Elysian

First Aid Policy

Providing Animal Assisted Therapy & Learning

Date Reviewed: June 2026

Date of next review: June 2027

This policy should be read in conjunction with **Elysian's Safeguarding and Child Protection Policy**, **Medication Policy**, **Health and Safety Policy**, and **Risk Assessment Policy**. In accordance with Department for Education guidance within Keeping Children Safe in Education 2026 (KCSIE 2026), Elysian recognises that safeguarding and promoting the welfare of children is everyone's responsibility.

Appropriate first aid provision forms part of the organisation's wider safeguarding arrangements to ensure that pupils' health, safety, medical, emotional, and welfare needs are effectively supported both on-site and during off-site activities. Staff will receive appropriate training to respond to medical needs, accidents, incidents, and safeguarding concerns, and all procedures will be implemented in line with statutory safeguarding requirements and individual pupil risk assessments and EHCPs.

Elysian recognises the importance of First Aid in saving lives and preventing minor injuries becoming major ones. This is particularly relevant when working in a farm setting where the potential risks are increased and the ability for staff to attend an accident quickly is limited due to the large site. To this end, and in line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace, Elysian has developed this First Aid Policy.

Medication records, first aid incidents, and associated recording and reporting documentation are subject to regular monitoring and review as part of Elysian's annual safeguarding and compliance audits across each site. These audits are undertaken to ensure accurate record keeping, safe practice, regulatory compliance, and the effective implementation of safeguarding procedures. Where a significant incident, concern, or identified pattern of need arises, additional monitoring, review, and auditing processes will be implemented as required to ensure appropriate oversight and continuous improvement of practice.

Two people have been designated to take responsibility for ensuring proper First Aid arrangements. First Aiders are displayed on the First Aid posters within the buildings at Elysian.

Elysian will:

- Provide suitably stocked first-aid containers within 2 minutes' walk of all buildings
- Provide travelling first-aid containers for all trained staff, to be carried to locations where staff and pupils are temporarily located in the extended surrounding farm site.
- Appoint a person to take charge of first aid arrangements.
- Provide information for employees on first-aid arrangements.
- Appoint and train 1 First Aider who will:
    1. complete an accredited First Aid at Work training course.
    2. be responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
    3. Where necessary, ensure that an ambulance or other professional medical help is called.
- Provide Appointed persons training for all other staff.
- Maintain readily accessible accident records for 3 year. The Accident book is located in the main receptions on all sites.
- Ensure that all reportable accidents are reported to the Health & Safety Executive in a timely manner.
- Provide First Aid accommodation for medical treatment.
- Isolate and clear up spillages of blood, vomit and excreta safely – see appendices 1 for cleaning spillages instructions
- Dispose of needles and sharp objects safely.

- Provide hand washing facilities for all staff, pupils and visitors.

First aid training is delivered in line with HSE requirements, with all First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) qualifications renewed every three years. To maintain competence and reduce skill fade, staff complete an annual refresher to update core skills such as CPR, emergency response and incident management. This ensures that first aid provision across the organisation remains compliant, current and effective. First Aid training is alsom embedded into new staff induction.

Allergies and Anaphylaxis

Elysian is committed to supporting learners and staff with known allergies and reducing the risk of allergic reactions through appropriate planning, communication and emergency response arrangements. Our arrangements include maintaining records of known allergies, developing individual healthcare plans where required, providing appropriately located emergency medication including spare adrenaline auto-injectors where indicated, and ensuring staff receive regular allergy and anaphylaxis awareness training, refreshed at least annually. While a dedicated allergy policy is not currently a specific statutory requirement for independent schools, we believe that maintaining one represents good practice and supports the safety and wellbeing of our community. Accordingly, Elysian maintains a separate Allergy Management Policy, which should be read alongside this First Aid Policy and sets out our detailed arrangements for the prevention and management of allergic reactions. Both this policy and the Allergy Management Policy will be reviewed and updated as necessary to reflect forthcoming changes to the Independent School Standards and will be published on the school website in line with future statutory requirements.

Attending to an accident

If an accident occurs, the member of staff will provide initial first aid only in accordance with their level of expertise and training. As soon as practically possible, the member of staff should contact the designated First Aider by phone and then post a message on the staff WhatsApp group for information. This can only be done if it is safe to do so.

