

First Aid Policy

Liberty in the Wild Ltd



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Introduction

Liberty in the Wild Ltd is committed to maintaining a safe, supportive and responsive learning environment across all areas of the provision, including The Wilderness, The Woodland and The Wild Meadow.

This policy outlines Liberty in the Wild Ltd's responsibility to provide adequate and appropriate First Aid arrangements for pupils, staff, parents/carers, visitors and contractors, and to ensure suitable procedures are in place to meet those responsibilities.

This policy is reviewed annually and updated in line with current legislation, guidance and the needs of the provision.

Aims

The aims of this policy are:

- To identify the First Aid needs of the provision in line with the Management of Health and Safety at Work Regulations 1999
- To ensure that appropriate First Aid provision is available at all times whilst individuals are on the premises or engaged in off-site activities, educational visits or transport arrangements
- To ensure effective procedures are in place for responding to accidents, injuries, illnesses and medical emergencies
- To support the health, safety and wellbeing of pupils, staff and visitors
- To ensure compliance with relevant health and safety legislation and guidance

Objectives

Liberty in the Wild Ltd aims to:

- Appoint an appropriate number of suitably trained First Aiders to meet the needs of the provision
- Provide relevant First Aid training and monitor ongoing training requirements
- Provide sufficient and appropriate First Aid equipment, facilities and resources
- Inform staff, pupils and parents/carers about the provision's First Aid arrangements
- Maintain accurate accident and First Aid records
- Report accidents and incidents to the Health and Safety Executive (HSE) where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Ensure appropriate support is available for pupils with medical conditions, allergies or healthcare needs

Legislation and Guidance

This policy is based on the requirements of:

- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Supporting Pupils at School with Medical Conditions (DfE)
- Keeping Children Safe in Education (KCSIE)
- Health and Safety at Work etc. Act 1974

This policy should be read alongside the following Liberty in the Wild Ltd policies and procedures:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Risk Assessment Procedures
- Infection Prevention and Control Procedures

Personnel

The Directors are responsible for the health and safety of employees and anyone else on the premises. This includes teachers, non-teaching staff, pupils, visitors, volunteers and contractors.

The Directors must ensure that annual Health and Safety reviews and relevant risk assessments are carried out by an appropriately qualified person. Additional risk assessments must also be completed where circumstances require them, including work undertaken by contractors during operational hours.

The Directors must ensure that:

- Appropriate First Aid arrangements are in place
- Suitable training and resources are provided
- Adequate insurance arrangements are maintained
- Policies and procedures are implemented effectively
- Parents/carers are informed of relevant First Aid arrangements

All staff and volunteers are expected to contribute to maintaining a safe environment and to act in the best interests of pupils at all times.

First Aiders

First Aiders must have undertaken appropriate emergency First Aid training and must complete and maintain an up-to-date training course approved by the HSE.

First Aiders will:

- Take charge when a person is injured or becomes ill
- Administer immediate and appropriate First Aid
- Summon professional medical assistance where necessary
- Maintain and restock First Aid equipment
- Ensure accident and treatment records are completed appropriately
- Support the implementation of health and safety procedures

When selecting First Aiders, the Directors will consider the individual's:

- Reliability and communication skills
- Ability to remain calm under pressure
- Physical and emotional capability to respond in emergencies
- Ability to absorb new knowledge and undertake training
- Usual duties and availability to respond immediately to incidents

Medical Information and Individual Healthcare Needs

Liberty in the Wild Ltd recognises that some pupils may have medical conditions, allergies or additional healthcare needs requiring specific support arrangements.

Where appropriate, Individual Healthcare Plans (IHPs), risk assessments and emergency procedures will be developed in partnership with parents/carers and relevant professionals.

Staff will be informed of:

- Allergies and anaphylaxis risks
- Asthma management procedures
- Epilepsy or seizure protocols
- Diabetes management
- Mental health or emotional wellbeing concerns impacting safety
- Any medication required during the school day or educational visits

Emergency medication, including inhalers, epipens or prescribed medication, will be stored safely and remain accessible to appropriately trained staff at all times.

Risk Assessment and Review of Provision

A Health and Safety review must be carried out at least annually, and whenever circumstances change, by an appropriately qualified person. Recommendations regarding measures needed to reduce or control identified risks should be reported to the Directors.

As part of the provision's monitoring and evaluation cycle, the Directors will review:

- The First Aid needs of the provision
- Changes to pupil numbers or medical needs
- Staffing levels and training requirements
- Buildings, activities and off-site provision
- The number and availability of trained First Aiders

First Aid boxes and equipment will be checked regularly by designated staff to ensure contents remain fully stocked and in date.

Providing Information

The Directors will ensure that staff, pupils and parents/carers are informed about the provision's First Aid arrangements.

