

## **FIRST AID POLICY**

Tower Learning Centre accepts its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors to the Centre.

### **STATEMENT OF FIRST AID ORGANISATION**

The Centre's arrangement for carrying out the policy includes eight key principles.

1. Places a duty on our centre, to approve, implement and review the First Aid policy
2. To place individual duties on all employees
3. To report, record and where appropriate investigate all accidents
4. Record all occasions where first aid is administered to employees, pupils and visitors
5. Provide equipment and materials to carry out first aid treatments
6. Make arrangements to provide first aid training for employees, maintain a record of that training and review annually
7. Establish a procedure for managing accidents that require first aid treatment
8. Provide information for employees on the arrangements for first aid

### **QUALIFIED STAFF**

A copy of First Aid/Paediatric Certificates are kept in staff files.

Kate Towers  
David Ratcliff  
Natalie Wright  
Kim McCormack

### **FIRST AID RECORDS**

All accidents are recorded on an Accident Report form (Appendix 3a) They are reported to the Centre Director who will inform the parent / agency. The Centre keeps a record of any student requiring medication (Appendix 3b). This must be signed by a parent/guardian.