

## First Aid Policy

This policy is written as an extension of Extra Learning's Policy for Health & Safety.

### Policy Statement

Extra Learning will ensure compliance with the relevant legislation with regard to provision of first aid to all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on our premises.

### Aims/Objectives

This policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- Ensuring the above provisions are transparent and clear to all who may require them.

### Responsibilities

- The Health and Safety Manager will ensure that the First Aid Policy and Procedures are reviewed from time to time.
- The Health and Safety Manager will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- The Health and Safety Manager will ensure that First-Aiders are offered training to a competent standard, which includes refresher training.
- The Director will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The Health and Safety Manager in liaison the Director will ensure that suitable first aid equipment is provided.
- The Health & Safety Manager and the Director in liaison with First Aiders will ensure the suitable first aid notices are displayed, which detail names of First Aiders and contact information.
- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.
- The first aiders do not administer any form of medicine whatsoever.
- Health & Safety Manager and the Director will ensure that the policy is followed for first aid arrangements are catered for in examination rooms and other activities such as project work and field trips.
- The Health and Safety Manager will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements.