

# **Thriveology Wellness CIC**

**First Aid and Medical Assistance Policy.**

**September 2025**



# FIRST AID/MEDICAL ASSISTANCE POLICY

September 2025

## INTRODUCTION

This First Aid / Medical Assistance Policy is to ensure the health and safety of all employees, students, volunteers and visitors at Thriveology. This policy outlines the procedures for providing first aid and medical assistance in the event of an injury or medical emergency.

This policy applies to all employees, students, volunteers, and visitors at Thriveology and covers all incidents requiring first aid or medical assistance that occur on the premises or during work-related activities.

## OBJECTIVES

- To provide immediate and effective first aid and medical assistance in case of injury or illness.
- To ensure that all staff are aware of their responsibilities regarding first aid and medical emergencies.
- To maintain compliance with relevant health and safety regulations.

## DEFINITIONS

**First Aid:** The initial care provided to a person experiencing a medical emergency or injury until professional medical assistance can be obtained.

**First Aider:** An individual trained and certified to administer first aid.



## RESPONSIBILITIES

### Management Responsibilities

- Ensure that adequate first aid supplies and equipment are available and maintained.
- Provide training for designated first aiders and ensure they are up to date with their certifications.
- Develop and maintain a list of trained first aiders within the organisation.

### First Aider Responsibilities

- Provide immediate first aid to individuals in need within the scope of their training and certification.
- Maintain a record of all first aid incidents, including details of the injury, treatment provided, and any follow-up actions taken.
- Ensure that first aid kits are stocked and accessible.

### Employee Responsibilities

- Report any injuries or medical emergencies to a designated first aider or supervisor immediately.
- Cooperate with first aiders and medical personnel during emergencies.
- Participate in first aid training as required.



## FIRST AID PROCEDURES

### Step 1: Assess the Situation

- Ensure the safety of the first aider and the injured person.
- Assess the nature and severity of the injury or illness.
- Call for help or emergency services if necessary (e.g., 999 or 111).

### Step 2: Provide First Aid

- Administer first aid in accordance with training and certification. Common first aid procedures include:
  - Basic life support (CPR) for cardiac emergencies.
  - Control of bleeding through direct pressure or bandaging.
  - Treatment of burns, sprains, fractures, and other common injuries
  - Use personal protective equipment (PPE) as appropriate.

### Step 3: Record the Incident

- Document the incident using the First Aid Incident Report Form, including:
  - Date and time of the incident.
  - Names of the injured person and any witnesses.
  - Description of the injury or illness and treatment provided.
  - Any follow-up actions taken, or referrals made to medical professionals.

### Step 4: Follow-Up

If necessary, encourage the injured person to seek further medical attention. Provide appropriate support and assistance during the recovery process. Review the incident to identify any potential improvements in safety procedures or first aid practices.



## FIRST AID SUPPLIES

Thriveology will maintain adequately stocked first aid kits in accessible locations throughout the premises. First aid kits should include, but are not limited to:

- Adhesive bandages of various sizes.
- Sterile gauze pads and adhesive tape.
- Antiseptic wipes and ointments.
- Disposable gloves.
- Scissors and tweezers.
- CPR face shield or mask.

## TRAINING

Designated first aiders will receive appropriate training and certification in first aid and CPR from recognised organisations (e.g. St. John Ambulance). All staff will receive training on this policy and basic first aid awareness during their orientation.

## POLICY REVIEW

This First Aid / Medical Assistance Policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with applicable regulations.

Review Date: SEPT 2026

## CONTACT INFORMATION

For questions or concerns regarding this policy, please contact the First Aid Officer; Mrs Aimee Northcote at [aimee@thriveology.co.uk](mailto:aimee@thriveology.co.uk). This policy provides clear guidance on the



procedures for first aid and medical assistance, ensuring a safe environment for everyone at Thriveology.