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Policy title	First Aid
Policy owner (including job title)	Kim Anderson– Head of Centre
RB Worthing approving body	Red Balloon Educational Trust
Approval date	June 2026
Date of next review	July 2028
Policy contents:	
Purpose 2 Scope 2 Roles and Responsibilities 2 First Aiders 2 All Staff 2 Trustees 3 First Aid Provision 3 Minimum Standards 3 First Aid Equipment and Facilities 3 Additional Provision 4 Arrangements for Learners with Medical Conditions 4 Response to Common Conditions 4 Medication 4 Accident Recording and Reporting 5 RIDDOR Reporting 5 Safeguarding 5 Infection Control 5 Blood and Body Fluid Spills 5 Off-Site Activities 5 Training and Qualifications 6 Monitoring and Review 6 Linked Policies and Documents 6	

Purpose

Under the *Health and Safety at Work etc. Act 1974*, Red Balloon Worthing has a duty to take reasonable steps to ensure that staff, learners, and visitors are not exposed to risks to their health and safety.

This policy sets out the arrangements for providing adequate and appropriate first aid provision to ensure that:

- All members of the Centre community are cared for in a safe environment
- First aid is delivered in a timely, effective, and competent manner
- Risk is minimised through proactive planning and staff training
- Legal and regulatory requirements are met

Scope

This policy applies to:

- All staff and learners
- Visitors and contractors on site
- All activities, both on-site and off-site

Roles and Responsibilities

Head of Centre

The Head of Centre is responsible for ensuring:

- Adequate and appropriate first aid provision based on a First Aid Needs Risk Assessment
- Sufficient numbers of trained first aiders are available at all times
- Contingency arrangements are in place to cover staff absence

All staff are informed of:

- First aid procedures
- Location of equipment
- Identity of trained personnel
- First aid arrangements are effectively monitored

First Aiders

First aiders are responsible for:

- Providing immediate care for illness or injury
- Summoning emergency services where required
- Maintaining first aid equipment and reporting deficiencies
- Recording all first aid incidents accurately

All Staff

All staff must:

- Follow this policy and associated health and safety procedures
- Act in the best interests of learner welfare
- Report accidents, incidents, or concerns promptly

- Follow safeguarding procedures where concerns arise

Trustees

Trustees will:

- Review first aid provision annually with the Head of Centre
- Ensure compliance with statutory and regulatory expectations

First Aid Provision

The Centre will ensure provision is adequate and appropriate by considering:

- Number of learners and staff
- Layout of premises
- Nature of activities (e.g. science, cookery, PE)
- Off-site visits and trips
- Specific learner needs (e.g. medical conditions, SEMH)

Minimum Standards

- At least one qualified first aider on site at all times when learners are present
- First aid cover available for:
 - Breaks and lunchtimes
 - Off-site activities
 - Practical curriculum areas
 - Contractor presence

A list of trained first aiders (including training expiry dates) is displayed prominently across the Centre.

First Aid Equipment and Facilities

First Aid Kits

Each floor will have a clearly marked first aid box (green with white cross).

Minimum contents follow HSE guidance and include:

- First aid guidance leaflet
- Adhesive dressings (assorted)
- Eye pads
- Triangular bandages
- Sterile wound dressings
- Disposable gloves

First aiders are responsible for:

- Checking contents regularly
- Replacing used or expired items
- Maintaining additional stock

Additional Provision

- Portable kits for off-site use
- Inhalers carried where required
- Access to a suitable medical/treatment room
- Handwashing facilities located nearby

Arrangements for Learners with Medical Conditions

The Centre will:

- Obtain and securely store medical information for all learners
- Share relevant information with staff on a need-to-know basis

Where appropriate:

- Individual Healthcare Plans (IHPs) will be implemented
- Staff will be trained in condition-specific responses

Response to Common Conditions

Asthma

- Encourage use of prescribed inhaler
- Assist with spacer use if required
- Monitor and escalate (call ambulance) if no improvement

Epilepsy

- Protect from injury
- Do not restrain or place objects in mouth
- Monitor recovery
- Call emergency services if seizure exceeds 5 minutes or other risk indicators

Diabetes

- Follow IHP guidance
- Respond to:
 - Hyperglycaemia (hydration, access to toilet)
 - Hypoglycaemia (sugar intake)

Anaphylaxis

- Administer adrenaline auto-injector if available
- Call emergency services immediately

Medication

- Stored and administered according to medical guidance
- Parental/carer agreement obtained
- Records maintained

Accident Recording and Reporting

All first aid incidents will be recorded, including:

- Date, time, and location
- Name of individual
- Nature of injury/illness
- Treatment given
- Outcome

Parents/carers will be informed of all incidents.

RIDDOR Reporting

Certain incidents must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – current).

The designated administrative lead (e.g. Business Manager) will:

- Assess reportability
- Submit reports where required

Safeguarding

Any injury or incident that raises a safeguarding concern must be:

- Reported immediately
- Managed in accordance with the Safeguarding Policy

Infection Control

All staff must:

- Use appropriate PPE (e.g. gloves)
- Follow hygiene protocols
- Wash hands before and after treatment

Blood and Body Fluid Spills

Treated as potentially hazardous

Categorised as:

- Low risk (e.g. urine, minor contamination)
- High risk (e.g. blood, vomit)
- Cleaned promptly using appropriate materials
- Waste disposed of securely in designated bins

Off-Site Activities

A travelling first aid kit will be taken on all visits, including:

- Dressings and bandages
- Gloves
- Cleansing wipes

Additional items will be included based on risk assessment.

Training and Qualifications

- First aid training must be HSE-approved
- Certificates are valid for three years
- Refresher training arranged prior to expiry
- A central training record will be maintained.

Monitoring and Review

This policy will be:

- Reviewed annually by the Head of Centre and Trustees
- Updated in response to:
 - Incidents
 - Legislative changes
 - Best practice guidance

Linked Policies and Documents

- Health and Safety Policy
- Safeguarding Policy
- Supporting Learners with Medical Conditions