

First Aid Policy

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

1. Aims

- 1.1. The aims of this policy are to:
 - 1.1.1 Ensure the health and safety of all students, staff, and visitors during courses run by Cresconova Labs.
 - 1.1.2 Ensure all staff understand their responsibilities in responding to accidents or health emergencies.
 - 1.1.3 Provide a clear framework for administering, recording, and reporting first aid incidents.

Legal Framework and Guidance

- 2.1. This policy follows guidance from the Health and Safety Executive (HSE) and reflects the following legal duties:
 - 2.1.1. The Health and Safety (First-Aid) Regulations 1981
 - 2.1.2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - 2.1.3. The Management of Health and Safety at Work Regulations 1999
 - 2.1.4. Data Protection Act 2018 (with regard to medical information and records)

3. Roles and Responsibilities

3.1. First Aiders and Appointed Persons

- 3.1.1. Cresconova Labs ensures that an appropriate number of staff are trained in First Aid. First Aiders are responsible for:
 - a) Taking charge when someone is injured or unwell
 - b) Administering appropriate first aid
 - c) Deciding if further medical support is required
 - d) Recording the incident in the First Aid/Accident log
 - e) Ensuring first aid supplies are stocked and accessible

3.2. Management Team

3.2.1 The Management Team is responsible for:

- a) Ensuring risk assessments are conducted and reviewed
- b) Ensuring staff are trained and aware of first aid procedures
- c) Keeping accurate records and reporting serious incidents to the HSE when required
- d) Ensuring there is suitable space for administering first aid where feasible

3.3. Staff

3.3.1 All staff are responsible for:

- a) Knowing who the designated first aiders are
- b) Following correct first aid procedures
- c) Reporting accidents or health incidents promptly
- d) Informing management of any concerns related to student health or safety

4. First Aid Procedures

4.1. The closest staff member should assess the situation and contact a trained first aider if necessary.

4.2. For minor injuries, basic first aid may be given on-site.

4.3. If the injury involves the head or is more than minor, parents/carers will be contacted as soon as reasonably practicable.

4.4. Emergency services will be contacted when needed, and parents will be informed immediately.

5. First Aid Equipment

5.1. First aid kits are available in accessible areas and contain as a minimum:

- Sterile dressings
- Bandages and triangular bandages
- Eye pads
- Safety pins
- Disposable gloves
- Cleansing wipes
- Guidance leaflet

5.2. No medication is kept in first aid kits unless agreed upon in a care plan for an individual student.

6. Record-Keeping and Reporting

6.1. Accident Records

6.1.1. All incidents requiring first aid must be recorded on the day of the event.

- 6.1.2. A copy of the accident form may be sent to the parent/carer.
- 6.1.3. Records will be kept for at least 3 years and stored securely.

6.2. RIDDOR Reporting

- 6.2.1. Serious injuries, hospital treatment, or work related incidents involving staff absences of more than 7 days will be reported to the HSE under RIDDOR.
- 6.2.2. The Operations Manager or appointed person will handle RIDDOR reports.

7. Training

- 7.1. All first aiders must hold valid, up-to-date certification.
- 7.2. Training records are maintained by the management team.

8. Monitoring and Review

- 8.1. This policy is reviewed annually or after a serious incident. Updates are communicated to all staff and stakeholders.

9. Contact Information

For queries regarding this policy, contact christine.braun@cresconova.org.