**Beacon Alternative Provision**

**First Aid Policy**

**A lighthouse with a light house in the background

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**Substantive Changes Since Last Review:** N/A

### **Introduction**

The Health and Safety (First Aid) Regulations 1981 and the Code of Practice 1997 outline the legal requirements for employers to provide first aid in the workplace. Although these regulations apply to employees, Beacon Alternative Provision (AP) has a duty of care to pupils. This policy reflects the requirements for first aid provision as set out in the Independent School Standards, Beacon AP's Health and Safety Policy, and the DfEE document *Guidance on First Aid in Schools*. Annex B outlines the local procedures specific to Beacon AP, identified by the risk assessment in Annex A. Further advice on administering medicines is available in the Medicines Policy.

### **Risk Assessment**

Annex A contains a risk assessment that is reviewed at least annually. This should be used alongside Appendix 3 of *First Aid at Work* and the Health and Safety (First Aid) Regulations 1981 to determine the minimum level of first aid provision required at the centre.

### **Centre Requirements**

#### **The Centre Must Have:**

* A sufficient number of suitably stocked first aid boxes.
* A suitable first aid room (if registered as an independent school).
* An appointed person responsible for:
  + Maintaining first aid boxes.
  + Taking charge in the event of injury, illness, or emergency.
  + Administering emergency first aid, provided they are trained.
* A system for recording accidents.
* A clear mechanism to inform staff of first aid arrangements, including visible first aid notices and staff induction.

#### **The Centre Should Have:**

* A sufficient number of first aiders at appropriate locations. These first aiders must:
  + Have received HSE-approved training and refresher training every three years.
  + Be able to provide immediate help for common injuries or illnesses and those arising from specific hazards at the centre.
  + Be available whenever needed and may call an ambulance or request professional assistance.
* The risk assessment should identify any pupils with medical conditions such as epilepsy, asthma, or severe allergies. All staff should be made aware of these conditions and know when prompt action is required.

There is no set number of first aiders; the required number should be determined based on the risk assessment. First aid provision should also be considered for offsite visits and out-of-hours workers to ensure coverage at all times.

### **First Aid Containers**

First aid containers must be clearly marked and be easily accessible. Additional first aid containers will be necessary for offsite activities. It is recommended that each container is checked and restocked monthly and is maintained in good condition. The contents should include, as a minimum:

* A leaflet with general first aid advice.
* 20 individually wrapped sterile adhesive dressings of assorted sizes (6 for off-site kits).
* Two sterile eye pads (not required for off-site kits).
* Three medium sterile unmedicated wound dressings (12cm x 12cm, not for off-site kits).
* Two large sterile unmedicated wound dressings (18cm x 18cm).
* Two individually wrapped triangular bandages.
* Two safety pins.
* Individually wrapped moist cleansing wipes (for off-site kits only).
* One pair of disposable gloves.

### **Recovery/First Aid Room**

Beacon AP will provide a first aid/recovery area/room for pupils who are ill or need medical attention. This area/room can serve other purposes when not in use for first aid, provided it is available and suitable when needed. The room must be near toilets and contain:

* A sink with hot and cold running water.
* A suitable medical bed (temporary beds are acceptable) with pillows and blankets.
* A fully stocked first aid container.

### **Reporting Incidents**

#### **First Aid Records**

All incidents resulting in injury or near misses must be recorded in the First Aid Incidents Book. The records should include:

* Date, time, and location of the incident.
* Personal details of those involved.
* A brief description of the incident.
* What happened immediately after treatment (e.g., the pupil went home).
* Name and signature of the first aider or appointed person.
* Record of when parents were informed, if applicable.

#### **Reporting Serious Incidents**

Beacon AP will comply with RIDDOR 953 and report serious incidents to the HSE. Reportable incidents include:

* Work-related deaths.
* Serious injuries.
* Over-seven-day injuries.
* Work-related diseases.
* Dangerous occurrences (near miss accidents).

These incidents should be reported to the Director of Operations, who will coordinate reporting to the HSE. For further details, refer to Beacon AP’s Incident Reporting Policy.

### **First Aider/Appointed Person**

The first aiders and appointed persons should be consulted in all cases of first aid. They are responsible for maintaining first aid containers and ensuring adequate materials and PPE are available for handling bodily fluid spills or dealing with symptoms of infectious diseases. Their names and training details are listed in Annex B – Local arrangements for centres.

It is the Senior Leadership Teams’ responsibility to ensure first aiders and appointed persons receive appropriate training and refresher courses on time. During training, first aiders/appointed persons will be advised on which injuries can be treated on-site and which ones automatically trigger a call for emergency medical assistance.

### **Parental/Carer Contact**

Parents/carers should be informed about any administration of first aid at the end of the day. In more serious cases, parents/carers should be contacted immediately and advised to take the pupil to a doctor. In emergencies, an ambulance should be called, and the parents/carers should be notified immediately. Staff cannot give permission for treatment, such as blood transfusions, at casualty.

### **Safe Disposal of Blood and Other Bodily Fluids**

First aiders or appointed persons should handle body fluid spills. Blood, in particular, may be contaminated and carry infectious diseases, so it is essential to follow the appropriate guidelines when cleaning blood and other bodily fluids, especially after infections like COVID-19.

**Items Required:**

* Personal protective equipment (PPE) – Disposable gloves, aprons, face masks.
* Disposable towels.
* Disinfectant spray or bleach.
* Heavy-duty plastic bags.

**Cleaning Instructions:**

1. Wear PPE while cleaning spills or contaminated areas.
2. Use a dustpan and brush to pick up sharp objects.
3. Clean the area using disinfectant or bleach.
4. Dispose of used gloves and towels in a double-bagged plastic bag.
5. Clean and disinfect any equipment that came into contact with the spill.
6. Wash hands thoroughly after cleaning.

### **Arrangements for Offsite Activities and Trips**

An appointed person must be present on all offsite activities and trips. Only qualified first aiders should administer first aid. If a first aider is not present, the appointed person should refer the accident to a doctor, or emergency services should be called if necessary. Emergency contact details for all participants will be held by the activity leader and Beacon AP Directors.

### **Arrangements for After-School and Out-of-Hours Activities on Our Premises**

An appointed person must be present during after-school and out-of-hours activities. Only qualified first aiders should provide first aid, and if no first aider is available, the appointed person should refer any accidents requiring first aid to a doctor. Emergency contact details will be available to staff managing the activity.

### **Information to Parents/Carers**

Health and Safety policies, including First Aid and Medicines policies, are available on the Beacon AP website and are referenced in the Information for Parents and Carers leaflet.

### **Review and Assessment of Risk**

First aid needs will be reviewed at least annually and after any significant changes, to ensure provision remains adequate. The First Aid Policy will be reviewed annually by Beacon AP.