First Aid Policy

Policy Reviewed **January 2026**
Next Review Due **January 2027**

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Introduction

The aim of first aid is:

- To preserve life
- To prevent condition worsening
- To promote recovery
- To seek expert assistance

On site, the main duties of a first aider are to give immediate help to casualties:

- Those with common injuries
- Those arising from specific hazards
- Those brought upon by pre-existing conditions

Policy Statement

During working hours, a named first aider must be on site at all times who will be called on as soon as any situation arises. Named first aiders will have completed a training course approved by the Health and Safety Executive (HSE) and will have an up to date certificate. First aid should be given only by a trained first aider where possible, unless instructed otherwise by a first aider or medical professional. All persons at Gloverspiece will be given first aid treatment if and when necessary, unless previously notified by family/carers or a medical professional. First aiders should stay with the casualty until he/she is handed over to professional medical persons e.g. paramedics, doctor, nurse.

First Aid Stations

At the *Gloverspiece site* - The first aid supplies and information will be found in the medical room and any first aid cupboard.
Such cupboards are located in the following areas:

- Medical room
- Kitchen
- Garage
- Feed Room (Yard)
- Small Animal Barn (Yard)
- All first aid stations will be marked with a green cross on a white background.

At *Dilmore site* – The first aid supplies and Medical box will be found in the medical room/nurture room. The first aid station will be marked with a green cross on a white background.
There is also a secondary point-of-use first aid kit in the wood shed.

At *Gatehouse site* - The first aid supplies will be found in the office. The Medical box is also located in the Office. The first aid station will be marked with a green cross on a white background.

At *Willows site* - The first aid supplies will be found in the office. The Medical box is also located in the Office. The first aid station will be marked with a green cross on a white background.

Incident Forms

Incident Forms, Accident Books, first Aid Forms will be found in the main offices at Gloverspiece, Dilmore, Gate House, Willows and should be filled in by the first aider and signed by a manager.

At Gloverspiece the accident forms are in the medical room and logged on the Excel Spreadsheet on the public server by the end of that working day.

At Dilmore the accident forms are in the office in the filing cabinate and logged on CPOMS by the end of that working day.

At Gatehouse, the accident forms are in the office in the filing cabinate. Incidents need to be logged on CPOMS by the end of that working day.

At Willows, the accident forms are in the office in the filing cabinate. Incidents need to be logged on CPOMS by the end of that working day.

First aid books should include:

- Date and time of accident
- Place of accident
- Name of persons involved
- Details of injury
- Treatment given, including if sent home/sent to Medical Practitioner/sent to hospital
- Name of person treating casualty and their signature

Accident record books are kept for a minimum of three years.

Basic First Aid Procedures at Gloverspiece and Dilmore:
Basic First aid must always be delivered by a First Aid trained member of staff. There always needs to be at least one full Peadiatric first aid trained staff member on site at all times (Gloverspiece and Dilmore have multiple full Peadiatric first aid trained staff members) . Once First Aid has been given, and accident form completed; In the case of a head injury or severe accident, parents/carers need to be informed via phone call or email by a member of the management team. This then needs to be recorded on the accident forms. Students will need to be monitored by staff until the end of the school day.

Basic First Aid Procedures at Gatehouse and Willows:
Basic First aid must always be delivered by a First Aid trained member of staff. There always needs to be at least one Peadiatric first aid trained staff member on site at all times (EYFS Statuary Framework Sept 2025). Once First Aid has been given, and accident form completed; parents/carers need to be informed via phone call or email by a member of the management team. This then needs to be recorded on the accident forms. Children will need to be monitored by staff until the end of the child's day.

Treatment Procedures

All first aiders must take precautions to avoid infection and must follow basic hygiene procedures. All first aid waste should be disposed of in a clearly marked first aid waste bin. Either the first aider or a member of staff known by the person will accompany them to hospital and wait with them if a family member or responsible person has not arrived or cannot be contacted. As soon as possible, an accident form should be obtained, completed and returned to the office. Copies of forms should be given to office staff.

Staff at Gloverspiece Minifarm, Dilmore, Gatehouse, and Willows) will also be treated by first aiders on site, in the first instance, and be recorded in an accident book. This should be kept on file for a minimum of three years. If staff have medical conditions, (including allergies) or require specific medication, please ensure first aiders are informed. All information will be treated as confidential and would only be used in an emergency situation. The first aider will also treat any inspector or visitor on site: these will also be recorded in the first aid book. First aid equipment and supplies are to be kept in check for effectiveness and stock by the staff member on the rota for that half term.

Prevention

School and farm activities at all sites are risk assessed to ensure the prevention of accidents and infections.

Staff attending a first aid situation are advised to use barrier prevention, such as surgical gloves. We advise all staff and service users to be up to date with their tetanus vaccinations.

Trained First Aiders

A list is available and displayed in the medical room at Gloverspiece and the main offices at Dilmore, Gate House, and Willows. Training is updated according to the recommendations of the provider.