Signs are posted around all sites that give information as to who the designated first-aider is.
First Aiders are responsible for answering calls for assistance, providing support within their competency and for summoning further support if necessary.

The Role of the First Aider:

- Attend all calls for first aid assistance.
- Ensure their own safety at all times.
- Provide assistance at all times in compliance with their 'First Aid at Work' training.
- First Aid Officers must be aware of the limits of their competency and when to call for an ambulance/assistance.
- Take charge of the casualty until a satisfactory level of recovery has been achieved or until the emergency services have arrived.
- Ensure that the condition of the casualty does not deteriorate as far as reasonably practicable by implementing their first aid training.
- Refer the patient on to hospital or to their own GP as appropriate if they are in the opinion that further treatment/attention is required
- Ensure an accident report is completed by the patient or on their behalf as appropriate

The Accident book is kept in Reception, for injuries / accidents. The Head of Education or on-site manager should be informed immediately of any significant accidents or illnesses.

First aid kits are checked monthly by the designated First Aid Lead, with records maintained on EVERY.

In the event of a serious injury or head wound, immediate actions are required to ensure proper care and documentation. The following steps should be taken:

- **Immediate Transport:** A senior member of staff should promptly take the injured young person or staff member to the nearest hospital to ensure they receive immediate medical treatment.
- **Notify Parent/Carer:** The parent or carer must be contacted without delay and informed of the hospital to which the injured individual is being taken so that they can meet them there as soon as possible.
- **Incident Documentation:** Staff members who witnessed the incident must quickly document the event, detailing the circumstances leading up to the injury, the incident itself, and the aftermath, to provide a clear account for medical and purposes.
- **First aid log:** If injury is to a member of staff or volunteer then injury will be logged in the appropriate accident book kept in reception office area. A copy of this will then be uploaded to the staff member's BREATHE account. If injury is to a young person, this will be logged on CPOMs (online portal).

As each pupil attending Elysian has an individual Education, Health and Care Plan (EHCP), any identified medical needs will be assessed on a case-by-case basis. Where required, an individual risk assessment and healthcare plan will be implemented for the pupil, and all relevant staff will receive appropriate training to ensure the pupil's medical needs can be safely and effectively supported. The same will be done for any staff with specific medical needs.

For any pupil requiring prescribed medication, each main office across all Elysian sites has a secure, lockable medicine cabinet for the safe storage of medication. Only medication that has been prescribed by a medical professional may be stored on site.

A medication record will be maintained for all prescribed medicines, detailing the pupil's name, prescribed medication, date received, batch number, dosage, and administration records (see Appendix 2). Medication will only be administered by appropriately trained and registered first aid staff, in accordance with the pupil's healthcare needs and prescribed instructions.

For all educational visits and off-site activities undertaken by Elysian, appropriate first aid provision will be determined through a thorough risk assessment, taking into account the number of pupils, the nature of the activity, the location, travel arrangements, and any individual medical or behavioural needs identified within pupils' EHCPs or healthcare plans. A qualified first aider will accompany all trips, and additional trained staff will be provided where necessary to ensure the safe and effective support of all pupils. They will be named on the risk assessment.

The nearest Emergency and Casualty Departments are at:

- **Shamley Green Site:**
  Royal Surrey County Hospital
  Egerton Road
  Guildford
  GU2 7XX

- **Liss and Froxfield Sites:**
  Frimley Park Hospital

Portsmouth Rd,
Frimley,
Camberley
GU16 7UJ

- **Petersfield Community Hospital (walk in centre)**
  Swan St,
  Petersfield
  GU32 3LB

- **West Horsley Site:**
  Royal Surrey County Hospital
  Egerton Road
  Guildford
  GU2 7XX

Reportable Incidents

Under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE), the body responsible for enforcing health and safety law. HSE requires employers to assess first aid needs based on risk.

If employees or self-employed persons working on premises suffer injury, accidents must be reported to the HSE if they: prevent the injured person from continuing at his/her normal work for more than seven consecutive days, (excluding the day of the accident), or result in death or major injury.

