

First Aid Policy

1. Purpose

This policy sets out how Liminal Education East Anglia Ltd provides first aid to pupils, staff, and visitors. The aim is to ensure that anyone who is injured or becomes unwell while on site receives immediate and appropriate care, and that staff know what to do in an emergency.

2. Legal and Statutory Context

Although Liminal Education is an unregulated provision, it complies with relevant health and safety requirements, including:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981

3. Aims

- To ensure there are sufficient trained first aiders on site.
- To provide appropriate first aid equipment and facilities.
- To record and report accidents and incidents accurately.
- To promote the health, safety, and welfare of all pupils, staff, and visitors.

4. Roles and Responsibilities

Head of Centre

- Ensures the policy is implemented and reviewed annually.
- Ensures appropriate staff are trained in first aid.
- Provides adequate first aid resources.

First Aiders

- Hold a valid first aid qualification.
- Provide immediate first aid in the event of illness or injury.
- Record all first aid treatment in the accident/incident log.
- Call emergency services when required.

All Staff

- Familiarise themselves with first aid procedures.
- Report accidents and health concerns immediately.
- Support the work of trained first aiders.

Pupils

- Report accidents, injuries, or illness promptly to staff.
- Follow health and safety instructions to reduce risks.

5. First Aid Provision

- A first aid box is kept in a clearly accessible location, checked regularly, and replenished as needed.
- At least one staff member with up-to-date first aid training is present on site at all times when pupils are in attendance.
- Emergency contact numbers are displayed prominently.
- Where an accident or illness requires further medical attention, parents/carers are contacted immediately and, if necessary, an ambulance is called.

6. Administration of Medication

- Medication may only be administered where parental consent has been obtained and staff are trained/authorised to do so.
- All medicines are stored securely in packaging with dosing information and administered in line with the Liminal Education Medication Policy.

7. Accidents and Record Keeping

- All accidents and incidents requiring first aid are recorded in the Accident Log, including:
 - Name of injured person
 - Date, time, and location
 - Nature of injury/illness
 - Treatment provided
 - Staff member providing treatment
- Serious accidents or injuries are reported to the proprietor and, where applicable, to the Health and Safety Executive (HSE) under RIDDOR regulations.

8. Off-Site Activities

- A first aid kit will be taken on all trips or off-site activities.
- At least one trained first aider will accompany pupils on all trips.

9. Communication

- Pupils and staff are made aware of who the trained first aiders are and where first aid equipment is kept.
- Parents/carers are informed promptly of any significant incidents requiring first aid.

10. Review

This policy will be reviewed annually or sooner if guidance, staffing, or circumstances change.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026

