

# MY OASIS

Therapeutic Alternative Provision

## First Aid Policy

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# Introduction

My Oasis Therapeutic Alternative Provision (TAP) is committed to providing adequate and appropriate first aid to students, staff, parents/carers, and all visitors on site. This commitment includes ensuring that effective procedures, training, and resources are consistently in place. The Health and Safety Officer oversees the daily implementation of the First Aid policy, the Headteacher ensures that training and resources remain current and adequate, while the Governing Body provides strategic supervision. Together, they review this policy annually to ensure ongoing compliance with current guidance and best practice.

## Aims

Our aims at My Oasis are:

- To identify and assess the first-aid needs of My Oasis in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that first-aid provision is available at all times while people are onsite at My Oasis and during offsite activities.

## Objectives

Our objectives at My Oasis are:

- To appoint a suitably trained Appointed Person and an appropriate number of First Aiders to meet the needs of the school.
- To provide relevant training and monitor ongoing training requirements.
- To maintain sufficient and appropriate first-aid resources and facilities.
- To inform staff, students, and parents/carers of the school's first-aid arrangements.
- To keep accurate accident and first-aid records and report incidents to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## Qualifications and Training

My Oasis aims for all staff to complete a 12-hour paediatric first aid course and for two staff members to complete First Aid at Work (FAW) Training, delivered by an HSE-approved training provider. This ensures that staff:

- Hold a valid certificate of competence.

- Have the knowledge and confidence to support students safely.

First-aid knowledge is refreshed annually, and the full paediatric first-aid course is retaken on a three-year cycle. Refresher sessions and guidance materials are regularly shared to ensure that skills remain current and effective. The school maintains a central record of staff certification dates and sends reminders when renewals or refresher courses are due to ensure ongoing compliance.

In selecting First Aiders, the school will consider the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency situations.
- Normal duties, ensuring they are able to leave immediately to attend an emergency when required.

First Aiders are offered optional debrief sessions following significant incidents and have access to further specialised training if desired, supporting their wellbeing and professional development.

## Personnel and Responsibilities

All employees at My Oasis are expected to take all reasonable steps to secure the welfare of students.

### **The Headteacher**

The Headteacher of My Oasis has overall responsibility for the health, safety, and welfare of all staff, students, and visitors on the school premises, including contractors.

Key responsibilities include:

- Ensuring a thorough risk assessment of the school is conducted and regularly reviewed.
- Ensuring that first aid arrangements, training, and resources are appropriate and fully in place.
- Confirming that insurance arrangements provide full cover for claims arising from staff acting within the scope of their employment.
- Implementing this policy and developing detailed procedures to maintain health and safety standards.
- Ensuring that information about the school's first aid arrangements and policy is accessible to parents and carers.

At My Oasis, the Health and Safety Officer and the Appointed Person support the Headteacher in meeting these requirements, helping to maintain a safe and secure environment for everyone in the school community.

### **Appointed Person/Health and Safety Officer**

An Appointed Person does not need to be a fully trained First Aider, but should have completed emergency first aid training.

Key responsibilities include:

- Taking charge when a student, staff member, or visitor is injured or becomes unwell.
- Conducting regular (e.g., termly) checks of all first aid equipment and containers on site to ensure they are fully stocked and informing the Headteacher when additional supplies are required.
- Ensuring that professional medical help, such as an ambulance, is called when necessary.
- Supporting First Aiders and assisting in maintaining accurate records of incidents and first aid administered.
- Supporting the development and distribution of the employee handbook and information packs for new staff and students as part of their induction. Ensuring that all staff and students have clear information on the location of first-aid equipment, facilities, and trained personnel.
- Maintaining a first-aid notice board in an area accessible to all.
- Organising and enrolling staff on required first-aid training courses, including refresher sessions, to ensure competence is maintained.

### **First Aiders**

A First Aider is a staff member who has completed a 12-hour paediatric first aid course or First Aid at Work (FAW) training approved by the Health and Safety Executive (HSE) and keeps their certification up to date. This role is voluntary and involves providing first aid to students, staff, and visitors as needed.

