

1. PURPOSE

- 1.1 Indie Education is committed to ensuring the health, safety, and welfare of all employees, learners, visitors, and contractors. This First Aid Policy sets out the arrangements for first aid provision, in compliance with the Health and Safety (First-Aid) Regulations 1981 and relevant statutory guidance.

2. SCOPE

- 2.1 This policy applies to all Indie Education sites, activities (including off-site visits), employees (full-time, part-time, agency, peripatetic), learners, contractors, volunteers, and visitors.

3. RESPONSIBILITIES**3.1 Chief Executive Officer (CEO), Headteacher and Site Leads:**

- 3.1.1 Ensure adequate resources for first aid provision.
- 3.1.2 Oversee implementation and periodic review of first aid arrangements.
- 3.1.3 Ensure compliance with statutory requirements and best practice.
- 3.1.4 Delegate operational responsibilities as appropriate, retaining overall accountability.

4. FIRST AIDERS:

- 4.1 Hold valid, up-to-date first aid qualifications (renewed every 3 years).
- 4.2 Provide first aid support as required.
- 4.3 Maintain confidentiality and accurate records of incidents.
- 4.4 Attend refresher training as scheduled.

5. ALL STAFF:

- 5.1 Know the location of first aid equipment and trained First Aiders.
- 5.2 Report accidents, incidents, and near misses promptly.
- 5.3 Support a positive safety culture and cooperate with first aid arrangements.

6. FIRST AID ARRANGEMENTS**6.1 Risk Assessment:**

- 6.1.1 Conduct regular risk assessments to determine the number, type, and location of First Aiders and first aid equipment.
- 6.1.2 Review risk assessments annually or following significant changes, incidents, or new activities.

6.2 First Aid Equipment:

- 6.2.1 Provide sufficient, accessible, and clearly marked first aid kits at all sites, including vehicles and off-site activities.

6.2.2 Kits must be adequately stocked and checked/replenished regularly by designated staff.

6.2.3 First aid boxes must be accessible during emergencies, including fire evacuations.

6.3 First Aid Facilities:

6.3.1 Designate a first aid room or area at each site, equipped for privacy and hygiene.

6.3.2 Display clear signage for first aid locations.

6.4 Off-Site Activities:

6.4.1 Ensure qualified First Aiders are present on all educational visits and off-site activities.

6.4.2 Carry portable first aid kits and emergency contact information.

6.4.3 Include first aid arrangements in risk assessments for trips and visits.

6.5 Medication and Medical Needs:

6.5.1 Securely store individual medication for learners and staff.

6.5.2 Ensure allergy and medical information is available for emergency response.

6.6 Training

6.6.1 All First Aiders must complete accredited training and renew qualifications every 3 years.

6.6.2 Induction for new staff includes first aid arrangements, locations, and contacts.

6.6.3 Staff are briefed on first aid procedures for off-site activities and emergency situations.

6.7 Incident Management

6.7.1 Administer first aid promptly and safely, prioritizing the welfare of the injured person.

6.7.2 Contact emergency services as required.

6.7.3 Accompany learners to hospital if necessary, ensuring parental notification.

6.7.4 Record all incidents, treatments, and outcomes in the accident book or digital system.

6.7.5 Review incidents to identify trends and improve practice.

7. MONITORING AND REVIEW

7.1.1 First aid arrangements are reviewed annually, or after significant incidents or changes in legislation.

7.1.2 Staff are encouraged to provide feedback on first aid provision.

7.1.3 Policy updates are communicated to all staff and stakeholders.

8. RELATED POLICIES AND DOCUMENTS

- (a) Health and Safety Policy
- (b) Risk Assessment Policy
- (c) Safeguarding and Child Protection Policy
- (d) Fire and Emergency Procedures
- (e) Educational Visits Policy
- (f) Accident and Incident Reporting Procedure

9. LEGAL REFERENCES

- 9.1 Health and Safety (First-Aid) Regulations 1981
- 9.2 Health and Safety at Work etc. Act 1974
- 9.3 Other relevant legislation as listed in the Health and Safety Policy

10. APPENDIX: PRACTICAL GUIDANCE

10.1 First Aid Kits:

- 10.1.1 Must be present in all vehicles, learning areas, and off-site venues. Replenishment responsibility assigned to Jie Elverson.

10.2 Emergency Response:

- 10.2.1 In case of serious accidents, remain calm, administer first aid, and coordinate with emergency services.
- 10.2.2 Staff should contact parents/ carers and accompany learners to hospital if required.

10.3 Educational Visits:

- 10.3.1 Qualified First Aider must be present; first aid arrangements included in risk assessment.

10.4 Fire Evacuation:

- 10.4.1 Evacuation Controller must have access to first aid box and site information

11. AUTHORISATION

- 11.1 This document has been authorised by the Chief Executive Officer.