



## First Aid Policy

### Responsibilities

#### Trustees

The Trustees at Wings South West accept their responsibility (under the Health and Safety (First Aid) Regulations 1981 as amended Third edition 2013) and acknowledge the importance of providing First Aid for employees, children and visitors within the provision.

- The Trustees have approved, will ensure implementation and will regularly review the First Aid Policy

#### The Health and Safety Manager

The Health and Safety Manager will

- provide equipment and materials needed for First Aid treatment;
- make arrangements to provide First Aid training to First Aiders, maintain records of training and review annually;
- inform staff who the qualified First Aiders are, and where the first aid kits are located
- establish a procedure for managing accidents which require First Aid treatment;
- provide information to employees on the arrangements for First Aid;
- undertake a risk assessment of the First Aid requirements and review on a regular basis;
- use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg. specialised training for children with particular medical needs);
- assess the level of first aid provision required for any off site trips and ensure at least one First Aid Kit will be taken.
- be responsible for compliance with the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) 2013

## Staff

All staff should ensure that they are aware of all:

- first aid arrangements and responsibilities;
- report all treatment provided, and record accidents using relevant documentation;
- record all occasions when First Aid is administered to employees, students and visitors;
- notify the parent/guardian when first aid has been administered to a child.

## Arrangements for First Aid

First Aid materials, equipment and facilities are provided. First Aid Kits are located in the office and kitchen areas of both buildings and in vehicles that take students off site.

### **A Medium Workplace First Aid Kit should contain the following items:**

2 x Disposable Heat Retaining Foil Blankets, Adult  
 2 x Microporous Tape 2.5cm X 10m  
 3 x Sterile Moist Cleansing Wipes (Packs of 10)  
 3 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm  
 1 x Tuff-Kut Scissors  
 9 x Nitrile Powder-Free Gloves, Large (Pairs)  
 1 x Revive-Aid  
 2 x Burnshield® Dressings 10cm X 10cm  
 3 x No.16 Sterile Eye Pad Dressings  
 4 x Medium HSE Sterile Dressings 12cm X 12cm  
 3 x Large HSE Sterile Dressings 18cm X 18cm  
 3 x Sterile Finger Dressings 3.5cm X 3.5cm  
 2 x Conforming Bandages 7.5cm X 4.5m  
 6 x Washproof Plasters, Assorted Sizes (Packs of 10)  
 1 x First Aid in an Emergency Booklet

The contents of the kits will be checked on a regular basis by the Health and Safety Officer.

### **Wings First Aiders are:**

Andy Best, Steph Fry, Kathryn Best, Mark Slade, Lucy Bowser, Dan Bowser

**No member of staff must attempt to give First Aid unless they are trained to do so.**