

First Aid & AED Policy



Approved by: Trustee Board

Date: January 2026

Signed by: *AS Minshall - Beech*

Position: Chair of Trustees

Last reviewed: January 2026

Next review due: December 2026

Monitoring arrangements

This policy will be reviewed annually but may be reviewed earlier if deemed appropriate by the Chair of Trustees.

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1. Aims

The aims of our first aid and AED policy are to:

- 1.1 Ensure the health and safety of all staff, Learners, students and visitors
- 1.2 Ensure that staff and Trustees are aware of their responsibilities with regards to health and safety
- 1.3 Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

- 2.1 This policy is based on advice from the Department for Education on Education Establishments first aid in Inclusion Education Premises s, health and safety in Inclusion Education Premises s and actions for Inclusion Education Premises s during the coronavirus outbreak, and the following legislation:
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- 2.7 The Education (Independent Inclusion Education Premises Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of Learners/students.

3. Roles and Responsibilities

Appointed person(s) and first aiders

- 3.1 The nominated First Aid lead at Inclusion College (Unit 5, Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY) is Aimee Pearson, First aider; Responsible person in their absence, Sharon Moores; Senior Administrator
- 3.2 The nominated First Aid lead at Inclusion School Basingstoke (Bridgewater House, Viables Business Park, Basingstoke RG22 4BS) is Amy Robertson, First aider; Responsible person in their absence, Paula Ball, School Business Manager.
- 3.3 The nominated First Aid lead at EB8 (EB8 Belvedere House Basing view Basingstoke RG21 4HG) is: Sherrelle-Jade Munns, First aider; In their absence, Lizzie Allars, First aider.
- 3.4 The nominated First Aid lead at Inclusion School Aldershot (Auchnieck Way, Aldershot, GU11 1WT) is Becky Wilson, First Aider; in their absence, Rosie Newport, Mental Health Lead.

They 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.

Inclusion Education First aiders, are trained and qualified to carry out the role (documented on notice boards) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending learners/students home to recover, where necessary
- Filling in an accident book on the same day, or as soon as is reasonably practicable, after an incident. GDPR must be complied with at all times
- Keeping their contact details up to date
- Our organisation's appointed persons and first aiders are as per 3.1, 3.2 and 3.3. Their names will also be displayed prominently around the Inclusion Education Premises.

3.1 The Trustee Board

The Inclusion Education Trustee board has ultimate responsibility for health and safety matters in the Inclusion Education Premises, but delegates operational matters and day-to-day tasks to the Persons nominated in 3.1, 3.2 and 3.3.

3.2 The Head of Provision/Senior Manager

The Head of Provision/Senior Manager is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the Inclusion Education Premises 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/students
- Reporting specified incidents to the HSE when necessary

3.3 Staff

Inclusion Education staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders within the Inclusion Education Premises.
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing their Line manager of any specific health conditions or first aid needs.

4. First Aid Procedures

4.1 On-site procedures

In the event of an accident/incident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of the appointed person or a qualified first aider, if appropriate, who will provide the required first aid treatment
- The appointed person / 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 appointed person / first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the appointed person / first aider judges that a learner/student is too unwell to remain at Inclusion Education, 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, the Headteacher, or lead staff member will contact parents immediately
- The appointed person / first aider will complete an accident book on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- If the injury/illness is linked to a possible Heart episode, the AED (if available) is to be taken by any person to the First Aider. The First Aider will follow the instructions provided with the AED (NOTE: If the ill/injured person does not require the AED, it will not function – there is no danger).

4.2 Off-site procedures

When taking learners/students off Inclusion Education premises for the purposes of an organised trip, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- BIOHAZARD kit.

4.3 When transporting learners/students using a minibus or other large vehicle, Inclusion Education will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 2 pairs of disposable gloves
- 1 pair of rustproof blunt-ended scissors
- BIOHAZARD kit.

In addition:

- Information about the specific medical needs of learners/students

- Parents' contact details
- Risk assessments will be completed prior to any educational visit that necessitates taking students/learners off Inclusion Education Premises
- There will always be at least one appointed person / first aider on group trips and visits.

When taking learners/students off Inclusion Education premises for the purposes of gym visits/work placements, the staff will ensure that:

- Parents' contact details
- Risk assessments will be completed by the People nominated in 3.1, 3.2 and 3.3 prior to any learners/students being taken off Inclusion Education Premises.

5. First Aid Equipment

A typical first aid kit at Inclusion Education will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings.

5.2 No medication is kept in first aid kits

5.3 BIOHAZARD kits are also available in the Inclusion Education Premises

The AED's are located:

Inclusion School Basingstoke, Jays Close, Basingstoke; Foyer – just inside the inner door.

Inclusion College, Osborn Way, Hook; Admin office – wall next to exams room.

Inclusion EB8, Belvedere House, Basingstoke; With in Castle Trust Bank office (1st Floor) & Child's Farm office (ground floor).

Inclusion School Aldershot; Wellington Primary School, Auchinleck Way, Aldershot (Turn right and down the hill)

6. Record-keeping and Reporting

6.1 First aid and accident record book (GDPR compliant)

6.1.1 An accident book will be completed by the appointed person / first aider on the same day or as soon as possible after an incident resulting in an injury

6.1.2 As much detail as possible should be supplied when reporting an accident

- 6.1.3 A copy of the accident book will also be added to the pupil's folder by the appointed person / first aider.
- 6.1.4 Records held in the first aid and accident book will be retained by the organisation 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.

7. Reporting

Reporting to the HSE (Before ANY incident/accident is reported to the Health and Safety Executive, HSE National Limited must be consulted)

- 7.1 The People Nominated in 3.1, 3.2 and 3.3 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).
- 7.2 The People Nominated in 3.1, 3.2 and 3.3 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.
- 7.3 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 scalping 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 organisations such as ours include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

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>

8. Notifying Parents

The Person nominated in 3.1, 3.2 and 3.3 will inform parents of any accident or injury sustained by a learner/student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

9. Training

- 9.1 All Inclusion Education staff are able to undertake first aid training if they would like to.
- 9.2 All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The Inclusion Education Premises will keep a register of all trained first aiders, what training they have received and when this is valid until in the relevant log. Staff are encouraged to renew their first aid training prior to it no longer being valid.

10. Links with Other Policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment
- Supporting learners/students with medical conditions, found within the inclusion Education documents
- Safeguarding Policy.

11. Policy Implementation

- 11.1 The Chair of Trustees is responsible for ensuring the implementation of this policy and that regular reviews take place.
- 11.2 All staff and volunteers have a responsibility to adhere to this policy and will be made aware of this policy as part of their induction, supervision and training.
- 11.3 Failure to act in line with this policy will result in disciplinary action.