

# Path Hill Outdoors

## First Aid Policy

Status:	Updated Policy Date:	Scheduled Review:
Statutory	September 2025	September 2027

### Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students, volunteers and visitors
- Ensure that Senior management team and all staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### First aid

#### Roles and responsibilities

- All staff members and instructors who work at Path Hill are required to have a 16 hour First Aid qualification.
- All instructors are responsible for carrying a personal first aid kit with them at all times and to ensure that it is fully stocked.
- All instructors are responsible for taking charge when someone is injured or becomes ill.
- SMT/ instructors will ensure that an ambulance or other professional medical help is summoned when appropriate.
- SMT will contact parents and send students home to recover, where necessary
- All staff members should fill in an accident form on the same day, after an incident

#### First Aid supplies

- There are full first aid kits placed in all areas that we work in such as the indoor and outdoor kitchens, the wood barn, the Scotts woodland area.
- There are also 2 large roaming/group first aid kits in the office along with an emergency asthma inhaler kit and an eye wash kit.
- There is a box with new first aid supplies stored in the office.

#### Directors responsibilities

- The Director is responsible for the implementation of this policy

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring that all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensure the reporting of specified incidents to the HSE when necessary

### **Senior leadership team will oversee and ensure that**

- There is adequate supply of medical materials in the Path Hill first aid kits.
- Ensuring that all staff follow first aid procedures
- Ensuring that when recording information on the first aid form that full names, job title and a clear recording of incident is made. It must record where the injury is on the CYP, where and how it happened
- If SMT judges that a pupil is too unwell to remain at PH, parents will be contacted and asked to collect their child. Upon their arrival, SMT will recommend next steps to the parents
- If SMT judges that a member of staff is too unwell to remain at PH, next of kin or emergency contact will be informed and asked to collect the staff member
- The correct and relevant medical information for all students is obtained and shared
- The correct medical information is obtained for all staff members including emergency contact information
- If emergency services are called, the Director or member of SLT will contact parents/emergency contact immediately

### **Path Hill instructors are responsible for:**

- Ensuring that they have a fully stocked first aid kit with them at all times
- Carrying information about the specific medical needs of their student and specific medical information about themselves.
- Reading relevant risk assessments pertinent to the activity they'll be undertaking.
- Assess whether their student has the capability to engage with the task or activity set.
- Ensure that the student has listened to and follows instructions set to minimise risk of accident or injury
- Calling a member of SMT without delay, to come and assess the situation and decide if further assistance is needed from a colleague or the emergency services with head injuries, facial injuries, profuse bleeding or anything else that they are unsure of
- Completing an accident form on the same day after an incident

- Freelance staff are responsible for keeping their first aid qualification up to date and for arranging refresher training each year

### **Off-site procedures**

When taking student off the site, staff will ensure they always have the following:

- A charged mobile phone with numbers for the office and SMT programmed in
- A portable first aid kit
- Information about the specific medical needs of their student
- To have read relevant risk assessments pertinent to the activity they'll be undertaking.
- To have a general check of the vehicle that they will be using such as tyres, petrol gauge, water in the windscreen wash
- To ensure that the off site board has been completed with destination, time of departure and anticipated return time.

### **A typical first aid kit will include the following:**

- Large and medium sterile dressings x 2
- A field dressing for compressing large bleeds
- Triangular bandage x1
- Wound cleansing wipes
- Adhesive tape
- Disposable gloves
- Eye wash
- Burn gel
- Cling film (optional)
- Tweezers
- Plasters
- Aspirin

### **Defibrillator**

- Path Hill has a defibrillator which is on the wall outside the office door
- There are adult size and child size pads available
- It is kept unlocked
- Please press go and follow instructions

The Director 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.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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 a student or employee is away from work or school unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Near-miss events that do not result in an injury, but could have done eg 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

### **Notifying parents**

A member of SMT will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable via an email or phone conversation

A DSL will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in Path Hill's care.

### **Training**

All staff members should undertake a 16 hour first aid training course before commencing work.

All first aiders must have completed a training course, and hold a valid certificate of competence to show this. The centre will keep a register of all training they have received and the date this is valid until.

Staff are required to renew their first aid training every 3 years and to undertake refresher training each year in between.

At times staff members have to wait for a date to renew their First aid qualification. In this instance, staff members without a valid qualification will not be permitted to leave site with their student and should always work near another staff member on site who has a valid qualification

## **Links with other policies**

This first aid policy is linked to:

- Health and safety policy
- Risk assessments for each activity undertaken
- Lone working with students
- Travelling with students (offsite)
- Generic off site procedure
- Emergency action plan
- Student induction

## **First Aid needs assessment**

Path Hill conducts an annual formal first-aid needs assessment in line with HSE guidance which considers:

- staff numbers/ratios required
- hazards and risks
- remote/off-site working
- travel time to emergency services

## **Accident record storage**

Path Hill stores records for 7 years as required by RIDDOR

## **Accessibility considerations:**

Path Hill will take into account students and adults with additional needs such as:

- Physical disabilities
- Neuro diversity
- Allergies
- Communication/behavioural needs

**Path Hill** recognises mental-health incidents and escalation procedures.

- There are Mental Health First Aiders on site
- Staff are therapeutically informed
- Staff are made aware of the procedures implemented for psychological emergencies

## **Legislation and guidance**

**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

**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

**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

**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

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](http://www.hse.gov.uk/riddor/report.htm)

**Ambulance: 999**

**Police 999 or 101 (non-emergency)**

**Fire 999 or Fire Station (non-emergency) 01249 691000**

#### **Local Doctors Surgeries**

- Boat House Surgery Pangbourne - 0118 984 2234
- Emmer Green Surgery - 0118 948 6900
- Woodcote Health Centre - 01491 680686

#### **Nearest Hospitals**

- Royal Berkshire Hospital - 0118 322 5111
- Townlands Memorial Hospital (Henley) - 01865 903703
- West Berkshire Community Hospital (Thatcham)- 01635 273300

#### **Monitoring arrangements**

This policy will be reviewed every 2 years.

Signed



Julia Warwick  
Director