First Aid Policy

Where there is reference to Ambitious about Autism (AaA) in this policy, it is referring to both Ambitious about Autism (AaA) and Ambitious about Autism Schools Trust (AaAST).

1. Policy Statement

The organisation is committed to ensuring that adequate and appropriate first aid is available at all times to staff, pupils/learners, service users, visitors, and contractors.

This policy is implemented in accordance with the Health and Safety (First-Aid) Regulations 1981 (as amended) and supported by guidance from the Health and Safety Executive (HSE) and the Department for Education (DfE).

The organisation will ensure first aid arrangements are proportionate to the risks identified in a suitable first aid needs assessment. Provision will reflect the activities, environment and needs of those in our care, with trained staff, maintained equipment and clearly communicated procedures.

The organisation recognises its enhanced duty of care in relation to children and young people.

2. Purpose

This policy applies to all activities undertaken by the organisation and covers:

- All staff including permanent, temporary, agency, and voluntary staff
- All pupils and learners
- Visitors, contractors, and members of the public on site
- All buildings occupied or controlled by the organisation
- Off-site activities, including educational trips/visits, work experience and transport arrangements

The policy applies during all operational hours and any extended provision (e.g. after-school activities, residential trips, or community use of premises).

First aid arrangements for specialist activities (e.g. practical lessons, or off-site provision) will be determined through specific risk assessments and the overarching first aid needs assessment.

3. Legal Framework

This policy is based on the following legislation and guidance:

- Health & Safety at Work Act 1974
- The Health & Safety (First Aid) Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- DfE: First Aid in Schools, Early Years and Further Education (2022)

The organisation also takes account of HSE guidance (L74) including updates relating to mental health considerations in first aid provision.

4. Roles and Responsibilities

Senior Leadership / Appointed Person

- Ensure compliance with legal requirements
- Review the first aid needs assessment
- Ensure sufficient resources are allocated

Health & Safety Manager

- Health & Safety competent person
- Lead and review the first aid needs assessment
- Monitor compliance and conduct audits
- Review incident trends and implement improvements
- Carry out post incident investigations for RIDDOR reportable incidents

Business Managers / Appointed Person

- Ensure first aid arrangements are implemented locally
- Ensure staff know emergency procedures
- Arrange cover for absences

First Aiders

- Provide first aid within competence
- Maintain records of treatment
- Check and restock equipment
- Escalate concerns appropriately

All Staff

- Complete H&S mandatory training and read the H&S Policy and Statement.
- Be aware of first aid arrangements
- Report incidents promptly
- Support emergency procedures

5. First Aid Needs Assessment

The organisation will complete and maintain a documented first aid needs assessment, which will determine:

- Number and level of first aiders required
- Equipment and facilities needed
- Specific arrangements for higher-risk activities

The assessment will consider:

- Nature of activities and hazards (e.g. SEND behaviours, manual handling, use of equipment)
- Number, age, and needs of pupils/learners
- Staff numbers and distribution across the site
- History of accidents/incidents
- Off-site activities and educational visits
- Specific medical needs (e.g. epilepsy, allergies, anaphylaxis)
- Access to emergency services
- Lone working or remote locations
- Mental health considerations

The assessment will be reviewed periodically and following significant changes or serious incidents.

6. First Aid Provision

First Aiders

The organisation will ensure that a sufficient number of trained first aiders are available at all times, including during breaks, off-site activities, and absences.

Training levels will be determined by the needs assessment and may include:

- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- Paediatric First Aid (where required)

First aiders will:

- Respond promptly to incidents
- Provide appropriate treatment within their competence
- Maintain records of treatment
- Ensure equipment is restocked

The organisation will ensure refresher training and requalification is completed within required timescales.

First Aid Equipment

First aid equipment will be provided in accordance with identified risks and will comply with relevant standards (e.g. BS 8599).

All first aid boxes will be:

- Clearly labelled
- Easily accessible
- Regularly checked and replenished

Additional equipment (e.g. AEDs, AAIs, burn kits, trauma kits) will be provided where identified as necessary through risk assessment**.**

First Aid Rooms

Where required, a dedicated first aid room will be provided that:

- Is easily accessible and provides privacy
- Contains essential equipment

Medical Room Locations

- Ambitious College West Thames – Room B173
- Ambitious College Tottenham – Ground Floor Washroom Lobby
- The Rise School – Ground Floor
- The Rise School Sixth Form – Reception Office
- Spring School – Ground Floor Medical Room
- St John’s College – First Floor next to Nurses’ Office (F1 & F2)
- TreeHouse School – Room G30

Defibrillators (AED)

Defibrillators are fully automatic. They provide clear voice and visual instructions and will automatically deliver a shock if needed. AED boxes contain all necessary first aid equipment and paediatric pads.

