

Learn with Confidence

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First Aid Policy **Units 4, 5 & 10 Kings Court, Horsham**

Version 1.7

1. Policy Statement

Learn with Confidence (LwC) is committed to providing a safe and healthy environment for all staff, students, visitors, and contractors. This First Aid Policy outlines the arrangements in place to ensure that anyone injured or taken ill while on LwC premises receives immediate and appropriate care, in line with the **Health and Safety (First-Aid) Regulations 1981**.

Our aim is to:

- *Provide prompt and effective first aid to anyone who becomes injured or unwell.*
- Ensure qualified first aiders and first aid equipment are available at all times.
- *Record and report all accidents, injuries, and incidents properly.*
- Review first aid arrangements regularly to maintain high standards of care and compliance.

2. Responsibilities

2.1 Overall Responsibility

Kat Perry, Director, has overall responsibility for:

- Implementing and reviewing this policy annually.
- Ensuring suitable and sufficient first aid provision across all LwC premises.
- Maintaining public liability insurance for all LwC operations.
- Ensuring compliance with the Health and Safety (First-Aid) Regulations 1981 and RIDDOR.

2.2 Building Owner Responsibilities

Each building owner/landlord remains responsible for structural safety, external structural maintenance, and building insurance:

Building	Owner/Manager	Responsibility
5 Kings Court	Ascot Care	Building structural maintenance & insurance
10 Kings Court	JMB Properties	Building structural maintenance & insurance
4 Kings Court	Nutan Patel	Building structural maintenance & insurance

2.3 Day-to-Day Responsibility

The Director (or delegated senior staff member) is responsible for:

- Ensuring first aid equipment is stocked and accessible.
- Ensuring staff know first aid procedures and equipment locations.
- Coordinating emergency response in serious injury or illness.
- Reporting notifiable incidents under **RIDDOR**.

3. First Aid Provision at LwC

3.1 Location of First Aid Equipment

Location	First Aid Box	Accident Book	Health & Safety Poster
5 Kings Court	First-floor kitchenette (bottom left cupboard)	With first aid box	Entrance porch
10 Kings Court	Ground floor kitchenette	Use accident book at 5 Kings Court	Entrance porch
4 Kings Court	Downstairs WC	Use accident book at 5 Kings Court	Entrance porch

First aid boxes are checked and restocked regularly by the Fire & Safety Officer or delegated staff.

3.2 Designated First Aiders

Name	Role	Location	Certification
Kat Perry	Director	5 Kings Court	Qualified First Aider
Heather Jones	Assistant Manager	5 Kings Court	Qualified First Aider
Elektra Robinson	EHCP Oversight	Peripatetic	Qualified First Aider
Gemma Hobona	Teacher, qualified PAT	4 Kings Court	Qualified First Aider

3.3 Staff with First Aid Training

Additional trained staff:

- Paula Tumulty (#10)
- Stephanie Richards (#4)
- Jo Epps (#4)
- Sarah Williams (#10)
- Lei Nulty (Grove House)

A list of qualified first aiders is displayed on the Health & Safety noticeboard at each site.

4. Procedure in the Event of Injury or Illness

4.1 Minor Injury

1. The nearest qualified first aider provides treatment.
2. All treatment is recorded in the Accident Book.
3. Parents/carers (for students) or the individual (for staff/visitors) are informed.

4.2 Serious Injury or Medical Emergency

1. Call **999** immediately.
2. Inform the Director or senior staff member on site.
3. Provide first aid until emergency services arrive.
4. Ensure someone meets emergency services and directs them to the scene.
5. Record the incident in the Accident Book and notify management.
6. Report under **RIDDOR** if required.

5. Reporting and RIDDOR

- All accidents and incidents are recorded and reviewed regularly.
- Notifiable incidents are reported under **RIDDOR** via the HSE website.

- Patterns or concerns identified through incident review will inform future safety improvements.

6. Severe Allergies and Anaphylaxis

- Severe allergies must be recorded with management.
- All relevant staff are informed of allergy risks and required precautions.
- Individuals with known allergies must carry their own EpiPen or prescribed medication.
- Staff are trained in EpiPen use and emergency response as part of basic first aid.

In the event of an allergic reaction:

1. Administer the EpiPen immediately.
2. Call **999** and state that anaphylaxis is suspected.
3. Inform the parent/carer (for students).
4. Record the incident.

Statement on Benedict's Law and Emergency Adrenaline Auto-Injectors (AAIs)

Benedict's Law (2023) requires **schools** to hold spare emergency adrenaline auto-injectors (AAIs) for use in cases of anaphylaxis. Learn with Confidence is **not a school** and is therefore **not legally required** to hold spare AAIs under this legislation.

However, because many of our learners have diagnosed allergies or complex medical needs, Learn with Confidence follows the *spirit* of Benedict's Law and implements robust allergy-management and emergency-response procedures to ensure safety across all sites. Learn with Confidence therefore commits to the following:

- **We maintain a register of all learners, staff, and visitors with known allergies**, including details of prescribed medication and emergency plans.
- **Individuals with known allergies must carry their own prescribed EpiPen or AAI at all times while on site.**
- **All staff receive annual training in recognising anaphylaxis and administering AAIs**, this is delivered through Flick basic first aid training and includes refresher training where needed.
- **Emergency response procedures are in place at all units**, ensuring rapid access to first aiders and immediate contact with emergency services.
- **Clear communication systems** ensure that all relevant staff are aware of allergy risks and individual care plans.
- **Parents/carers are responsible for ensuring AAIs are in date**, and staff check this regularly as part of our medical-needs monitoring.
- **We review allergy-management procedures annually** or sooner if a learner's medical needs change.

Although Benedict's Law does not apply to Learn with Confidence, our approach ensures that learners receive safe, timely, and appropriate care in the event of an allergic reaction, in line with best practice and the Health and Safety (First Aid) Regulations 1981.

7. Illness and Infection Control

- Unwell students or staff will be cared for safely until they can go home.
- Suspected infectious illness triggers enhanced cleaning procedures.
- Communicable disease incidents are managed in line with **UKHSA/Public Health England** guidance.

8. First Aid for Offsite Activities

When staff and students are offsite:

- A qualified first aider will accompany the group whenever possible.
- A portable first aid kit must be taken.
- Emergency contact details must be accessible.
- All offsite incidents must be recorded in the Accident Book.

9. Monitoring and Review

- The Director reviews this policy annually or sooner if required.
- First aid supplies, signage, and records are checked regularly.
- Lessons learned from incidents inform future safety arrangements.

Version Control			
Version No.	Date	Author	Notes
1.0	26 th August 2021	K Perry	
1.1	31 st March 2022	KP	
1.2	15 th September 2022	KP	
1.3	15 th August 2023	KP	
1.4	25 th August 2024	Kat Perry	
1.5	26 th March 2025	Kat Perry	
1.6	24 th August 2025	KP	
1.7	5.9.26	KP	Amended – statement on Benedicts Law included

