THE COMPLETE EDUCATION SOLUTION

First Aid Policy

Approved by TCES Operational Board on behalf of
Thomas Keaney, CEO and Schools' Proprietor

Date of next formal review, September 2026

This policy applies to all The Complete Education Solution (TCES) schools and services

We never give up.
We never exclude.

CONTENTS

INTRODUCTION 3
THE POLICY 4
HEADTEACHERS will: 5
FIRST AIDERS will: 6
TEACHERS will: 5
ADMIN STAFF will: 5
HEAD INJURIES 6
HYGIENE/INFECTION CONTROL 6
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) 6
APPENDIX 1 - CONTENTS OF A FIRST AID BOX 7

INTRODUCTION

The First Aid policy and procedures at TCES Group is in operation to ensure that every pupil, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes responsibility for the head teacher and teachers, non-teaching staff, pupils, and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that a school has a Health and Safety Policy. This should include arrangements for First Aid, based on a risk assessment of the school, and should cover:

- Numbers of first aiders/appointed persons.
- Numbers and locations of first-aid containers.
- Arrangements for off-site activities/trips.
- Out of school hours arrangements e.g., parents' evenings.

The head teacher is responsible for putting the policy into practice and for developing detailed procedures. The head teacher will also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid for pupils.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils in the school in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First-aid provision will always be available while people are on school premises, and, off the premises whilst on school trips.

It is emphasised that the **team** consists of **qualified First Aiders** and **online** trained staff.

In the event of an accident all members of the staff will be aware of the support available and the procedures available to activate this.

THE POLICY

The purpose of this Policy is:

- To provide effective, safe First Aid cover for pupils, staff and visitors (including contractors).
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and services and includes off site trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

Head Teachers will:

- Ensure the numbers of first aiders/appointed persons
- Ensure the locations of first aid containers
- Arrange for off-site activities/trips
- Ensure that first aid cover is available throughout the working hours of the school week.

FIRST AIDERS will:

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.

- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits (see Appendix 1) are adequately stocked and always to hand.
- Recommend that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, call an ambulance, ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is accompanied by a member of staff until the parent/carer handover.
- Ensure an accident and relating incident form is completed.
- A nominated first aider will ensure that the first aid box is kept clean and adequately stocked. (See Appendix 1).
- All waste to be disposed of correctly and spillages cleared using appropriate PPE.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Have regard to personal safety.

ADMIN STAFF will:

- Call for a qualified First Aider, unless they have a first aid qualification, to treat any injured pupil. This should be done by telephone in the case of minor injuries or by an urgent message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to their respective teacher or learning support mentor in School.

- At the start of each academic year, provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.

HEAD INJURIES

Head injuries can be problematic, the injury may not be evident (e.g. internal) and the effects only become noticeable after a certain period. All head injuries should be monitored closely, and a head accident report form should be completed and given to the parents. It is highly recommended that any head injury patient should be referred for hospital treatment.

HYGIENE/INFECTION CONTROL

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings etc must be put in a yellow clinical waste bag and disposed of in the clinical waste bin. Any body fluids on the floor should have absorbent granules sprinkled on to them. This should also go in a yellow bag and be disposed of in the clinical waste bin. Body fluid spillages on hard surfaces should be cleaned up, using appropriate PPE. Exposed cuts and abrasions should always be covered.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

TCES recognise the increase in chance of survival following a cardiac arrest if an Automated External Defibrillators (AED) is used.

AED's are located in the reception office.

While the UK Resuscitation Council guidelines indicate that training is not necessary to operate this equipment; provision of training is considered best practice. On this basis AED training is incorporated into First Aid at Work and Emergency First Aid at Work courses.

Checks carried out by the first aider of all AED's are based on the manufacturers handbook and where applicable will include checking for correct storage, any flashing/warning lights – battery low/failure, pads present and in date, cables intact, any other damage and requirement for service.

Appendix 1 - CONTENTS OF A FIRST AID BOX -

THE FIRST AID BOX MUST CONTAIN AT LEAST THE RECOMMENDED MINIMUM PROVISION AS REQUIRED BY THE HEALTH AND SAFETY EXECUTIVE.

The First Aid box must be clearly identified; a green box with a white + marked on it.

A **minimum** provision of first-aid items is:

- A leaflet giving general advice on first aid - Basic advice on first aid at work (1997).
- Individually wrapped sterile adhesive dressings (assorted sizes).
- Sterile eye pads.
- Individually wrapped triangular bandages (preferably sterile).
- Safety pins. (Remove from first aid box and keep somewhere safe).
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile non medicated wound dressings.
- Large (approximately 18cm x 18cm) sterile individually wrapped non medicated wound dressings.
- Disposable gloves.
- Equivalent or additional items are acceptable.

Medicines, creams, lotions, or drugs however seemingly mild must NOT be kept in these boxes or used in administering first aid.

*Kits will be adjusted accordingly to requirements.