of School

FIRST AID PROCEDURE

This procedure forms part of, and should be read in conjunction with, the First Aid Policy. It is designed to confirm how the School will address its responsibilities regarding the administration of first aid to staff, students and visitors.

ASSESSMENT OF NEED – Areas to Consider

The Head of School will undertake an assessment of the first aid need to determine a provision which is suitable and sufficient. Areas that have been considered include:

- Hazards presented by the work;
- Level of risk presented by hazards;
- Number and nature of staff;
- Number and nature of students;
- Number of premises;
- Location of premises;
- Accident history;
- Travelling, remote and lone workers;
- Staff working on shared or multi-occupied sites;
- Leave/absences of first aiders and appointed persons;
- Specific needs by individual students.

Following the assessment, and using the information gathered the provision detailed below has been determined.

FIRST AIDERS

First aiders are members of staff who have been trained in accordance with standards set by the HSE. Prior to becoming trained, staff will be selected taking into account their:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties; these should be such that they may be left to go immediately and rapidly to an emergency.

On completion of their training, the HSE suggests that first aiders need to be able to apply the following competencies:

- a) the ability to act safely, promptly and effectively when an emergency occurs at work;
- b) the ability to administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
- c) the ability to administer first aid safely, promptly and effectively to a casualty who is unconscious;
- d) the ability to administer first aid safely, promptly and effectively to a casualty who is wounded or bleeding;
- e) the ability to administer first aid safely, promptly and effectively to a casualty who:
 - has been burned or scalded;
 - is suffering from an injury to bones, muscles or joints;
 - is suffering from shock;
 - has an eye injury;
 - may be poisoned;
 - has been overcome by gas or fumes.
- f) the ability to transport a casualty safely as required by the circumstances of the workplace;
- g) the ability to recognise common major illness and take appropriate action;
- h) the ability to recognise minor illnesses and take appropriate action;

- i) the ability to maintain simple factual records and provide written information to a doctor or hospital if required.

First aiders will also be required to demonstrate a knowledge and understanding of the principles of first aid at work, in particular;

- a) the importance of personal hygiene in first aid procedures;
- b) the legal framework for first aid provision at work;
- c) the use of first aid equipment provided in the workplace;
- d) the role of the first aider in emergency procedures.

To ensure these competencies are maintained, First Aid at Work certificates are valid for three years. Refresher training will be scheduled by the Customer Care Manager prior to their expiry. The Approved Code of Practice (ACOP) suggests that **one first aider for each 100 people** on site.

EQUIPMENT

Suitable and sufficient equipment will be provided, based on an assessment of the need, the minimum stock of first aid items at each location will be:

- A leaflet giving general guidance on first aid (for example HSE leaflet Basic Advice on First Aid at Work)
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (dressings may be of a detectable type for food handlers)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six medium sized individually wrapped sterile unmedicated wound dressings, approximately 12cm x 18cm
- 2 large (approx 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- At least 3 pairs of disposable gloves.

Supplementary equipment may include equipment such as eyewash, a means for transporting casualties, blankets, disposable aprons, blunt ended stainless-steel scissors (where clothing may need to be cut away), etc. Where such equipment is considered necessary it should be stored with first aid kits.

First aid kits should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid. First aid items should not be used after the expiry date. Tablets or medicines must not be kept in first aid kits. First aid personnel are often responsible for maintaining first aid stocks.

However, the line manager of first aid personnel must ensure that arrangements are in place to enable first aid personnel to obtain replacement items. First aid boxes must be periodically checked and this must be recorded, e.g. by use of a label on the box or by a signed and dated checklist in the box.

These additional materials are also available:

- Gloves
- Resuscitator
- Wipes
- Face masks
- Antiseptic hand gel

Tablets and medication of any description will not be kept as part of the first aid provision.

Current Locations:

The location of the first aid boxes, rooms and the boxes themselves will be clearly marked by a white cross on a green background.

- Rose Education provision's First Aid box is stored in the kitchen area with a clear first aid label on the door.

