



First Aid Policy

Key Elements

This document sets out the responsibilities and expectations for all families of London International Agency in relation to safeguarding and promoting the wellbeing of children and young people at London International Agency

Implementation is monitored by the Director supported by the Guardianship Organisation with responsibility for Safeguarding

Adopted on:
January 2018

Reviewed on:
January 2023

Agreed by:
London
International
Agency

Due for Review:
December 2024

The Director of London International Agency (LIA) wishes to make it clear that extremist religious views and partisan political views will not be tolerated.

All families are expected to offer a balanced presentation of views and opinion to children while they are in the care of these families, in attendance at schools and while taking part in extra-curricular activities that are provided or organised by or on behalf of the families or LIA including through the distribution of promotional materials.

Failure to observe the above could lead to procedures including instant removal of the child, cessation of contract without refund and referral to government and education authorities.

1.0 POLICY

London International Agency is committed to protecting the health, safety and welfare of our employees. It is our policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum of risk to our employees, people in our care and others.

The Health and Safety (First Aid) Regulations 1981 requires the company to provide adequate and appropriate equipment, facilities and personnel to ensure the employees receive immediate attention if they are injured or taken ill at work.

2.0 RESPONSIBILITIES

2.1 The Director is

- 2.1.1. accountable for compliance with the relevant legislation relating to first aid providing sufficient resources to meet the requirements.
- 2.1.2. responsible for monitoring compliance of the Procedure.
- 2.1.3. responsible for carrying out the first aid risk assessment to ensure that adequate first aid can be provided during all work hours and for employees to know what to do in the event of an accident or illness.
- 2.1.4. responsible for informing guardians of procedures to be followed in the event of an emergency requiring first aid.

2.2 Guardians

First aiders are responsible for maintaining their skills and knowledge and assisting in recording accidents when they administered first aid.

3.0 PROCEDURE

3.1 Risk Assessment

The Director and Guardian should work together in carrying out the assessment of first aid needs. This involves consideration of workplace hazards and risks, the premises and number of people to determine what first aid equipment, facilities and first aid trained people are required.

3.2 Training

The Training Co-ordinator will organise first aid training Inc. the refresher training. There are two levels of first aid training - emergency first aid at work (EFAW) and first aid at work (FAW).

On completion of Emergency First Aid at Work (EFAW) course, the first aider will be able to give emergency first aid to someone who is injured or becomes ill while at work.

FAW training includes EFAW and also enables the first aider to apply first aid to a range of specific injuries and illnesses.

3.3 First aid Kits

First aid kits will be suitably marked with a white cross on a green background and kept in an easily accessible place. Nominated persons will ensure there is always an adequate stock of first aid items.

A first aid kit should be stocked with the minimum first aid items detailed below:

First Aid kits	Qty	First aid travel kits	Qty
Guidance card	1	Guidance card	1
Individually wrapped sterile adhesive dressings (plasters) (assorted sizes) and appropriate to work e.g. detectable for food handlers	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2	CPR ventilation mask	1
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Medium size individually wrapped sterile un-medicated wound dressings (approx 12cm x 12 cm)	6	Individually wrapped moist cleaning wipes	3
Large sterile individually wrapped un-medicated wound dressings (approx 18 x 18cm)	2	Large sterile un-medicated dressing (approx 18 x 18cm)	1
Pair of disposable gloves	1	Pair of disposable gloves	1

4.0 FURTHER INFORMATION

If you require further information contact Krestyna Huggins, the Director London International Agency.

Adoption Date	Review Date	Director
01/2019	11/2024	Krestyna Huggins