



## **First Aid Policy**

### **1. Policy Statement**

At Rootz we are committed to ensuring the health, safety, and welfare of all learners, staff, visitors, and volunteers. This policy outlines our approach to providing effective first aid provision across all settings in line with legal requirements and best practice guidance.

### **2. Purpose**

This policy aims to:

- Ensure that appropriate first aid arrangements are in place at all times.
- Promote the health and safety of all individuals on our premises or attending off-site activities.
- Provide clear procedures for dealing with incidents requiring first aid.
- Ensure compliance with the Health and Safety (First Aid) Regulations 1981.

### **3. Scope**

This policy applies to:

- All Rootz staff, learners, volunteers, and visitors.
- All sites used by the organisation.

- All off-site learning activities, trips, or visits.

#### **4. Legal Requirements**

Under the Health and Safety (First Aid) Regulations 1981, Rootz must:

- Provide adequate and appropriate first aid equipment, facilities, and trained personnel.
- Inform employees and learners of first aid arrangements.
- Keep records of first aid incidents and treatment provided.

#### **5. First Aid Personnel**

Rootz will ensure that:

- There are a sufficient number of appointed First Aiders or Emergency First Aid trained staff.
- First Aiders maintain their qualifications with regular refresher training.
- A list of trained First Aiders is displayed clearly within the setting.

#### **6. First Aid Equipment**

Rootz will provide and maintain:

- Clearly marked, easily accessible first aid boxes stocked in accordance with HSE guidelines.
- A first aid kit for off-site activities and visits.
- Additional medical equipment (e.g. defibrillators) where necessary, and ensure staff are trained in its use.
- A designated area or space where first aid can be administered safely and privately.

#### **7. Procedures for Responding to Incidents**

In the event of an injury or medical incident:

1. The nearest available First Aider will be called to assess the situation.
2. First aid will be administered in accordance with training.
3. In serious cases, emergency services will be contacted immediately.
4. Parents/carers will be informed promptly.
5. All incidents will be recorded in the First Aid or Accident Book, with full details including the date, time, nature of the injury, action taken, and outcome.

#### **8. Learners with Medical Conditions**

Rootz are committed to supporting learners with long-term or chronic medical needs. Where relevant:

- Individual Health Care Plans will be created with the learner, family, and healthcare professionals.
- Rootz Staff will receive appropriate training to meet learners' medical needs (e.g., administering EpiPens, asthma inhalers, diabetes management).
- Medication will be stored securely and administered in line with the Administration of Medication Policy.

## **9. Off-Site and Trip Arrangements**

For any off-site activity or educational visit:

- A risk assessment will be completed.
- A named First Aider will accompany the group.
- A suitable first aid kit will be taken.
- Emergency contact information will be readily available.

## **10. Infection Control**

All first aiders will:

- Use personal protective equipment (PPE) when treating injuries.
- Follow hygiene procedures to reduce the risk of infection.
- Dispose of waste (e.g., gloves, dressings) safely and appropriately.

## **11. Monitoring and Review**

- The Rootz Senior Leadership Team (SLT) is responsible for monitoring the implementation of this policy.
- The contents of all first aid kits will be checked regularly.
- This policy will be reviewed annually or following any significant incidents or changes in legislation.

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