

## **Alt-Ed Lincs - Arrangements for Administering First Aid Policy 2025**

Alt-Ed Lincs is committed to providing a safe and healthy environment for our learners and staff. In line with this commitment, we have a comprehensive health and safety policy, which includes arrangements for administering first aid.

This policy outlines our commitment to providing access to quality first aid supplies and services, as well as informing staff and learners of the procedures to be followed in the event of an emergency.

### **Provision of First Aid Supplies**

Alt-Ed Lincs provides First Aid supplies at all of our locations. Supplies are kept in a secure, easily accessible location, and are checked and re-stocked on a regular basis.

#### **Designation of First Aiders**

Alt-Ed Lincs has designated staff members who are trained in providing first aid in the event of an emergency. The designated staff members are:

**Kat Nicholson**  
**Harriet Burtenshaw**

These staff members have all undergone a comprehensive first aid training course and are capable of providing the necessary aid in the event of an incident.

### **Administration of First Aid**

In the event of an incident, Alt-Ed Lincs advises staff and learners to speak to a designated first aider as soon as possible. The first aider will assess the situation and provide the necessary aid.

If a more serious incident occurs, Alt-Ed Lincs will call for emergency services and contact parents/carers. In the event of a minor incident, the designated first aider will administer first aid and notify the parents/carers.

### **Record Keeping**

Alt-Ed Lincs will keep a detailed record of any incidents involving first aid. This record will include the details of the incident, the treatment administered, the name of the first aider, and the outcome of the incident.

These records will be securely stored and will be used to monitor the effectiveness of Alt-Ed Lincs first aid policy