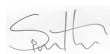




Arrangements for Administering First Aid Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/08/2025	Simon Hunt	01/08/2026

Role	Name	Signature	Date
Director	Simon Hunt		01/08/2025

Arrangements for Administering First Aid Policy

Discovery Education Centre is committed to ensuring the health, safety, and welfare of all students, staff, and visitors by providing effective first aid arrangements at all times.

Policy Statement:

We will comply with the Health and Safety (First-Aid) Regulations 1981 and provide adequate and appropriate equipment, facilities, and trained personnel to ensure immediate assistance in the event of illness or injury.

Procedures and Arrangements:

1. Qualified First Aiders – At least one qualified first aider will be on-site at all times. Staff members trained in Emergency First Aid at Work (EFAW) and Paediatric First Aid are listed in the staff room and reviewed termly.
2. Equipment – First aid kits are located in every centre, clearly marked and easily accessible. The Health & Safety Lead checks contents termly to ensure compliance with HSE guidance.
3. Recording – All incidents requiring first aid are recorded in the First Aid Log. Parents/carers will be informed of any treatment given. Serious incidents will be reported to the Head of Centre and to RIDDOR when required.
4. Administration of Medicines – Medicines are only administered with parental/carers consent and in line with our Supporting Pupils with Medical Needs Policy. A record of all medication administered is maintained securely.
5. Communication – Staff are made aware of procedures during induction and refresher training annually.