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First Aid Policy

**Reviewed: 31/08/25 by Jay Treacy/ Emily Wittering**

**Next Review: 1st September 2026**

**Policy Statement**

At Uneek Learning we recognise the importance of providing adequate and appropriate first aid equipment and facilities for all students, teaching, non-teaching staff and visitors to the provision, and will take all reasonable practical steps to fulfil our responsibility.

Uneek Learning will ensure that sufficient trained staff are available to effectively manage accidents and injuries at work and to meet the statutory requirements. This policy should be read in conjunction with the Health and Safety Policy.

**Aims**

* To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all site users.
* To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises.
* To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, student’s and other supervising adults participating in off-site visits.
* To establish and maintain safe working procedures amongst staff and students.
* To ensure that all medicines are stored safely and administered according to instructions received from parents.
* To develop first aid awareness amongst staff, student’s and other supervising adults.

**First Aid Provision**

Jay Treacy (Education Director) is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 5 First Aiders. The number of first aid personnel is sufficient to cover break and lunchtimes and absences. There are always at least 2 First Aiders on site. First Aid Kits are available in the provision and on minibuses.

During induction all new staff will be shown the location of all first aid kits and be advised of who is the designated First Aider on site and in charge of First Aid responsibilities.

Students are made aware of first aiders through induction at the onset of their learning programme and in each classroom there are posters to outline who the qualified first aiders are at Uneek Learning.

Uneek Learning’s First Aid training needs are reviewed on an annual basis by Jay Treacy/ Emily Wittering, and particularly after any changes, to ensure the provision remains adequate.

Most recent whole staff training – 31st October 2023 (3 years refresher training booked for August 2026).

Further training for 3 new staff during last academic year– SR, NS, CS 28th March 2025)

**Off sites Visits**

Portable First Aid kits are available to be taken on all visits, and a kit is also kept on the provision’s minibus and in staff vehicles used to transport students. A qualified First Aider is required to go on any offsite visit. A qualified First Aider plus another member of staff will administer medicines and inhalers, if required, during an offsite visit.

**First Aid Boxes**

First aid boxes are stored in the staff office, staff break room, kitchen, art room and both minibuses and are fully stocked with suitable equipment. Emily Wittering/ Jeni Clarke are responsible for ensuring First Aid stock levels are sufficient and in date.

**Known Medical Conditions of learners.**

Uneek Learning will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of learning. We will also ensure that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Education Director (Jay Treacy) should ensure that all staff who need to know are aware of the learners’ condition.

They should also ensure that sufficient trained numbers of staff are available to support a student with an individual healthcare plans, including in contingency and emergency situations.

The referring agency/ on roll school are responsible for providing training for their students needs via the school nurse or other healthcare professional (such as Paediatric Diabetes Specialist Nurse) to Uneek Learning staff for a student with a medical condition that requires additional training/ support.

For example, for a student with diabetes the referrer will provide training to two members of staff to administer insulin via pen, to deal high/ low blood sugar immediate treatments, to securely look after insulin and equipment and keep appropriate records / communication in line with the Individual Health Care Plan.

**Parents/ Carers Consent**

Medical Consent forms are updated on an annual basis for parents / carers to update medical information of their child and emergency contacts.

Parents/ carers to confirm whether they consent to medical emergency treatment whilst in attendance at Uneek Learning in the event of an emergency or for a known medical condition. Emily Wittering (Business Manager) is responsible for ensuring the forms are updated and sent annually.

**Infection Prevention & Control**

Uneek Learning follow national guidance published by Public Health England (PHE) when responding to infection control issues and encourage staff and pupils to routinely follow good hygiene practice. During an outbreak of an infectious illness, epidemic or pandemic, additional measures and procedures will be put in to practice to minimise the spread of the infection and ensure our staff and students are safe. These will include daily cleaning procedures that follow national guidance and are compliant with the COSHH. Enhanced cleaning will be undertaken where required. If the clothing of the first-aider or a learner becomes contaminated with blood or bodily fluids, the clothing is to be removed as soon as possible and placed in a plastic bag. The learners’ clothing is sent

**Recording and Reporting First Aid Treatment**

All accidents are recorded in an accident book recording the following information: Person’s Name, Date, Injury Treatment, Line Manager informed, Signature of First Aider.

