



NANPANTAN HALL
Nurture Centre

FIRST AID POLICY

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POLICY

POLICY REVIEW STATEMENT

This policy will be reviewed annually or earlier should legislative change or other event require it.

SIGNED:.....

POSITION: DIRECTOR

DATE: 1st August 2023

REVIEW DATE: 1st August 2024

FOR & ON BEHALF OF SERENITY EDUCATION



Nanpantan Hall Nurture Centre

FIRST AID POLICY

This policy is an extension of Nanpantan Hall Nurture Centre Policy Statement for Health and Safety.

POLICY STATEMENT

Nanpantan Hall Nurture Centre will ensure compliance with the relevant legislation in 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 across all sites of the Nurture Centre.

AIMS/OBJECTIVES

This policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available to address any incidents on all sites.
- Ensuring there are suitable and sufficient facilities and equipment available on all sites to administer first aid.
- Ensuring the above provisions are transparent and clear to all who may require them.
- Ensuring all First Aiders certificates are on show in the reception of each site, so people can access the correct people immediately.
- Ensuring that the relevant accident book is completed following each incident. This is to be kept in the first aid room. All accidents will be reported to the Head teacher.

RESPONSIBILITIES

- The Head teacher will ensure that the First Aid Policy and Procedures are reviewed annually.
- The Head teacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- All teaching and some non-teaching staff will be offered First Aid training, providing a higher number of First Aiders than identified in the first aid assessment.
- The Head teacher will ensure that First-Aiders are offered training to a competent standard, which includes refresher training.
- The Nurture Centre's Head teacher will ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The Nurture Centre's Head teacher will ensure that suitable first aid equipment is provided on all sites.
- Teachers, in liaison, will ensure that 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 books and on Cpoms
- Staff will ensure that the policy followed for first aid arrangements is catered for on all sites and in examination rooms, other activities such as project work in the Nurture Centre's grounds, break/lunch times and field trips.
- The Head teacher will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements using the risk assessment for First Aid Provision.

ARRANGEMENTS

- Records of the first aid assessments will be held by the Head teacher.
- The Head teacher will process first aid course booking forms.