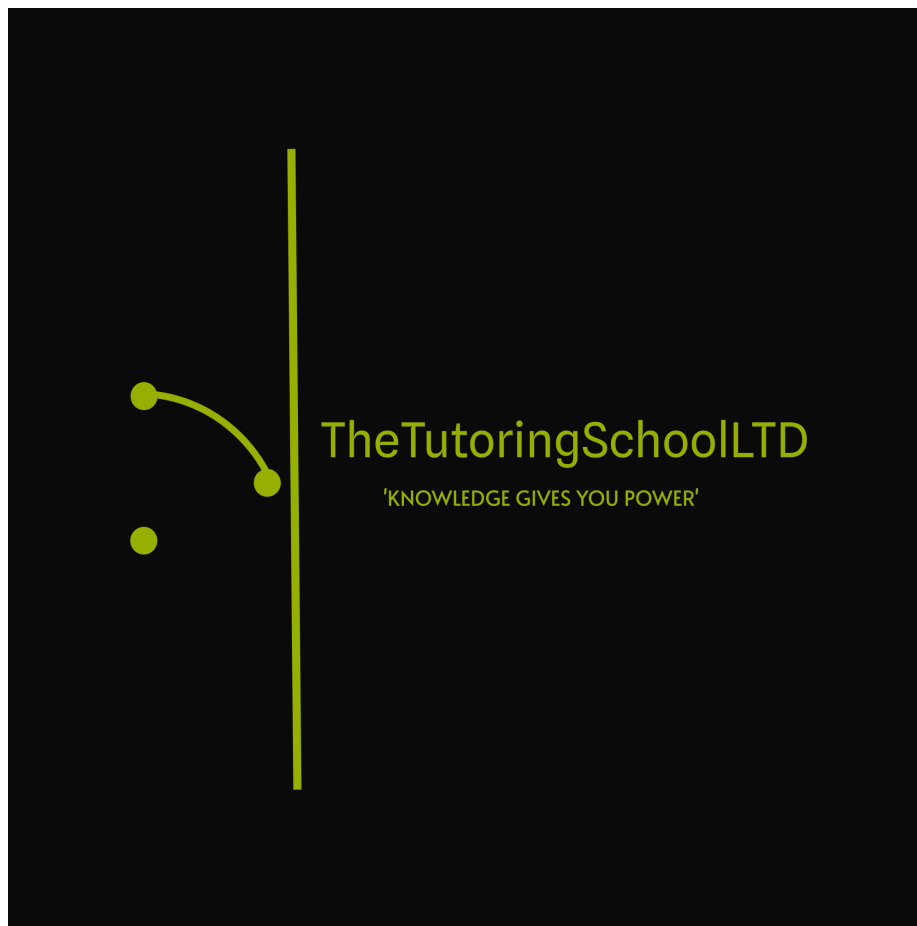


The Tutoring School

First Aid Policy



The Tutoring School LTD provides both online and in-person private tuition across primary, secondary and GCSE and A- Level subjects. All sessions are delivered by fully qualified, DBS-checked tutors with extensive experience. This policy is only applicable to in-person lessons.

1. Introduction

The safety, health, and wellbeing of all students attending lessons at 14 Levett Road, Polegate, BN26 6NE are of the highest importance. This policy outlines the first aid arrangements, emergency procedures, and safety expectations during tutoring sessions delivered in the home/office.

2. First Aid Provision

- A fully stocked and regularly checked First Aid Kit is stored in the office drawer.
 - A qualified First Aider (Amy Sams) will administer immediate first aid when required.
 - For any incident that is beyond basic first aid or appears serious, emergency services will be contacted immediately (999).
-

3. Emergency Procedures

If a student feels unwell, has an accident, or notices a hazard, they must inform the tutor immediately.

Minor Injuries

- Small cuts, grazes, or minor bumps will be treated using appropriate first aid supplies.
- The incident will be recorded in the First Aid Record Book.

Serious Injuries or Illness

- Examples include severe bleeding, suspected fractures, head injuries, seizures, or an allergic reaction.

In these cases, the tutor will:

- Call 999 if required.
 - Contact the student's parent/guardian immediately.
 - Follow advice from emergency services.
-

4. Medical Information, Allergies & Health Conditions

To ensure your child's safety during face-to-face lessons, all parents/guardians must complete the Medical Information & Allergy Form before lessons begin.

The following information is required:

4.1 Allergies

Please list any allergies your child has (including food, medication, latex, plasters, or environmental allergies):

- ---

Does your child carry an EpiPen?

Yes

No

If yes, where will it be kept during lessons?

- ---
-

4.2 Medical Conditions

Please detail any diagnosed medical conditions (e.g., asthma, epilepsy, diabetes, chronic pain, mobility issues, back injuries, anxiety conditions):

- _____

Does your child take regular medication?

Yes

No

If yes, please list the medication and whether they need access to it during lessons:

- _____

4.3 Immunosuppression & Vulnerable Health Information

To ensure appropriate health precautions are taken, please confirm the following:

Is your child immunosuppressed?

Yes

No

Does your child live with or have regular close contact with someone who is immunosuppressed (e.g., undergoing cancer treatment, bone marrow issues, leukaemia)?

Yes

No

If yes, please provide details so that appropriate safety measures (e.g., mask-wearing, distancing, additional hygiene precautions) can be put in place:

- _____

-

4.4 Injuries or Mobility Restrictions

Does your child currently have any injuries or mobility limitations (e.g., damaged back, sprains, restricted movement, medical restrictions from school)?

Yes

No

If yes, please provide details:

- _____

-

4.5 Emergency Contacts

Primary Emergency Contact:

Name: _____

Relationship: _____

Phone: _____



Secondary Emergency Contact:

Name: _____

Relationship: _____

Phone: _____

To ensure safety, parents/guardians must inform The Tutoring School before lessons begin of:

Any allergies

Medical conditions

Medications the student uses

Any relevant care plans (e.g., asthma, epilepsy, allergy management)

Students who carry medication (e.g., inhalers, EpiPens) must:

- Bring it to every session
- Know where it is stored
- Inform me of its location

The Tutoring School will support the use of emergency medication if required.

5. Safety Expectations in the Home/Office

To maintain a safe learning environment, students are asked to:

- Follow all instructions designed to keep them safe.
- Walk, not run, inside the property.
- Store coats, school bags, and personal items in the designated area to avoid tripping hazards.
- Keep drinks and food away from electrical equipment (laptops, chargers, plugs).

- Use equipment appropriately and report any issues.
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6. Fire Safety

- The property is equipped with working fire alarms, including in the tutoring room.
 - In the event of a fire:
 - Leave belongings behind.
 - Exit calmly and immediately using the nearest safe exit.
 - Proceed to the meeting point: the front of the property (14 Levett Road, Polegate, BN26 6NE).
 - Fire exits and procedures will be explained at the student's first lesson.
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7. Recording & Reporting Incidents

- All accidents, injuries, or significant health-related incidents will be recorded in the First Aid Record Book.
 - Parents/guardians will be informed of:
 - Any injury that occurs
 - Any first aid administered
 - Any incident requiring monitoring or follow-up
-

8. Contact Information

First Aider: Amy Sams

Phone: 07542 500162

Address: 14 Levett Road, Polegate, East Sussex, BN26 6NE

Emergency Services: 999



8.0 Acceptance of Terms

I confirm that the information provided above is accurate and that I will notify The Tutoring School of any changes to my child's health or medical needs.

I _____, have read and understood the First Aid Policy for The Tutoring School.

Signed: _____

Dated: _____