First Aiders and relevant staff will:

- Explain procedures during staff induction
- Maintain relevant First Aid notices and documentation
- Provide staff with information regarding the location of First Aid equipment and personnel
- Review First Aid practices and procedures regularly
- Inform staff and parents/carers of significant illness outbreaks or health concerns where necessary
- Ensure medical information is managed in accordance with GDPR requirements

First Aid Provision

Whilst Liberty in the Wild Ltd is generally considered a lower-risk educational environment, the provision recognises the additional needs associated with practical activities, outdoor learning, cookery, transport and pupils with SEMH/SEND needs. First Aid provision will therefore remain proportionate to identified risks.

The Directors will consider the findings of Health and Safety reviews when determining the number of First Aid personnel required. Particular consideration will be given to:

- Outdoor education and off-site activities
- Educational visits and transport arrangements
- Practical activities including cookery, science, DT and art
- Playground and indoor physical activities
- Pupils with medical or additional needs
- Out-of-hours activities, events and clubs
- Staff absences and emergency cover arrangements

Arrangements will ensure that an appropriate level of First Aid cover is available whenever the provision is operational.

The minimum expectation at Liberty in the Wild Ltd is one qualified First Aider per 15 pupils/staff present, although additional cover may be required depending on risk assessments and activities taking place.

All First Aiders will hold a valid certificate of competence issued by an HSE-approved training provider.

First Aid Equipment and Facilities

The Directors will ensure that an appropriate number of First Aid containers are available throughout the provision in accordance with risk assessments. All First Aid containers will be clearly marked with a white cross on a green background.

First Aid equipment must be available:

- Within the main learning areas
- On educational visits and outdoor activities
- On school transport where applicable
- During off-site activities and enrichment sessions

A LifeVac anti-choking device is available within the cookery cabin as an additional emergency safety measure. This device is intended to be used only in situations where standard choking interventions have been unsuccessful. Staff working within the cookery provision will receive appropriate guidance and familiarisation regarding its use.

Spare First Aid stock will be maintained on site.

Accommodation

The Directors will provide a suitable area for medical treatment and care during operational hours. This area will be clean, accessible and located near handwashing and toilet facilities where possible.

Hygiene and Infection Control

Basic hygiene procedures must be followed by all staff. Disposable gloves must be worn where treatment involves blood or bodily fluids.

Appropriate care must be taken when handling and disposing of dressings, contaminated waste or sharp objects. Such items must be disposed of safely and in accordance with infection control procedures.

Mental Health and Wellbeing

Liberty in the Wild Ltd recognises that First Aid provision may include responding appropriately to pupils or staff experiencing emotional distress, mental health difficulties or trauma responses.

Staff are expected to:

- Respond calmly and appropriately
- Seek support from safeguarding leads where necessary
- Follow safeguarding procedures in relation to wellbeing concerns
- Ensure pupils remain supervised and supported until appropriate help is available

This does not replace safeguarding procedures or professional mental health intervention.

Educational Visits and Off-Site Activities

Appropriate First Aid provision must be available during all off-site activities, educational visits and transport arrangements.

Visit leaders must ensure that:

- Suitable First Aid equipment is available
- Emergency contact information is accessible
- Relevant medication accompanies pupils where required
- Risk assessments identify medical and First Aid needs
- Staff understand emergency procedures and access to emergency services

The level of First Aid provision provided will be proportionate to the nature of the activity, location, group size and identified risks.

Reporting Accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain accidents and incidents must be reported to the HSE.

The Directors are responsible for ensuring appropriate reporting procedures are followed.

Records must include:

- Date and method of reporting
- Date, time and location of the incident

- Details of individuals involved
- Nature of the injury, illness or occurrence
- Actions taken following the incident

Reportable incidents include:

Involving Employees or Contractors

- Fatalities
- Specified serious injuries
- Accidents resulting in absence from normal duties for more than seven consecutive days
- Dangerous occurrences as defined under RIDDOR

Involving Pupils or Visitors

Incidents resulting in death or hospital treatment where the incident arose from:

- A provision activity
- The organisation or management of an activity
- Equipment or substances used
- The condition of the premises

Fatal and serious incidents must be reported to the HSE without delay.

Record Keeping and Confidentiality

The Directors must ensure that accurate and accessible records are maintained for all accidents, incidents and First Aid treatment. Records may be written or electronic and will be retained in line with statutory guidance.

Records should include:

- Date, time and location of the incident
- Name of the injured or ill person
- Details of the injury or illness
- Treatment provided
- Actions taken afterwards
- Name and signature of the person providing First Aid

Medical and accident information will be managed in accordance with UK GDPR and Data Protection legislation and shared only on a need-to-know basis.

Parents/carers will be informed of significant accidents, injuries or medical concerns as soon as reasonably practicable.

Monitoring and Review

Accident and First Aid records will be reviewed regularly to identify trends, training needs or areas requiring improvement.

The Directors will monitor the effectiveness of First Aid arrangements as part of ongoing Health and Safety monitoring and annual policy review procedures.