

# Learn with Confidence

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[Learnwithconfidence.co.uk](http://Learnwithconfidence.co.uk)

## First Aid Policy

Units 4, 5 & 10 Kings Court, Harwood Road, Horsham

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### 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.
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### 2. Responsibilities

#### 2.1 Overall Responsibility

**Kat Perry**, Director, has overall and final responsibility for:

- Ensuring this policy is implemented and reviewed annually.
- Ensuring suitable and sufficient first aid provision across all LwC premises.
- Maintaining public liability insurance for all LwC operations.

Each building's owner/landlord remains responsible for the **structural safety, maintenance, and building insurance** of their premises:

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

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#### 2.2 Day-to-Day Responsibility

Kat Perry (or the delegated manager in charge that day) is responsible for:

- Making sure first aid equipment is available and maintained.
  - Ensuring staff are aware of first aid procedures and equipment locations.
  - Coordinating emergency response in the event of serious injury or illness.
  - Reporting notifiable incidents under **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
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### 3. First Aid Provision at LwC

#### 3.1 Location of First Aid Equipment

Location	First Aid Box	Accident Book	Health & Safety Poster
<b>5 Kings Court</b>	Bottom left cupboard in the first-floor kitchenette	With the first aid box	Entrance porch
<b>10 Kings Court</b>	Ground floor kitchenette	Use the accident book at 5 Kings Court	Entrance porch
<b>4 Kings Court</b>	Downstairs WC	Use the accident book at 5 Kings Court	Entrance porch

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

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### 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
Gemma Hobona	Staff Member	10 Kings Court	Qualified First Aider

### 3.3 Staff with First Aid Training

In addition to designated first aiders, the following staff have completed first aid training:

- Paula Tumulty
- Gayle Hindess
- Katie Millward

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

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## 4. Procedure in the Event of Injury or Illness

### Minor Injury

1. The nearest qualified first aider should provide treatment using the first aid box.
2. All treatment must be recorded in the **Accident Book**.
3. Parents/carers (for students) or the individual (for staff/visitors) must be informed.

### Serious Injury or Medical Emergency

1. Call **999** immediately and request an ambulance.
2. Inform **Kat Perry** or the senior person on site.
3. Provide first aid until emergency services arrive.
4. Ensure someone is available to meet the emergency services and direct them to the scene.
5. Record the incident in the **Accident Book** and report it to management.

### Reporting

- All accidents and incidents are recorded and reviewed regularly.
- Accidents that meet the reporting criteria will be submitted under **RIDDOR** via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

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## 5. Severe Allergies and Anaphylaxis

- Any staff member, student, or visitor with a **severe allergy** must have this recorded with management.
- All teachers and relevant staff will be made aware of these allergies and any necessary precautions.
- Management staff have completed allergy awareness training.
- Individuals with known allergies are required to **carry their own Epipen or prescribed medication** at all times.

- Staff are trained in the use of **Epipens** and emergency response procedures.
- In the event of an allergic reaction:
  1. Administer the Epipen immediately.
  2. Call **999** and state that anaphylaxis is suspected.
  3. Inform the student's parent/carer and record the incident.

## 6. Illness or Infection Control

- If a student or staff member becomes unwell during the day, they will be cared for safely until they can go home.
- In the event of suspected infectious illness, cleaning procedures will be followed to maintain hygiene.
- Any communicable disease incidents will be managed in line with **Public Health England** guidance.

## 7. First Aid for Offsite Activities

When staff and students are offsite (e.g., trips or community sessions):

- A qualified first aider will accompany the group whenever possible.
- A **portable first aid kit** must be taken.
- Contact details for LwC and emergency services must be readily available.
- All incidents occurring offsite must be reported and recorded in the same way as on-site incidents.

## 8. Monitoring and Review

- The **Director** is responsible for reviewing this policy annually or sooner if required by changes in law or practice.
- Regular checks of first aid supplies, signage, and records will be carried out.
- Lessons learned from incidents will be used to improve future safety arrangements.

Version Control			
Version No.	Date	Author	Notes
1.0	26 <sup>th</sup> August 2021	K Perry	
1.1	31 <sup>st</sup> March 2022	KP	
1.2	15 <sup>th</sup> September 2022	KP	
1.3	15 <sup>th</sup> August 2023	KP	
1.4	25 <sup>th</sup> August 2024	Kat Perry	
1.5	26 <sup>th</sup> March 2025	Kat Perry	
1.6	24 <sup>th</sup> August 2025	KP	