



Orbis
education & care

First Aid Policy

Updated: January 2023

Reviewed: December 2023

Reviewed: September 2024

Reviewed: August 2025

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This organisation is committed to safeguarding and promoting the welfare of children and young people.



1. Policy Statement

Orbis Education recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the school qualified to cope with minor injuries. The organisation fully complies with the Health and Safety (First Aid) Regulations 1981.

Orbis Education and Care understands First Aid to refer to:

- The initial and appropriate management of illness or injury which aims to preserve life or minimise the consequences of injury and illness until professional medical help can be obtained; and the treatment of minor injuries that do not require the attention of a medical practitioner or nurse.
- The school recognises that employers are required to make arrangements for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

First Aiders

All staff who work for Orbis Education and Care receive a ½ day basic life support first aid session as part of their induction programme. The school ensures that all staff have undertaken at least Basic Life Support training [BLS] and/or the 1-day Emergency Paediatric First Aid [EPFA] training, including those staff who have direct contact with pupils. BLS is delivered on the induction training and refreshed as required, with a maximum expiry period of three years. EPFA will be provided as site specific training at regular intervals and refreshed as required, with a maximum expiry period of three years.

Each school will have a nominated first aider, allocated for each school day, who is a qualified with First Aid at Work [FAW] training and visually signposted to staff, pupils and visitors. Any staff member who wishes to become FAW trained, should contact their line manager or supervisor and register their interest. The FAW [3 day] qualification must be issued by an organisation whose training and qualifications are recognised by the HSE. FAW certificates are valid for three years and refresher training and re-testing must take place before the qualification expires.

2. First Aid Box

All employees have access to a First Aid Box whilst at work. There is a box located in the reception, classrooms and pupils offsite journey bags. The box will contain the following:

- A HSE leaflet giving general guidance on First Aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings.
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings.
- 1 pair of disposable gloves
- Antiseptic wipes.

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Tablets or medicines will never be kept in the First Aid Box, and items that are out of date will be replaced and disposed of immediately. First aid boxes conform to British Standards where required. It is the staff responsibility to report any equipment used so it can be replaced. Weekly car checks include checking first aid equipment. A First aid audit is carried out monthly.

All staff must familiarise themselves with the First Aid arrangements and with the names and locations of Qualified First Aiders and First Aid Boxes, posters are strategically located around the school with names of the school's first aiders. Agency staff and visitors have access to this information, and it can be seen on the digital signage in the foyer.

4. Reporting

All accidents to pupils, staff and visitors, no matter how small will be reported to a member of the schools leadership team and to parents/carers as soon as possible after the accident took place. Accidents are logged electronically via the organisations recording system and where a serious incident has occurred, these are reviewed by the organisations quality team with respective 'lessons learnt' recorded.

5. Medical Information

The Pupil File will have details of specific medical complaints of which the School has been informed. Allergen information can be found displayed in the kitchen and next to first aid stations. A summary of this information is also circulated to all teachers, agency, supply and support staff. Details of how to manage the conditions are included in the pupil risk assessment and all staff are expected to familiarise themselves with this and be aware of any problems that pupils they teach may have.

6. When to call an Ambulance

In a life-threatening emergency ALWAYS call 999 if someone is seriously ill or injured, and their life is at risk. Certain symptoms are so alarming that the need for emergency care or even an ambulance is obvious. Examples of medical emergencies include:

- Difficulty breathing
- Chest or upper abdominal pain
- Unconsciousness
- Sudden dizziness, weaknesses or change in vision
- Change in mental status (unusual behaviour, confusion, difficulty arousing)
- Severe burns or scalds
- Sudden severe pain anywhere in the body
- Bleeding that won't stop
- Severe loss of blood
- Choking
- Severe allergic reactions

When should you call an ambulance:

- Is the patient's condition life threatening?
- Could the condition worsen and become life threatening?
- Could moving the patient cause further injury?
- Does the patient need the skills and equipment of paramedics or emergency technicians?

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7. How to deal with blood and body fluid spillages

- Spillages should be dealt with as soon as possible.
- Ventilate area if possible.
- Keep anyone not involved with dealing the spillage away from the area.
- Wear appropriate protective apparel when dealing with a spillage (gloves, apron, mask, eye protection)
- Use granules to cover spillage.
- Soak up as much spillage using paper towels.
- Remove towels and debris and treat as clinical waste.
- Wash area with hot water and detergent (Versan).
- Dry area.
- Dispose of paper towels and protective clothing.
- Wash hands.

8. Record Keeping

In all situations where staff or pupils are injured at work and requiring First Aid the accidents procedure will be followed and the appropriate accident forms will be filled in and witnessed. An incident record will also be made in the Accident Book if required. The accident reporting system is on an online system as part of Radar. All staff have training on their induction on how to use this system.

All visitors to the school will report accidents with a member of school staff.

Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and may require a report to be made to the Health & Safety Executive (see Accident Reporting Policy).

9. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to Age, Disability Gender reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or belief, Sex and Sexual Orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Executive Head for the school.

Orbis will then actively respond to the enquiry.

Policy Review Date: August 2026

Signature:  **Director of Education)**

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