Major injuries include:

- fractures, except to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- temporary or permanent loss of sight
- a penetrating injury/chemical/hot metal burn to the eye
- electric shock or electrical burn resulting in unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia, or exposure to harmful substances or biological agents
- acute illness requiring medical treatment caused by exposure to a biological agent or its toxins or infected material
- any other injury which results in admittance to hospital for more than 24 hours, hypothermia, heat induced illness, unconsciousness or the need for resuscitation.

Accidents to employees are work-related if they are attributable to:

- work organisation (e.g. the supervision of a school trip)
- the condition of the premises
- plant or substances (e.g. machinery, experiments, etc)
- acts of physical violence to employees (not pupils).

As far as pupils and other people who are not at work (e.g. parents, agents) are concerned, an accident must be reported if the person involved is killed or taken to hospital and the accident arises in connection with work.

Fatal Injuries

If any person dies as a result of an accident arising out of or in connection with work the reporting person should call '999' and then inform the Head of Education or on-site Manager. The accident scene must not be disturbed and should be cordoned off. Fatal accidents, major injuries and dangerous occurrences must be reported without delay (e.g. by telephone). Within the next 5 working days this should be followed up by a report in writing. Records will be kept for three years.

Reporting an incident

All incidents / accidents can be reported to a national call centre rather than direct to the enforcing authority. This can be done in a number of ways:

- by post: The Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG
- by telephone: 0845 300 9923
- by fax: 0845 300 9924
- by email: riddor@natbrit.com
- on the Internet: www.riddor.gov.uk
- or via the HSE website www.hse.gov.uk

Spillages of blood, vomit and excreta including safe disposal of needles and sharp objects

Elysian's infection control procedure is as follows:

- Keep people away from the contaminated area
- Cover all breaks in the skin with waterproof plasters
- Wear disposable blue nitrile gloves and a disposable apron
- Where splashing is possible, protect eyes and mouth with a visor
- Avoid hand-mouth contact and hand-eye contact

For blood spills:

- Use diluted bleach (1-part bleach to 10-parts water) in a bucket of warm water
- Carefully pour the dilute mixture gently over the spill
- Cover with disposable towels
- After 2 minutes mop up using more disposable towels
- Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it
- Wash hands thoroughly with antibacterial soap and water

For vomit and excreta spills:

- Remove gross contamination using plenty of paper towels
- Clean affected area with detergent
- Dispose of all waste into a clinical yellow bag and seal the bag
- Wash hands thoroughly with antibacterial soap and water

For Urine Spillages:

- Do not use bleach as this may result in a dangerous chemical reaction Use paper towels to mop up the urine
- Clean the area with detergent
- Dispose of all waste into clinical yellow bags
- Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it
- Wash hands thoroughly with antibacterial soap and water

For Safe Disposal of Contaminated Sharps, used Needles, etc:

- Handle sharps/needles with care. If possible, pick up from the non-contaminated/non-sharp end. Make use of tweezers if available

- Dispose of sharps securely
- Any other items that may be contaminated by blood or body fluids should be disposed of into a yellow clinical waste bag and sealed
- Wash hands thoroughly with antibacterial soap and water

This policy will be reviewed annually or sooner if there is a need by one of the Heads of Education.

For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd.

Appendices 1:

Cleaning up body fluid spills

The PHE guidance contains the following advice:

- Spills of body fluids – blood, faeces, nasal and eye discharges, saliva and vomit – must be cleaned up immediately.
- Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores.
- Clean and disinfect any surfaces on which body fluids have been spilled. Use a product which combines a detergent and a disinfectant.
- Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
- Use paper towels to clean up blood and body fluid spillages, not mops.
- Ensure contaminated clothing is laundered at the hottest wash the fabric will tolerate.

Body Fluid Spills kit

- Bucket with lid,
- paper towels,
- a combination of detergent and a disinfectant.
- Haz-Tab Disinfectant Granules
- A roll strong plastic rubbish bags,
- Pack of 50 13cm x 21.5cm x 31cm Orange Clinical Waste Bags
- box of large disposable gloves
- Haz-Tab Scoop/Scraper
- disposable aprons .

Cleaning

4 mops and spare head red yellow blue green

4 buckets red yellow blue green