



**Heartfield Education**  
NURTURING GROWTH & FEEDING MINDS

Heartfield Education  
Peredur Centre  
West Hoathly Rd  
Rh19 4LZ

[www.heartfield.org.uk](http://www.heartfield.org.uk)  
[admin@heartfield.org.uk](mailto:admin@heartfield.org.uk)

## **First Aid and Hygiene Policy**

### **1. Introduction**

Heartfield Education is committed to maintaining the highest standards of health and safety for all students, staff, and visitors. This First Aid and Hygiene Policy is designed to ensure that the centre meets all UK legal requirements, including the Health and Safety at Work Act 1974, the Health and Safety (First Aid) Regulations 1981, and the Control of Substances Hazardous to Health (COSHH) Regulations 2002. The policy outlines the procedures for providing first aid, as well as the standards for hygiene practices, to ensure a safe and clean environment for everyone.

### **2. Purpose of the Policy**

- The purpose of this policy is to:
- Ensure that adequate first aid provisions are in place and that staff are trained to provide first aid when needed.
- Establish clear procedures for responding to accidents, injuries, and medical emergencies.
- Promote hygiene practices to prevent illness and infection.
- Comply with relevant health and safety regulations and guidelines.

### **3. Scope of the Policy**

- This policy applies to:
- All students, staff, and visitors at Heartfield Education.
- All activities, both in the centre and off-site, including field trips, extracurricular activities, and special events.
- All first aid and hygiene practices carried out in the learning centre.

### **4. First Aid Provision**

- **First Aid Personnel:** At least one fully trained first aider will be on-site at all times during operational hours. In addition, some staff members will hold current first aid qualifications, such as Emergency First Aid at Work (EFAW) or First Aid at Work (FAW), in accordance with the Health and Safety (First Aid) Regulations 1981.



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- First Aid Kits: Fully stocked first aid kits will be available in key locations throughout the learning centre, including classrooms, science labs, kitchen areas, and staff rooms. These kits will be checked regularly to ensure they are complete and in good condition.
- First Aid Training: All staff members will receive basic first aid training, including CPR and how to use an automated external defibrillator (AED), if available. Refresher training will be provided periodically.
- Accident Reporting: Any accidents or incidents that occur will be reported and recorded in the accident book. The designated first aider will complete an incident report, and parents or guardians will be notified of any serious injuries. All records of accidents and treatments will be kept confidential but will be available for inspection by health and safety authorities.
- Emergency Procedures: In the event of a serious injury or medical emergency, staff will follow emergency procedures, which include contacting emergency services and providing appropriate first aid until help arrives. The first aider will also ensure that the emergency contact details for students are readily accessible.

## 5. Hygiene Practices

Heartfield Education recognises the importance of maintaining high hygiene standards to prevent the spread of illness and infection. This includes the use of hygiene protocols for both staff and students, as well as ensuring a clean environment throughout the centre.

- Hand Hygiene: Handwashing stations with soap and water will be readily available throughout the centre. All students, staff, and visitors will be encouraged to wash their hands regularly, particularly before eating, after using the toilet, and after handling any shared equipment. Hand sanitiser will also be provided in classrooms and other common areas.
- Cleaning and Disinfection: All areas of the learning centre, including classrooms, kitchens, toilets, and shared spaces, will be cleaned regularly and disinfected to reduce the spread of germs and bacteria. Cleaning staff will follow a cleaning schedule to ensure that all high-touch surfaces, such as door handles, desks, and light switches, are thoroughly cleaned multiple times a day.
- Personal Hygiene: Students and staff will be encouraged to maintain personal hygiene, including regular handwashing and covering their mouths when coughing or sneezing. Hygiene posters will be displayed



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around the centre to remind everyone of the importance of good hygiene practices.

- **Food Hygiene:** For activities involving food preparation, such as cooking lessons, food safety and hygiene procedures will be followed. This includes ensuring that staff and students wash their hands before handling food, using separate equipment for raw and cooked foods, and maintaining safe food storage and cooking temperatures. Any students with food allergies or sensitivities will be made known to staff, and procedures will be put in place to prevent cross-contamination.
- **Waste Disposal:** All waste, including paper towels, tissues, and food waste, will be disposed of in the appropriate bins. Bins will be regularly emptied, and students and staff will be reminded not to leave waste in classrooms or hallways.
- **Illness Management:** If a student or staff member displays symptoms of an infectious illness, such as vomiting, diarrhoea, fever, or a cough, they will be asked to stay home to prevent the spread of infection. Anyone who becomes unwell while at the centre will be taken to a designated area and provided with appropriate care until they can be taken home.

## 6. Infection Control and Prevention

- **Controlling the Spread of Infection:** In line with public health guidelines, Heartfield Education will take necessary precautions to reduce the spread of infectious diseases, including regular cleaning, encouraging good hygiene practices, and ensuring that students and staff stay home when they are ill.
- **Management of Contaminated Materials:** In the event of contamination from bodily fluids (e.g., blood, vomit), staff will follow proper protocols to clean and disinfect the area immediately, using gloves and other personal protective equipment (PPE) as necessary. Contaminated materials will be disposed of safely.

## 7. Reporting and Record Keeping

- **Accident Book:** An accident book will be maintained to record any incidents or injuries that occur. The designated first aider will ensure the parents/guardians are notified as appropriate. Serious injuries will be reported to relevant authorities as required by law.
- **Health Records:** All student health records, including medical conditions, allergies, and emergency contact details, will be kept confidential and



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updated regularly. Parents and guardians are responsible for providing up-to-date medical information for their child.

## 8. Responsibilities

- **Management:** The senior management team is responsible for ensuring that first aid and hygiene practices are properly implemented and that appropriate resources are allocated for training and supplies.
- **Staff:** All staff members are responsible for following the first aid and hygiene protocols, reporting any accidents or health concerns, and ensuring that students follow hygiene guidelines.
- **Students:** Students are responsible for maintaining good personal hygiene, following staff instructions regarding health and safety, and notifying staff if they feel unwell or are involved in an accident.
- **Parents/Guardians:** Parents and guardians are responsible for providing up-to-date health information about their children and informing the centre of any medical conditions, allergies, or special needs.

## 9. Policy Review

This policy will be reviewed annually or whenever there is a change in relevant UK laws, health guidelines, or internal procedures. The review will ensure that the policy remains up to date and effective in maintaining a safe and healthy environment at Heartfield Education.

## 10. Contact Information

For any questions or concerns regarding this policy, please contact:

- Health and Safety Officer: Heather Philp
- Email: [admin@heartfield.org.uk](mailto:admin@heartfield.org.uk)
- Phone: 07736676456

## Conclusion

Heartfield Education is dedicated to ensuring that all students, staff, and visitors are provided with a safe and hygienic environment. Through this First Aid and Hygiene Policy, we aim to minimise health risks and ensure that our community is well-cared for, particularly in the event of an emergency or illness.

Heartfield Education – Promoting Health, Safety, and Well-being.