TRAVELLING FIRST AID KITS

Where educational activities necessitate the need for travelling, staff will be provided with first aid equipment. The following items are considered suitable provisions;

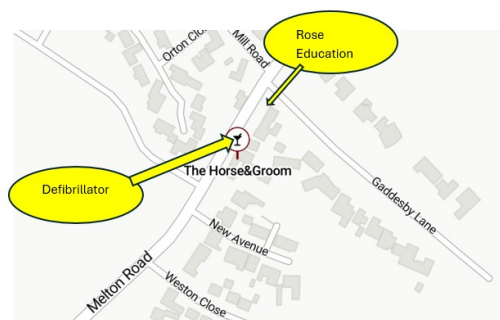
- A leaflet giving general guidance on first aid (for example, HSE leaflet Basic Advice on First Aid at Work)
- Six individually wrapped sterile adhesive dressings
- One large sterile unmedicated dressing – approximately 18cm x 18cm
- Two triangular bandages
- Individually wrapped moist cleansing wipes
- Two pairs of disposable gloves
- Face masks
- Antiseptic hand gel

Any additional provision identified by the First Aid Risk Assessment

A properly stocked first aid kit will always be carried on the trip.

DEFIBRILLATOR DEVICE

Rose Education Provision does not have a defibrillator devices on site, however, there is a village defibrillator located within a 2 minute walk of the property at:
The Horse and Groom, 1783 Melton Road, Leicester LE7 4YR



This device can be operated by anyone who has had no previous training as instructions and use are contained on the unit. This unit has been designed by Heartsafe in order to assist in the event of cardiac arrest.

All members of the first aid team have been trained on the use of a defibrillator during their Health and Safety-First Aid training sessions. Termly training sessions take place which include live demonstration through Heartsafe and SJA video.

ASSESSMENT CHECK LIST

To assist managers in determining any additional first aid needs their activities present the following checklist is provided.

Aspects to Consider	Impact on first aid provision
1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to provide additional personnel and/or equipment.
2. Are there any specific risks, e.g. working with • hazardous substances, • dangerous tools, • dangerous machinery, • dangerous loads or animals	You will need to consider: • additional training for first aiders, • extra first aid equipment • precise siting of first aid equipment • informing emergency services • access to the first aid room
3. Are there parts of your faculty/department where different levels of risk can be identified	You will probably need to make different levels of provision in different parts of the establishment.
4. Are large numbers of people to be invited on site (e.g. for an open day or concert)?	You may need to arrange additional first aiders to deal with the higher probability of an accident.
5. What is the faculty/departmental record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: • locate your provision in certain areas; • review the contents of the first aid box;
6. Are there inexperienced workers staff/students with disabilities or special health problems in your department?	You will need to consider: • special equipment; • local siting of equipment
7. Is there shift-work or out-of-hours working in your department?	Remember that there needs to be first aid provision at all times people are at work.
8. Do you have staff who travel a lot or work alone?	You will need to: • consider issuing personal first aid kits and training staff in their use; • Consider issuing personal communicators to employees.
9. Do any of your staff work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
10. Do you have any work experience trainees or other young persons on site not covered by the normal arrangements?	Remember that your first aid provision must cover them.
11. Do you invite members of the public to visit?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first aid provision.
12. Do you have staff/students with reading or language difficulties?	You will need to make special arrangements to give them first aid information.

Hygiene/Infection Control

As a first aider in the workplace, the risk of being infected with a blood borne virus (BBV) while carrying out your duties is small. There have been no recorded cases of HIV, or Hepatitis, being passed on during mouth-to-mouth resuscitation. The precautions detailed in appendix B can be taken to reduce the risk of infection:

Cross refer to the Covid Risk Management plan

It is not normally necessary for first aiders in the workplace to be immunized against Hepatitis, unless the faculty/departmental COSHH assessment indicates it is appropriate.

As a first aider it is important to remember that you should not withhold treatment for fear of being infected with a BBV.

Removal of Person Requiring First Aid to Hospital/Home

To ensure that appropriate action is taken when dealing with a member of staff/student the first aider dealing is responsible for determining whether there is a need for the individual to attend hospital or to be escorted home procedures will be produced, for the current arrangements see appendix A.