First Aiders are responsible for:

- Administering first aid in accordance with their training.
- Recording incidents and treatment provided.
- Providing immediate help to students, staff, or visitors who are injured or become ill, including injuries or illnesses arising from specific hazards at My Oasis.
- Ensuring that an ambulance or other professional medical help is called when necessary, working alongside the Appointed Person and the Health and Safety Officer.

### **Outreach Service Manager**

For off-site or outreach activities, the Outreach Service Manager is responsible for ensuring that first-aid kits are adequately stocked and ready for use. All necessary provisions, such as emergency contact information and incident reporting forms, must be available and maintained to the same standards as those used for on-site activities.

# Risk Assessments

Risk assessments are carried out at least annually and whenever circumstances change by the Health and Safety Officer in collaboration with staff. Recommendations to prevent or control identified risks are forwarded to the Headteacher.

For further information, please refer to our Risk Assessment Policy.

# First Aid Provision

The Headteacher of My Oasis is responsible for determining the number of First Aiders required, guided by the findings of the school's risk assessment. When making this decision, the Headteacher reviews a range of factors, including the size of the school, the number of students on roll, and the variety of activities undertaken, such as practical lessons and off-site events. This process ensures that coverage levels are appropriate, justified, and can be adjusted as circumstances change.

While the school's aim is for all staff to be trained in first aid, the current minimum provision is three trained personnel, ensuring that appropriate cover is available at all times. Although schools are generally considered low-risk environments, My Oasis takes additional factors into account to safeguard the well-being of students, staff, and visitors. These considerations include:

- Off-site activities, such as PE lessons.
- Educational visits and school trips.
- Subject-specific areas involving practical activities (e.g., Science, Design and Technology, Art).
- Adequate cover in the event of staff absence or off-site commitments.
- Out-of-hours provision, including after-school clubs, events, and letting.

The school is committed to regularly reviewing and updating this list of scenarios, incorporating any new activities or risks as they arise at My Oasis. This proactive approach ensures that first aid provision remains strong and relevant to the evolving needs of the school community.

Arrangements are in place to ensure that the required number of trained First Aiders is available whenever the school is in operation. Risk assessments are kept up to date and reviewed regularly, so that first-aid provision continues to meet the needs of everyone at My Oasis.

My Oasis ensures that a qualified First Aider is always present on site.

# First-aid Materials and Equipment

The Headteacher, Appointed Person, and Health and Safety Officer are responsible for ensuring that an adequate number of first-aid kits and boxes are available, based on the school's risk assessment. All first-aid kits and boxes should be adequate and appropriate for the needs of the setting, in line with a first-aid needs assessment, and should follow HSE guidance (First Aid at Work) and DfE guidance: First Aid in Schools, Early Years and Further Education (February 2022) as best practice.

- First-aid kits and boxes are recommended to be green with a white cross, though both green and red containers may be used at My Oasis, in vehicles, and at off-site locations.
- The DfE guidance specifies minimum recommended contents for first-aid kits. At My Oasis, our kits exceed these minimum requirements and are not to fall below the recommended stock levels.
- Kits and boxes must accompany staff during off-site activities. Before any off-site activity, the trip leader must check that a fully stocked first-aid kit is taken and report its return to the Health and Safety Officer after the activity.
- Kits and boxes should be positioned near hand-washing facilities, with spare stock securely stored at My Oasis.
- Staff are required to notify the Health and Safety Officer immediately if a kit or box is used, so it can be restocked without delay.
- The Health and Safety Officer, together with the Appointed Person, is responsible for inspecting and restocking all first-aid kits and boxes at least once every half-term, ensuring they remain fully stocked and ready for use.

## Accommodation and First-Aid Facilities

The Headteacher of My Oasis must ensure there is a suitable room for medical treatment and care of students during school hours. This room does not need to be a dedicated medical facility, but should:

- Be close to a lavatory.
- Be easily accessible to all students, including those with mobility issues.
- Contain a washbasin and medical bed; at My Oasis, these can be easily moved to the downstairs area to support accessibility.
- Provide privacy and comfort for confidential care in a calm environment.
- Include secure storage for first-aid supplies, medication, and PPE.
- Maintain good hygiene and infection control standards.
- Have a means for emergency access and communication to contact the Headteacher, Health and Safety Officer, or emergency services if needed. The room is checked for mobile service and contains clear instructions for contacting emergency services, the Headteacher, or the Health and Safety Officer in case of urgent need.