The accident book is located next to the first aid kits.

Completed First Aid Slips are to be kept in the student/ staff file in the staff office and do not remain in the accident book.

Serious accidents or dangerous occurrences must be brought to the attention of Tim Payne

(Company Director) and Jay Treacy (Education Director/ Health & Safety Officer) who will decide on further action. If an accident is reportable, either the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of the student who sustained the injury completes the form.

In the event of a serious accident, Uneek staff will contact the ambulance service and request an ambulance. The students’ parent/ carers will be informed as soon as possible. A member of staff will accompany the student to hospital if their parent/ carer’s are not available. Where relevant, accidents must also be recorded and reported under RIDDOR regulations. If such an accident occurs, it must be reported to the Education Director or senior person in charge.

Parents are informed of any treatment administered by a First Aider.

Any trends / patterns identified are recorded by Jay Treacy and brought to the attention of Tim Payne (Company Director) who will decide on further action.

**Mental Health First Aid Commitment**

Uneek Learning is committed to creating a safe, healthy workplace where the mental health and physical health of employees are valued equally.

Supporting mental health at work means creating an environment that is psychologically safe for everyone, implementing training that gives people the tools to support their own mental health and that of their colleagues, and encourages them to access timely support when needed.

Uneek Learning recognises that Mental Health is one element of wellbeing alongside others

such as physical, financial and emotional wellbeing, which are all connected in a whole

person approach.

The Thriving at Work report sets out six ‘mental health core standards’ – a set of actions for

employers to support mental health.

1.Produce, implement and communicate a mental health at work plan

2. Develop mental health awareness among employees

3. Encourage open conversations about mental health and the support available when

employees are struggling

4. Provide your employees with good working conditions

5. Promote effective people management

6. Routinely monitor employee mental health and wellbeing

In order to meet the mental health core standards, and demonstrate our view that mental

health as equally important to physical health, Uneek Learning welcome any staff to enrol on ‘Mental Health First Aid’ training opportunities.

**Mental Health First Aiders**

The Mental Health First Aider role is a voluntary one.

We encourage a wide range of individuals to train as a MHFA, to represent the diversity of

the Uneek Learning team, from different seniority levels, genders, and ethnic backgrounds.

We encourage people who want to learn more about mental health to support others,

whether or not they have experienced mental ill health themselves.

All MHFA’s understand what the role will involve and have considered their own wellbeing

to decide if now is the right time for them.

All MHFA’s at Uneek Learning spend the majority of their working hours on site at the

workplace for which they are nominated and can be called away from their normal duties at

short notice if needed

All MHFA’s at Uneek Learning are people who can maintain confidentiality as appropriate

and demonstrate an ability to relate well to others.

All MHFA’s are people who can commit to the time required and who have the support from

their line manager to fulfil the role once trained

**Support and development of Mental Health First Aiders**

Uneek Learning will ensure that MHFA is on the monthly team meeting agenda

Uneek Learning will facilitate a termly meeting for Mental Health First Aiders where they can discuss:

Experiences since the training

Where the training has been useful

Questions about applying the training effectively

Tips on ensuring good self-care

**Promoting Mental Health Awareness**

Uneek Learning will raise mental health awareness and tackle stigma throughout the

organisation to help create an environment where staff and students feel empowered to

contact their Mental Health First Aiders for support.

Uneek Learning will raise awareness via the PSHE curriculum with students.

Uneek Learning will ensure to circulate free resources and information, e.g.

* My Whole Self
* Address Your Stress
* Take 10 Together
* Every Mind Matters
* Mental Health at Work

Uneek Learning will aim to invite in speakers with lived experience of mental ill health or

subject experts to deliver a talk or lunch and learn session for staff and students alike.