



Action Community Enterprises CIC (ACE)



Policy number:	FA02
Version:	3.0
Policy holder:	Lou Gardiner
Approval board:	ACE Board of Directors
Date of original approval:	October 2017
Date of latest approval:	September 2025
Review period:	Annually
Date of latest review:	September 2026

First Aid Policy

Policy Statement

The Directors of ACE 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 Centre

The staff of ACE recognise their statutory duty to comply with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#) (RIDDOR) 2013.

Statement of First Aid Provision

The ACE arrangements for providing First Aid will:-

- Place a duty on the Board of Directors to approve, implement and review the First Aid policy
- Place individual duties on all employees
- Report and record accidents using relevant documentation
- Record all occasions when First Aid is administered to employees, students and visitors.
- Provide equipment and materials to provide First Aid treatment
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually
- Establish a procedure for managing accidents in school which require First Aid treatment
- Provide information to employees on the arrangements for First Aid
- Undertake a risk assessment of the First Aid requirements of the ACE centre's 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)
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

Each centre will provide materials and equipment and facilities to provide First Aid. Locations and relevant eye wash stations:

Rackheath Centre

Motor Vehicle Workshop

Construction Workshop

Kitchen

Great Yarmouth

Main Office

Motor vehicle workshop

Construction Workshop

Canteen/Kitchen

Network room/centre room first floor

Each centre has access to a catastrophic bleed kit in reception.

The 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 and expiry dates on a regular basis by the Health & Safety Lead.

The School First Aiders are:

John Sculfor

Mandy Seville

Mark Hudson

Donna Derbyshire

Cheryl Ford

Tony Schamp

Steve Mouncer

Gary Flatt

Before undertaking any off site activities the level of first aid provision will be assessed by the Managing Director and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Managing Director will inform all employees at the school of the following:-

- The arrangements for recording and reporting of accidents
- The arrangements for First Aid
- Those employees who are qualified First Aiders
- The location of the First Aid Kits.

In addition the Managing Director will ensure that signs are displayed throughout the School providing the following information:-

- The names of employees with First Aid qualifications
- Location of the First Aid Boxes.

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a student's head

The consequence of an injury from an accident involving a bump or blow to a student's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required a 'Head Bump' letter will be sent home to the parent/guardian.

Transport to hospital or home

The Managing Director will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the student's parent or guardian will be notified. If hospital treatment is required, then the student's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Managing Director may decide to transport the student to the hospital.

Where the Managing Director makes arrangements for transporting a child then the following points will be adhered to:-

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the student in a vehicle;
- A second member of staff will be present to provide supervision of the injured student.

Record Keeping

All accidents, incidents, and First Aid interventions must be recorded promptly and accurately in the Accident Book, which is kept at Reception. Staff administering First Aid are responsible for completing the entry, ensuring that details such as the date, time, nature of the incident, treatment provided, and any follow-up actions are clearly documented. These records are confidential and will be retained in accordance with data protection regulations. Where applicable, incidents will also be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).