

First Aid Policy

Approved on	20th July 2026
Approved by	Board of Trustees
Next Review Date	16th July 2029

Change Record

Date of Change:	Changed By:	Comments:
10.7.25	JPT	No change
15/07/26	JPT	Terminology changes.

Date of next review: 15/07/29

1 Introduction

It is our policy to ensure that appropriate first aid arrangements are in place for our Trainees, Apprentices and Practitioners or staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid supplies.

It also involves providing enough information to staff to enable first aid assistance to be provided during normal course and office hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2 The Legal Position

Our duty to provide first aid at work is governed by the **Health and Safety (First Aid) Regulations 1981**. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our course.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

3 Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid supplies and equipment and ensuring that containers are restocked when necessary.

4 Procedures

The following are general first-aid related procedures to be followed by all staff:

Accident Procedure – First Aid

This procedure must be followed by ALL members of staff when treating an injury during the course. It applies to Trainees, Apprentices and Practitioners and staff. Next of kin will be contacted as necessary.

If the injuries are life threatening

- Immediately send for the CEO (JPT) or Vice CEO (EF) with the message “Emergency in the common room... /on the playground/field/car park” etc.
- The most capable 1st aid person with the injured person will provide immediate emergency first aid (Airways, Breathing, Circulation, recovery position) until the CEO or Vice CEO or appointed person arrives at the scene.
- A member of staff will immediately call 999 and ask for an ambulance.
- Whilst providing First Aid try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep others away and reassure the injured person.

- Contact the next of kin.

If the injuries are acute, but not life threatening

(If in doubt treat an injury as life threatening – see above)

- These are injuries which require immediate medical attention (serious head injuries, broken bones, acute cuts).
- Immediately send for the CEO or Vice CEO (Eleanor French) or Appointed Person with the message “Injury in Common room ... /on the playground/field/car park” etc.
- Provide appropriate first aid (see below) until the CEO or Vice CEO or COO arrives.
- CEO or Vice CEO will decide whether to contact the next of kin to take Trainees, Apprentices and Practitioners or apprentice/staff member to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car.)

Non-acute injuries

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- Check if Trainees, Apprentices and Practitioners/staff member is aware of any other injuries.
- If the injuries are deteriorating suggest that Trainees, Apprentices, Practitioners or staff member seek medical advice.

All accidents: complete an accident report form, these are kept in the accident book in the main Scitt office.

If the person treating the injury is uncertain about what to do s/he must inform the CEO or Vice CEO immediately.

First Aid

Appointed Person

The Appointed Person is Jo Palmer-Tweed (CEO).

First Aid Kits

A first aid box is in each training room.

Hygiene

There are only very slight risks, but good hygiene routines are essential.

- Disposable gloves must be worn when dealing with body fluids (blood, urine, feces). Some people are allergic to latex, so vinyl gloves are available if this is the case.

- Always wash your hands before and after dealing with wounds and applying dressings.
- Cover cuts and abrasions with a waterproof plaster first then give other first aid, unless it is a life threatening situation, in which case provide emergency first aid immediately.
- If mouth to mouth resuscitation is required this must begin immediately. Use a 'Resusciade' if one is available, but do not delay mouth to mouth whilst looking for one. Serious infection is highly unlikely from mouth to mouth.
- Wash all skin that has been in contact with bodily fluids with soap and hot water as soon as possible. If body fluids spill onto surfaces, mop up with absorbent materials and disinfect with bleach, which is kept in the Common Room cupboard.
- Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

Basic First Aid

- Cotton wool must not be used for cuts or wounds. Wounds must be cleaned by rinsing lightly under running water. Cotton wool can be used as a cold compress, to clean around an injured area where the skin is not broken.
- Rinse puncture wounds with clean cold water, but let them bleed freely and cover with a sterile dressing.

For All Accidents

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- If the accident is "Reportable" (certain types of mainly serious injuries, especially those caused by failure of health and safety procedures) inform the CEO or Vice CEO and they will decide whether to contact the Health and Safety Executive.
- All accidents should be recorded in the **Accident Book**.

Head injuries

If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) tell the CEO or Vice CEO who will advise Trainees, Apprentices and Practitioners/staff member on delayed symptoms to be aware of. The person running the lecture should be made aware of the injury and should monitor the student for any signs of deterioration.

Referring to hospital

If the accident is such that a visit to hospital may be required Trainees, Apprentices and Practitioners/staff member should be advised of such and sent home.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the next of kin contacted as soon as possible.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

COVID related illness

For responses to COVID related illness please refer to the SCITT PPE for COVID procedures.

5 Dealing with Visitors_

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is recorded in the accident book.

6 Staff Training_

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

8 Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on SCITT notice boards.

9 Monitoring and review

It is the responsibility of our Board of Trustees to agree and then monitor this policy. The policy is reviewed every 3 years.