



First Aid Policy

Education Services

The company has a policy to ensure adequate first aid arrangements are in place for its employees, children and young people we support and others visiting any of our education premises.

This policy forms part of the Group Quality Management system ISO 9001.

Policy Owner:	Business Management
Approved by:	Health & Safety Committee
Date approved:	11.10.2024
Next review date:	10.10.2027
Version No:	01
Replaces:	NA
Associated Procedures and Documents:	Health and Safety Policy First Aid Kit Checklist

All group companies are detailed in the current legal structure

Purpose and Objectives

The company will provide sufficiently trained employees for its business needs and maintain an adequate supply of first aid equipment. Where work is regularly undertaken outside normal working hours, then adequate first aid cover will be provided.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of first aid provision under the areas of their control, ensuring that a sufficient number of staff have been identified to provide adequate cover at all times during normal business hours
- Ensuring that the identified staff have been trained and re-trained at appropriate intervals and that these records are documented
- Ensuring that sufficient quantities of first aid equipment and consumables are provided, maintained and sited in suitable locations
- Ensuring that where a defibrillator is on site, it is charged and ready to be used, it is stored away from pupil access, but easy for trained staff to access and that the equipment is serviced annually
- Displaying names and locations of first aid trained personnel in prominent positions throughout the premises
- Ensuring that if there is a “spare” adrenaline auto-injector (AAI/epipen) on site, that this is stored in line with other medication storage and out of reach of pupils
- Acting promptly to address any issues/concerns raised
- Ensuring that we have access to competent health and safety advice, which will be achieved with the assistance of our Health and Safety Manager.

The above actions have been delegated to key responsible personnel to manage as identified within the Responsibility Matrix.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.