



OAKTREE
EDUCATION SERVICES
— O E S —

First Aid Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	28/04/2025

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1. Aims

The aims of this First Aid Policy are to:

- Ensure the health, safety, and welfare of all students, staff, and visitors.
- Ensure staff are aware of their first aid responsibilities.
- Provide a framework for responding to incidents, recording, and reporting outcomes.

2. Roles and Responsibilities

2.1 Appointed Persons and First Aiders

Appointed persons and first aiders 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 them as needed.
- Summoning an ambulance or other professional medical help when required.

First aiders are trained, qualified, and responsible for:

- Acting as first responders to incidents, assessing situations, and providing immediate, appropriate treatment.
- Arranging for pupils to be sent home to recover when necessary.
- Completing an accident report on the same day or as soon as practicable.
- Keeping their contact details and qualifications up to date.

2.2 Principle

The Principle is responsible for:

- Ensuring an appropriate number of qualified first aiders are present at all times.
- Overseeing that first aiders maintain their qualifications and competence.
- Making sure all staff are aware of first aid procedures.

- Completing and ensuring risk assessments are carried out, updated, and that measures are implemented.
- Providing suitable facilities for medical needs.
- Reporting specified incidents to the HSE and Ofsted as necessary.

2.3 Staff

All staff members are responsible for:

- Following first aid procedures.
- Knowing who the first aiders are.
- Completing accident reports for incidents attended where an ambulance is not called.
- Informing senior staff of any specific health conditions or first aid needs.

3. First Aid Procedures

3.1 In-Centre Procedures

In the event of an accident or injury:

- The nearest staff member will assess the severity and seek assistance from a first aider.
- The first aider will decide whether additional support or emergency services are needed.
- Injured persons may be moved or placed in a recovery position if necessary.
- Parents will be contacted if a pupil needs to go home or if emergency services are called.
- The first aider must complete an accident report on the same day or as soon as possible.

3.2 Off-Site Procedures

When taking students off-site, staff must ensure:

- A mobile phone is carried.
- A portable first aid kit is brought.
- Information about specific medical needs and emergency contact details are available.
- Risk assessments are completed and approved by a Senior Leadership Team member.
- At least one qualified first aider accompanies the group.

4. First Aid Equipment

A typical first aid kit includes:

- General first aid advice leaflet.
- Regular and large bandages.
- Eye pad bandages.
- Triangular bandages.
- Adhesive tape and safety pins.
- Disposable gloves.
- Antiseptic wipes.
- Assorted plasters.
- Scissors, cold compresses, and burns dressings.

Note: No medication is kept in first aid kits.

Storage Locations: Centre reception area.

5. Record Keeping and Reporting

5.1 First Aid and Accident Record Book

- Accident forms must be completed by the first aider on the same day or as soon as possible.
- Detailed and accurate records must be made.
- Accident reports are added to pupils' educational records.
- Records are kept for a minimum of 3 years in compliance with the Social Security (Claims and Payments) Regulations 1979.

5.2 Reporting to the HSE (RIDDOR)

The Head of College will report injuries, diseases, or dangerous occurrences as defined by RIDDOR 2013 regulations, including:

- Death.
- Specified injuries (e.g., fractures, amputations, serious burns).
- Injuries requiring hospital admission for more than 24 hours.
- Injuries leading to more than 7 consecutive days' absence.
- Near-miss events (e.g., collapse of load-bearing equipment, biological agent release).

Reports are made using [HSE RIDDOR guidance](#).

5.3 Notifying Parents/Carers

Parents/Carers must be informed on the same day or as soon as practicable of any accident, injury, and first aid treatment.

5.4 Reporting to Ofsted and Child Protection Agencies

The Head of College will notify Ofsted and children's services of any serious accident, illness, or injury to, or death of, a pupil while in care, within 14 days.

6. Training

- All first aiders must hold a valid qualification.
- Training records, including expiration dates, are maintained.
- Staff are encouraged to renew training before it expires.

7. Links to Other Policies

This policy links to the following:

- Health and Safety Policy.
- Risk Assessment Policy.
- Supporting Pupils with Medical Conditions Policy.
- Infectious Diseases Policy.

8. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**

Name, Signature, Date