



**Little Acorns Forest Schools Ltd**

**FIRST AID POLICY**

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## **1. Aims**

The aims of our first aid policy are to:

Ensure the health and safety of all staff, pupils and visitors

Ensure that staff and governors are aware of their responsibilities with regards to health and safety

Provide a framework for responding to an incident and recording and reporting the outcomes

## **2. Legislation and Guidance**

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years

foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

### **3. Roles and Responsibilities**

#### *Paediatric First Aid*

All members of staff at LAFS have paediatric and outdoor first aid training. All staff carry a full first aid kit with them at all times in their red bag.

#### **3.1 Appointed person(s) and first aiders**

The Forest Schools staff are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

All practitioners are trained and qualified to carry out the role and are responsible for:

- Acting as the first response to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending learners home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident if needed and ensuring that LAFS admin staff are informed in order to take relevant action
- Keeping their contact details up to date

#### **3.2 The Director**

The Director has ultimate responsibility for health and safety matters in the company, but delegates operational matters and day-to-day tasks to the administrator and staff members.

The Director is responsible for the implementation of this policy, including:

- Ensuring that all practitioners or trained first aid personnel are present in the workplace at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of learners
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

Forest School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports where needed.
- Informing the Director or administrator of any specific health conditions or first aid need

## **First aid procedures**

### **4.1 Forest School procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and, if appropriate, will provide the required first aid treatment
- The first aider 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 pupil is too unwell to remain in forest school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Please see Appendix 1 for our emergency action plan.

### **4.2 On-site and on school premises procedures**

Staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (these will be obtained from either bookwhen or from the school the leader is delivering in)
- Parents' contact details

Risk assessments will be completed by the leader.

As all staff are first aid trained there is always a trained first aider on site.

## **5. First Aid Equipment**

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

- A laminated emergency procedure sheet is included in all first aid kits
- Injury reporting card
- Regular and large bandages
- Eye wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Tuff cut shears
- Cold compresses
- Burns dressings
- Burns gel
- Splints
- Haemostatic dressings including CAT tourniquet
- Tweezers
- Tick removal tool

Only paracetamol and liquid painkillers are kept in first aid kits. Children are not allowed to bring any medication with them into sessions. Any medication found will be taken by the leader and stored securely so it can be given back to the parent/carer.

First aid kits are kept in red happy bags

## **6. Record-Keeping and Reporting**

### ***6.1 First aid and accident record book***

An accident form will be completed by the first aider/relevant member of staff and one piece handed to the parent/carer of the child. If needed a full accident report may be needed to be filled out on the same day or as soon as possible after an incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident and this should then be sent to the Administrator.

Records held in the first aid and accident book will be retained by the school 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.

## **6.2 Reporting to the HSE**

The Director will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Director will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
  - Where an accident leads to someone being taken to hospital
  - Near-miss events that do not result in an injury but could have done.  
Examples of near-miss events relevant to forest schools include, but are not limited to:
    - The accidental release or escape of any substance that may cause a serious injury or damage to health

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>

## **6.3 Notifying parents**

The leader running the session will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If a child has bumped their heads, parents will be asked to monitor their child. Where it is felt to be needed, the parents of the child will be phoned.

#### **6.4 Reporting to Ofsted and child protection agencies**

The Director will notify Ofsted of any serious accident, illness or injury to, or death of, a learner while in the forest school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Director will also notify the Local Authority and Duty and Advice (if appropriate) of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **7. Training**

All forest school staff are required to undertake first aid training both outdoor and Paediatric first aid.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Little Acorns Forest schools will keep a register of all staff first aid training, what training they have received and when this is valid until.

Staff are required to renew their first aid training when it is no longer valid.

#### **8. Monitoring Arrangements**

This policy will be reviewed by the Director every two years. At every review, the policy will be approved by the Director

#### **9. Links with Other Policies**

This first aid policy is linked to the

Health and safety policy

Risk assessment policy

## LITTLE ACORNS FOREST SCHOOL – EMERGENCY ACTION PLAN (EAP)

Appendix 1

**Make the area safe – ensure that you and others are not in further danger.**



Administer First Aid to injured person



Phone emergency services providing following information;

Number of casualties \_\_\_\_\_

Types of injuries (circle);

- Casualty not breathing breathing
- Heart attack trauma/bleed.
- Head Injury
- 7. Broken Bones
- 8. Burns
- 9. Other – epilepsy, diabetic, other chronic illness.
- 2. Difficulty in
- 4. Major
- 6. Spinal Injury.

Life threatening; casualty will get worse if not transported to hospital.

Not able to walk; injury too great, broken leg/back/head injury.

Able to walk – upper body broken bone, bleed or similar injury.

Location – Hicks Lodge, National Cycling Centre, Willesley Rd, LE65 2UP/Longhedge Lane, Anslow, DE13 9QR. Seales Hollow, Park Farm, Acresford Road, Overseal DE12 6HY

Tell emergency services if they will be met at the road junction by staff.



Prepare to receive emergency services – send runner to roadside entrance with phone.

Restock First Aid equipment  
Talk through incident with staff to highlight training deficiency, good or bad actions.

Look at Emergency Action Plan and amend as necessary post incident.



Continue to monitor casualty until emergency services take over



Once incident complete – write up actions on relevant paperwork



Policy written by: Kate Morison (Lead Practitioner)

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