



## **Allard House – Progressive Consultancy and Training Limited**

### **First Aid Policy**

#### 1. Introduction

At PCT, we recognize the importance of providing prompt and appropriate first aid to students and staff in the event of illness, injury, or medical emergencies. This policy aims to outline our commitment to ensuring the safety and well-being of all individuals on our premises, as well as the procedures and responsibilities related to first aid provision.

#### 2. Policy Statement

2.1. We acknowledge our duty of care to students, staff, and visitors and strive to maintain a safe and healthy environment.

2.2. We are committed to providing adequate and appropriate first aid resources, training, and support to ensure the effective management of medical incidents and emergencies.

2.3. We adhere to the guidelines set by the Health and Safety (First Aid) Regulations 1981 and other relevant legislation and best practices.

#### 3. Responsibilities

##### 3.1. Headteacher:

- a. Ensuring the implementation and monitoring of this first aid policy.
- b. Appointing a designated First Aid Coordinator responsible for overseeing first aid provision and compliance.
- c. Ensuring that sufficient resources and training opportunities are available to staff.

d. Supporting the effective communication of the policy to all stakeholders.

### 3.2. First Aid Coordinator:

a. Coordinating and overseeing first aid provision across the school.

b. Maintaining records, including accident/incident reports and first aid training records.

c. Ensuring first aid kits and equipment are adequately stocked, regularly inspected, and easily accessible.

d. Coordinating first aid training for staff, including refresher courses as required.

e. Liaising with external healthcare professionals, such as the school nurse or local ambulance services, as necessary.

### 3.3. Staff:

a. Being aware of and familiar with this first aid policy.

b. Reporting any health or safety concerns to the designated First Aid Coordinator.

c. Completing necessary first aid training and obtaining relevant certifications.

d. Providing immediate and appropriate first aid assistance when required, within their level of training and competence.

e. Promptly reporting any accidents, injuries, or medical emergencies to the designated First Aid Coordinator.

## 4. First Aid Provision

### 4.1. First Aid Kits:

a. First aid kit (compliant with British Standard BS 8599-1:2019) are in the medical room within the community hub.

b. The First Aid Coordinator will regularly check and replenish the kits to ensure an adequate supply of first aid items.

### 4.2. First Aid Training:

a. All staff members will receive appropriate first aid training to ensure they can respond effectively to medical emergencies.

b. First aid training will be refreshed periodically, as determined by the school's risk assessment and in accordance with industry best practices.

**Hannah Lant our Lead Teacher is the first aider for Allard House.**

#### 4.3. Emergency Procedures:

a. Clear and comprehensive emergency procedures will be in place, outlining appropriate actions to be taken in the event of medical emergencies, including incidents such as heart attacks, severe allergic reactions, or injuries requiring immediate medical attention.

b. Regular emergency drills and practices will be conducted to ensure that staff members are confident and familiar with the emergency procedures.

#### 5. Review and Monitoring

This first aid policy will be reviewed regularly to ensure its continued effectiveness and compliance with relevant legislation. The designated First Aid Coordinator will be responsible for monitoring and reporting on the implementation and adherence to this policy.

This first aid policy will be communicated to all staff members, students, and parents/guardians. It will be readily available on the school's website and in printed form upon request.

Signed:



**Head of Centre**

Date: 15/08/23