Author:	Miss Sheree Curtis		
Date:	August 2025		
Signed:	S.Curtis	Review Date:	August 2026

First Aid General Information

1. Locating a First Aider

- a) Your nearest First Aiders names can be found in the main entrance area. There are green signs with a white cross to tell you where your nearest First Aid Box is located. At Rose Education Provision, it is located in the Kitchen area.
- b) The first aider will;
 - Assess the situation
 - Summon additional help, including an ambulance if necessary
 - Stay with the casualty until medical help arrives
 - Advise medical help of relevant information
 - Complete appropriate forms

2. Calling an Ambulance

If in the opinion of the first aider dealing with the incident the victim appears to require medical assistance an ambulance should be summoned by dialing 999 from the nearest internal telephone. You **MUST** inform another member of staff so they can inform the parent/carer of the accident and the need to attend either the school or hospital as appropriate, unless parent/carer attends the School in time to travel in the ambulance with the student victim, a member of staff will act as escort and handover to parent/carer at the hospital.

3. First Aid Boxes

First Aid Boxes are clearly marked with a white cross on a green background and can be removed from their wall bracket and taken to the scene of an incident. If First Aid stocks run low, please contact the Head of School.

4. Reporting of Incidents (RIDDOR)

In order for the School to meet its legal obligations, all accidents/incidents **MUST** be reported and the SO2 form completed and sent to the Head of School in accordance with the Accident Reporting and Investigation Procedure.

6. Clinical Waste

- a) Soiled dressings, gloves, etc must be disposed of by placing them in a small yellow waste bag (found in **ALL** First Aid Boxes)
- b) Needles, broken glass, sharp objects etc, must be disposed of in a clinical sharps box.

Personal protection plan for administering First Aid

1. Wash your hands **before** and **after** treating a casualty.
2. Always protect yourself with waterproof dressings on all cuts and abrasions before administering first aid.
3. Use plastic gloves and aprons when applying dressings or cleaning up.
4. Use small yellow clinical waste bags for disposal of contaminated soft materials and dispose of safely in the clinical waste bin.
5. Needles, broken glass, sharp objects must be disposed of in a clinical sharps box .
6. Any clothing contaminated with blood, vomit etc. may be cleansed in any ordinary washing machine using a biological washing powder at the appropriate temperature.
7. If direct skin contact with another person's body fluid occurs, the area should be washed as soon as possible with ordinary soap and water. For affected areas of lips, mouth, eye or broken skin, wash with cold water and seek medical advice.

Useful Information

[essential/First Aid](#)

[redcrossfirstaidtraining/changes-to-our-first-aid-training-and-guidance&usg](#)

LCC First Aid Guidance Information;

St Johns Ambulance SJA

[www.sja.org.uk/get-advice](#)

Accident & Incident Reporting

[incident-reporting-in-schoolsapril-2020](#)

[admininstration-of-medicines-july-2020](#)

[antihistamine-action-plan-2019](#)

[emerade-action-plan-2019](#)

[epipen-action-plan-2019](#)

[jext-action-plan-2019](#)

[emergency-action-plan-page-2-with-emerade-community](#)

[emergency-action-plan-page-2-with-epipen](#)

[emergency-action-plan-page-2-with-jext](#)

[emergency-action-plan-page-2-with-antihistamine](#)

[first-aid-kit-checklist](#)

[blank-first-aid-notice](#)

[first-aid-risk-ass-form-june-2017](#)

Use of Defib

[defibrillators-aeds-sms-june-2020](#)

DfE

[Defib-guide for schools Sept2019](#)

Heart Safe how to use a defib [www.bhf.org.ukhow-you-can-help-to-save-a-lifedefibrillators](#)

