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**First Aid Policy**

**Responsibilities**

**Trustees**

The Trustees at Wings South West accept their responsibility (under the Health and Safety (First Aid) Regulations 1981) 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 compiance with the ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations’ (RIDDOR) 2013

**Staff**

Will

* report 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.

**First Aid Kits contain the following items:**

Leaflet giving general advice on First Aid

20 individually wrapped sterile adhesive dressings assorted sizes

4 triangular bandages

2 sterile eye pads

6 safety pins

6 medium wound dressings

2 large wound dressings

3 extra large wound dressings

1 pair of disposable gloves

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

**Wings First Aiders are:**

Andy Best, 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.**