At My Oasis, the dedicated medical treatment room is the Beauty Room. This room, while not a dedicated medical facility, meets the minimum requirements for privacy, hygiene, and access as recommended by HSE and DfE guidance.

## Action in the Event of Injury

- For minor injuries, students should be taken to the nearest First Aider (a staff member qualified in first aid listed on the first aid display). They may be accompanied by another student.
- If a student has a more serious injury, they should always be accompanied by an adult when seeking assistance.
- If there is immediate danger and moving the student would worsen their injury or create further risk, the nearest First Aider should be called directly to the student's location. Reception must be notified without delay.
- In the event of a suspected fracture, severe bleeding, or allergic reaction, call emergency services immediately and inform Reception.
- During non-contact and break times, Duty Staff (those supervising students outside lessons) should manage any injuries or accidents in the same way, ensuring students are referred promptly to the nearest First Aider as needed.
- No student should ever be left alone in the Medical Room; supervision must be maintained at all times.
- First Aid should be given only in response to an immediate and serious medical issue.
- No medication, ointment, or cream may be administered by First Aid staff without prior parental or carer consent.
- Staff must not attempt any treatment or procedure for which they have not received formal training.
- All head injuries are to be reported and referred immediately to the nearest casualty department.
- Parents or carers must be contacted as soon as possible to inform them about the incident, the type of injury, and any action taken.

## Record Keeping and Notification Procedures

### Central Accident Record

My Oasis maintains a central accident record book, which incorporates both general accident records and RIDDOR-reportable incidents, in accordance with Health and Safety Executive (HSE) guidance (Accident Book BL510). All reportable incidents must be reported to the HSE by the designated Health and Safety Officer. The Health and Safety Officer is appointed by the Headteacher, ensuring all staff are aware of whom to contact in the event of a reportable incident.

### **First Aid Treatment Records**

A separate first aid treatment file is maintained for every incident where first aid is administered. This file ensures rapid access for monitoring and auditing, whilst providing a comprehensive record of all accidents and medical incidents. Each entry must include:

- Date, time, and location of the incident.
- Name of the injured or ill student
- Details of the injury or illness.
- Details of the first aid administered.
- Immediate outcome following the incident (e.g., returned to class, sent home, referred to hospital).
- Name and signature of the First Aider or staff member managing the incident and witness.

### **Secure Storage and Access**

All accident and first aid records are stored securely in a locked cabinet or password-protected electronic folder, with access strictly limited to authorised personnel only (Headteacher, Health and Safety Officer, and Designated Safeguarding Lead). This protocol ensures compliance with data protection legislation, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Physical and digital records are retained for a minimum of seven years and are disposed of securely at the end of their retention period.

### **Communication with Parents, Carers, and External Organisations**

The Headteacher is responsible for ensuring robust procedures are in place to notify parents and carers promptly of significant incidents involving their child. Notification should occur as soon as practicable after the incident:

- For all head injuries, suspected fractures, severe bleeding, or allergic reactions, parents or carers must be contacted immediately by telephone, followed by written confirmation (email or letter) within 24 hours.
- For all other significant injuries or illnesses requiring first aid or further medical assessment, parents or carers will be notified on the same day, either by telephone or in writing, before the end of the school day.
- For minor incidents not requiring treatment or parental action, a written note may be sent home with the student, and a record kept in the accident book, although My Oasis will confirm that the information has been communicated via phone call.
- Where appropriate, the mainstream school and local council will be notified in accordance with safeguarding and health and safety requirements, with formal notification made within 48 hours of the incident.

All communication must be documented on HubMis, including the time, method, and recipient of the notification.

# Hygiene/Infection Control

To protect students, staff, and visitors from the spread of infection, all staff must follow basic hygiene procedures at all times.

## **Hand hygiene**

- Staff must wash their hands thoroughly with soap and water or use hand sanitiser before and after any medical treatment or contact with bodily fluids.
- Staff must wash or sanitise hands before and after contact with each student, after removing gloves, after touching potentially contaminated surfaces, and before eating or drinking.
- Hands should be dried thoroughly with disposable towels.