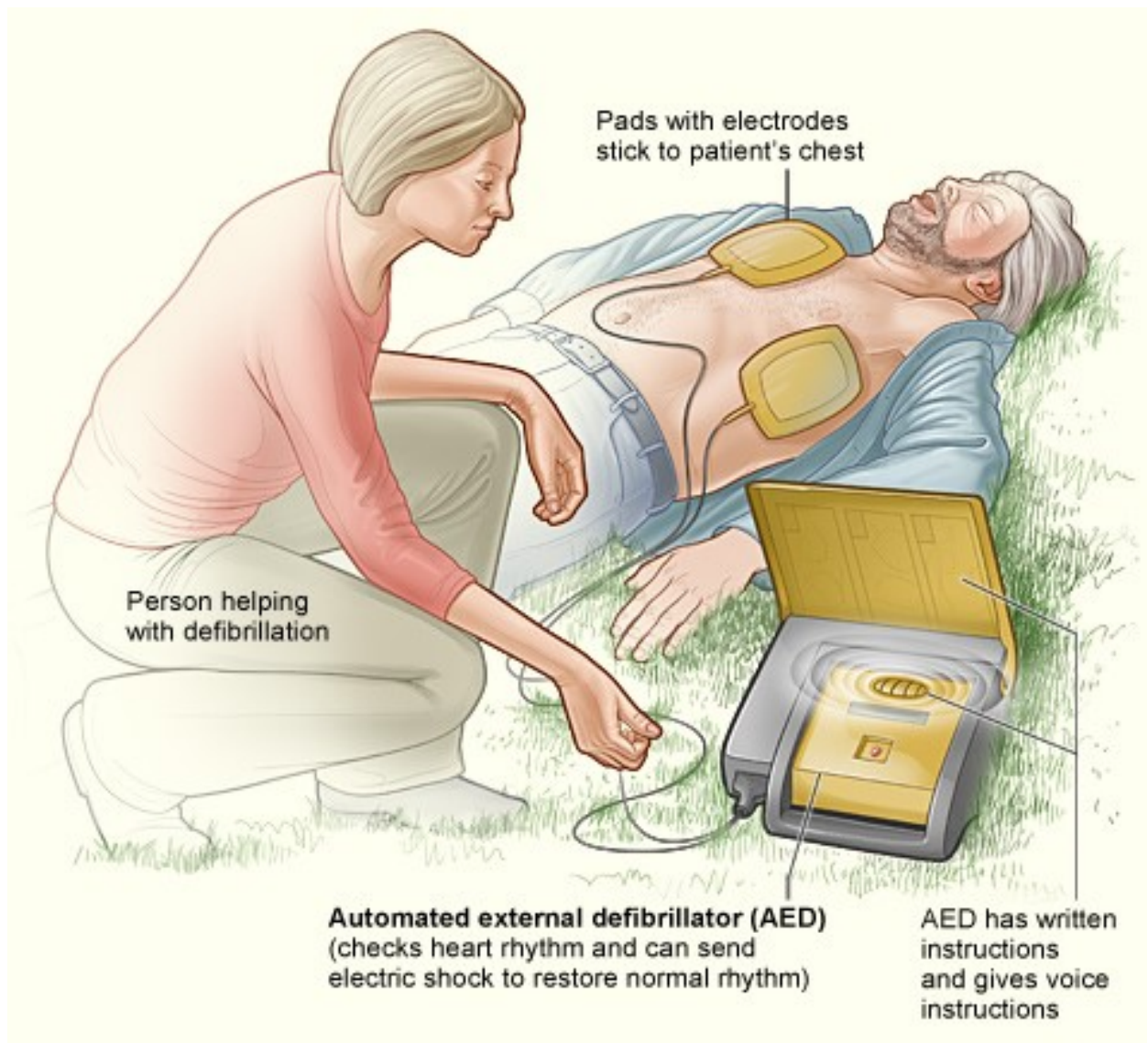
Resuscitation Council Covid-19

[resus.org.uk/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation](#)

LCC First Aid Training Link

[training-courses/first-aid-courses](#)

How to use a defib device



NHS Video

[nhs/emergency-heart-care cardiac-arrest/video-use-defibrillator](https://www.nhs.uk/emergency-heart-care/cardiac-arrest/video-use-defibrillator)