

First aid

1. Introduction

Turning Point Leeds (TPL) is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors. This policy sets out the arrangements for providing prompt and appropriate first aid in the event of illness, injury, or medical emergency while on TPL premises or engaged in school-related activities.

This policy has been developed in line with the Health and Safety (First-Aid) Regulations 1981 and associated guidance.

2. Policy Objectives

- To provide timely and effective first aid to minimise the effects of illness or injury.
- To establish clear roles, responsibilities, and procedures for the administration of first aid.
- To ensure adequate numbers of trained staff and appropriate facilities are available at all times.
- To record and report first aid incidents accurately, including RIDDOR-reportable events where required.
- To raise awareness among staff, pupils, and parents/carers of TPL's first aid arrangements.

3. Responsibilities

3.1 Directors

- Ensure compliance with legislation and guidance.
- Allocate sufficient resources for first aid training, equipment, and facilities.
- Review and approve the First Aid Policy annually.

3.2 Designated First Aiders

- Provide first aid in line with training and competence.
- Record all incidents in the First Aid Logbook.
- Restock first aid kits after use and check them at least once per term.
- Maintain current first aid certification.

3.3 All Staff

- Familiarise themselves with first aid procedures, locations of first aid kits, and contact details of first aiders.
- Respond promptly to incidents and summon a qualified first aider.
- Support pupils and maintain calm and safe conditions during incidents.

3.4 Pupils

- Report any accident, illness, or injury to a member of staff immediately.
- Follow staff instructions during medical incidents.
- Where appropriate, learn basic first aid principles as part of PSHE enrichment.

3.5 Parents/Carers

- Provide up-to-date medical information and consent forms.

- Inform TPL of any changes to their child's health or medication.
- Cooperate with staff in following medical advice or treatment plans.

4. First Aid Procedures

4.1 Immediate Response

- Assess the scene for danger before approaching.
- A designated first aider will provide treatment.
- Serious cases: an ambulance will be called immediately and the Headteacher informed.

4.2 Communication and Reporting

- All incidents must be logged in the First Aid Logbook.
- Parents/carers will be contacted by telephone as soon as possible in the event of significant illness, accident, or head injury.
- Accident forms must be completed, with RIDDOR reporting carried out if required.
- Host schools will be informed of any incidents involving their pupils.

4.3 Restorative Follow-up

After any significant incident, pupils will be supported through a short restorative debrief to help them reflect, re-engage, and feel safe returning to learning.

5. Training and Equipment

5.1 Training

- A minimum of one qualified first aider will be present on site at all times.
- Training will include:
 - Emergency First Aid at Work (EFAW)
 - CPR and AED use
- Refresher training will be provided every 3 years or sooner if required.

5.2 Equipment

- First aid kits will be located in key areas, clearly marked and accessible.
- Kits will be checked termly and restocked after use.
- An appointed person will oversee stock levels and equipment maintenance.

6. Review and Monitoring

- Policy reviewed annually by the Headteacher and Directors.
- First aid logs monitored termly to identify trends or recurring issues.
- Lessons from incidents will inform training needs and policy updates.

7. Conclusion

TPL is committed to providing effective first aid arrangements to ensure the safety and well-being of all pupils, staff, and visitors. By providing trained personnel, well-maintained equipment, and robust procedures, we ensure that first aid is delivered promptly, compassionately, and in line with statutory requirements.

Written: August 2025

Next Review: August 2026