Defibrillator Locations

- Ambitious College West Thames – SGH Portico entrance / SJB South entrance
- Ambitious College Tottenham – Medical Room
- The Rise School – Head Teacher's Cupboard
- The Rise School Sixth Form – SGH Portico entrance / SJB South entrance
- Spring School – Ground Floor Reception Medical Room
- St John's College – Maintenance block opposite Wolfson Theatre
- TreeHouse School – First Floor Staff Room and First Aid Room (G30)

7. Arrangements

Contacting First Aiders

Clear systems will ensure staff can quickly contact a first aider, including:

- Radios (walkie-talkies) / Teams calls
- Central reporting points (e.g. Reception)
- Staff awareness via induction

Emergency Procedures

Procedures will include:

- Calling emergency services
- Supervising pupils/learners
- Contacting parents/carers where appropriate
- Managing serious incidents

These arrangements will align with:

- Fire evacuation procedures
- Lockdown arrangements
- Critical incident plans

Off-Site Activities

Specific first aid provision will be determined for:

- Educational visits
- Residential trips
- Transport

Risk assessments must identify:

- Required first aid training
- Equipment needed
- Emergency access arrangements

Clear procedures are in place for responding to accidents and medical emergencies, including:

- How to contact a first aider
- When to call emergency services
- Supervision of pupils/service users during incidents
- Communication with parents/carers (where appropriate)

All staff will be informed of these procedures as part of induction.

8. Mental Health First Aid

AaA recognises the important of good mental health and takes its responsibilities for the overall health of its staff very seriously. There are a variety of resources available:

Mental Health First Aiders are trained to provide initial help and guide staff toward appropriate professional help.

The Wellbeing Hub provides staff with information and resources for mental and physical health and wellbeing.

The Employee Assistance Programme (EAP) provides free and confidential advice for staff and their families on a range of issues, emotional, financial and legal.

9. Incident Reporting & RIDDOR

Incident and Accident Reporting

- Accident – an unintended event that leads to an injury, damage or potential loss.
- Incident – an event that took place where a deliberate action leads to harm, injury, damage or loss.
- Near Miss – an unplanned event that does not result in any injury, damage or loss but had the potential to do so.

Staff are required to record all accidents, incidents, near misses, First Aid and medication errors on the organisation's behaviour management system (currently BehaviourWatch and Databridge).

Parents/carers must be contacted in the event of any accident or incident.

Please refer to the Serious Incident Reporting Policy and Procedure for the organisation's duties, roles and responsibilities around investigation of serious incidents.

RIDDOR reportable incidents should be reported to Heads of School/College, Health and Safety Manager and Head of Property.

RIDDOR reports must be uploaded to the incident slip on BehaviourWatch/Databridge.

HSE Guidance on RIDDOR

All first aid incidents will be recorded in an appropriate accident record system. Incidents meeting the criteria under RIDDOR 2013 will be reported to the HSE. Records will be reviewed to identify trends and inform risk control measures

Incident data will be reviewed periodically to inform:

- Risk assessments
- Behaviour support strategies
- Environmental improvements

10. Training Requirements

The organisation will ensure:

- Training is appropriate to role and risk
- Certification is maintained
- Refresher training is completed

11. Monitoring and Review

First aid provision will be monitored through:

- Internal audits
- Incident trend analysis
- Monthly Inspections
- Review of first aid needs assessments

This policy shall be reviewed by Director of Property and IT and approved by the Deputy CEO on an annual basis, or more frequently should there be any change in legislation or working practices.

12. Infection Prevention and Control

First aiders will:

- Use appropriate PPE
- Follow infection control procedures (NHS Infection Control Procedures)
- Safely dispose of waste and sharps

13. Ambulance Protocol

First aiders or attending staff will:

- Ensure parents/carers/next of kin are contacted
- Accompany injured person to the hospital
- Ensure no one is left alone at A&E

14. Linked Policies

This policy should be read alongside the following other AaA policies:

- Health & Safety Statement
- Health & Safety Policy and Procedure
- Risk Assessment Policy
- Serious Incident Reporting Policy and Procedure
- Wellbeing Policy
- Settings' own medication and healthcare procedures