## **Personal protective equipment (PPE)**

- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

## **Disposal of contaminated items**

- Used gloves, dressings, and other contaminated items must be disposed of safely to prevent leakage or contact.
- Where clinical waste bins are available, all contaminated items must be disposed of in these bins according to local regulations.
- If only general waste is available, items must be double-bagged and securely sealed before disposal.

## **Pandemic or outbreak procedures**

- In the event of local or global pandemics, specific risk assessments must be in place.
- Specialised PPE, designated solely for use in such situations, must be readily accessible and staff trained in its correct use.

The Health and Safety Officer, appointed person, and Headteacher oversee hygiene compliance, ensure supplies of PPE, and provide staff guidance and training where required.

# Statutory Reporting (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), certain incidents must be reported to the Health and Safety Executive (HSE). Failure to comply with RIDDOR is a legal offence and may result in enforcement action.

## **Reporting Responsibilities and Definitions**

The Headteacher is responsible for ensuring all reportable incidents are notified to the HSE, although this duty may be delegated to the Health and Safety Officer. The Health and Safety Officer is a designated staff member trained to manage health and safety incidents in the absence of the Headteacher.

### **Reportable Accidents Involving Employees or Self-Employed People**

Accidents that must be reported include:

- Accidents causing death or major injury (including injuries from physical violence). Major injury includes, for example, fractures (other than fingers, thumbs, or toes), loss of consciousness, or serious burns.
- Accidents preventing normal work for more than three days.
- Accidents resulting in a person being killed or taken to the hospital.

These incidents must arise out of or in connection with work, and may relate to:

- Any school activity, on or off the premises.
- Organisation and management of the activity.
- Equipment, machinery, or substances used.
- Design or condition of the premises.

### **Step-by-Step Process for Reporting an Incident**

To report an incident:

1. Complete the accident record with all relevant details.
2. Notify the Headteacher or Health and Safety Officer.
3. Submit the required information to the HSE via their online portal.
4. Ensure all details are accurate and submitted within the required timeframe.

All reportable incidents must be reported to the HSE without delay, and no later than 10 days after the incident.

### **Required Record-Keeping**

The Headteacher must keep a record of any reportable incident, including:

- Date and method of reporting.
- Date, time, and place of the event.
- Personal details of those involved.
- Brief description of the nature of the event or disease.

This record may be combined with other accident records within the school's accident book. For further guidance, refer to the school's Accident and Incident Policy.

# Monitoring, Evaluation and Review

## **Policy Review**

The Senior Leadership Team (SLT) will review this First Aid Policy annually, evaluating its implementation and overall effectiveness. The policy will be actively promoted and applied across all areas of My Oasis to ensure the safety, well-being, and support of students, staff, and visitors. If areas for improvement are identified during the annual review, an action plan will be developed, and progress will be monitored by the SLT, who are also responsible for overseeing the implementation of any recommended changes.

## **First-Aid Provision Monitoring**

In addition to the annual policy review, the school's first-aid provision, including staffing levels, training, and equipment readiness, is assessed termly by the Health and Safety Officer and the Appointed Person to ensure it continues to meet operational needs. Should any deficiencies or trends be identified during these assessments, the Health and Safety Officer and Appointed Person will propose remedial actions, which will then be implemented and monitored by the SLT to ensure effective resolution.

## **Accident and First-Aid Record Review**

Accident and first-aid records are also reviewed termly by the Headteacher and Health and Safety Officer. This routine review serves to identify trends, highlight areas for improvement, determine additional training or support needs, and provide information for insurance or investigations if required. If areas for improvement are identified, a targeted action plan will be developed, with the Headteacher and Health and Safety Officer responsible for ensuring recommended changes are implemented. The SLT will monitor progress to ensure improvements are effective and sustained. A routine schedule is maintained to ensure that records remain current and actionable.

# First Aiders at My Oasis

The designated First Aiders at My Oasis are:

- Charlotte Lowe
- Julia Zielonacka
- Dale Bannister

Fully stocked first aid boxes are located in Reception, the Front Office, the Kitchen, and the Cooking Room to ensure they are easily accessible at all times.

My Oasis also has a secure medical cabinet located in the Front Office, which contains two emergency inhalers and an EpiPen for use in emergency situations, in line with individual healthcare plans and relevant guidance.