



## K N & P Limited

### First aid policy

<b>Policy agreed (date):</b>	<b>01.08.24</b>
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<b>Next review (date):</b>	<b>01.08.25</b>
<b>Policy reviewed by:</b>	<b>Kayley Butler (Director)</b>

<b>Key Personnel</b>			
<b>Role</b>	<b>Name</b>	<b>Tel.</b>	<b>Email</b>
<b>Proprietors</b>	<b>Philippa Bourne Kayley Butler Natalie Bourne</b>	<b>07716883051</b>	<b>Admin@knp-limited.com</b>
<b>Designated Safeguarding Lead</b>	<b>Philippa Bourne</b>	<b>As Above</b>	<b>Philippabourne@knp-limited.com</b>
<b>Deputy designated Safeguarding Leads</b>	<b>Natalie Bourne Kayley Butler</b>	<b>As Above</b>	<a href="mailto:Nataliebourne@knp-limited.com">Nataliebourne@knp-limited.com</a> <a href="mailto:Kayleybutler@knp-limited.com">Kayleybutler@knp-limited.com</a>
<b>Trained First aiders</b>	<b>Philippa Bourne Natalie Bourne Kayley Butler</b>	<b>As Above</b>	<b>As above</b>

#### **Aims**

The aim of this first aid policy is to:

- Ensure the health and safety of all staff, pupils and visitors .
- Ensure that staff and directors are aware of their responsibilities with regards to first aid giving.
- Ensure that staff know how to report and record a first aid incident.



## Roles and responsibilities

Our appointed first aiders are Philippa Bourne, Kayley Butler and Natalie Bourne. Their names are displayed around the building. The appointed first aiders are responsible for:

- Acting as first responders to any incident when someone is injured or becomes unwell and providing immediate and appropriate treatment.
- Ensuring there is an adequate supply of medical materials in first aid kits (A stock check is carried out termly to ensure supplies are in date and stock is replenished).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Sending students home to recover where necessary.
- Filling in an accident report on the same day, after an incident. Including a list of first aid given.
- Ensuring appropriate risk assessments are undertaken and in place to minimise risk of incident or injury.
- Updating risk assessments if required.

First aiders are trained and qualified to carry out their role. This training is updated every 3 years. Ensuring training is up to date is the responsibility of Kayley Butler (Business Manager).

It is also the responsibility of the business manager to ensure there is an appropriate number of qualified persons always present in the building.

Philippa Bourne is the company's student manager; it is her responsibility to ensure that all students medical files are kept up to date.

## First aid procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a student is too unwell to remain on site, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents and record recommendations.



- If emergency services are called, a senior member of staff will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day.
- The relevant member of staff will keep a record of non-accident related first aid given.
- If a member of staff or visitor becomes unwell or injures themselves, the same procedures will be followed and the staff members emergency contact or next of kin will be contacted. Transport arrangements will be made if the staff member is too unwell to drive themselves home.

## Off-site procedures

If students are taken off site, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students.
- Access to parents/carers contact details.

Risk assessments will be completed prior to any off site activity. There will always be at least one first aider during off site activities.

## First aid equipment

A typical first aid kit in our building will include the following:

- Regular and large bandages
- Eye pad bandages.
- Sterile eye wash.
- Triangular bandages.
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in the first aid kit. The first aid kit is kept in the office.



## Medication

Any medication required by the student whilst at the provision, will be administered in line with their IHCP. Medication administration is supervised by a member of staff.

All medication is stored appropriately in line with the IHCP. Any medical waste is disposed of appropriately and safely in line with the local authority guidelines.

Parents/carers will be required to sign a medical consent form for any medication needing to be administered and records of this administration will be shared with them daily and a copy kept for our records.

Parents/carers will be updated with any medical emergencies immediately and dealt with by our first aid trained staff in line with our first aid policy.

Student's dignity and privacy is respected at all times and any student requiring medication or medical support is offered a private space, supported by members of staff, to manage their need.

## Record-keeping and reporting

An accident form will be completed by the relevant member of staff the same day after an incident resulting in an injury and stored in our accident folder.

- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the business for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- A separate record will be kept of non-accident-related injuries or illness.
- Parents/carers will be required to sign 2 copies of an accident form – K N & P will keep 1 copy, and the parent/carer will keep 1 copy.

## Training

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The business will keep a record of all trained first aiders, what training they have received and when this is valid until.

## Monitoring and reviewing

This policy is monitored regularly and will be reviewed annually as a minimum to ensure the effectiveness of our strategies.

