

BOOMSATSUMA

First Aid Policy

August 2025

Introduction

This First Aid Policy outlines the procedures and responsibilities for providing first aid within boomsatsuma, covering both Higher Education (HE) and Further Education (FE) settings. The safety and well-being of our students, staff, contractors, and visitors remain of paramount importance.

This policy ensures that robust first aid arrangements are in place to deal with injuries and illnesses that may occur on our premises, during placements, or while participating in company activities.

Objectives

- To provide prompt and effective first aid treatment in the event of illness or injury.
- To ensure sufficient numbers of trained and qualified first aid personnel are available at all times.
- To maintain an adequate supply of first aid equipment and facilities across all sites.
- To ensure all staff are aware of first aid procedures and their responsibilities.
- To comply with the Health and Safety (First-Aid) Regulations 1981 and other relevant legislation.

This policy applies to all employees, students, contractors, and visitors at all HE and FE sites operated by boomsatsuma.

Responsibilities

Head of Operations

- Ensure the provision of appropriate first aid resources, trained personnel, and facilities.
- Conduct regular risk assessments to determine first aid requirements across all sites.
- Ensure first aid training is provided, current, and accredited for all designated first aiders.
- Maintain accurate records of all first aid incidents and actions taken.
- Oversee the consistent implementation of this policy across all sites.
- Maintain and update the list of current first aiders and their training status.
- Ensure first aid kits and equipment are stocked, accessible, and regularly checked.
- Organize and facilitate regular refresher training for first aid staff.

First Aiders

- Provide immediate and appropriate first aid treatment to anyone injured or taken ill.
- Record all first aid incidents using the boomsatsuma First Aid Reporting Form.
- Liaise with emergency services when required, providing accurate information.
- Maintain valid first aid certification and attend refresher training as required.
- Alert the Operations Coordinator when additional or replacement equipment is needed for first aid kits.

All Staff

- Be aware of the location of first aid facilities and identify trained first aiders on site.
- Report all accidents and injuries to the designated first aider or Head of Operations.
- Support first aiders when required and follow their instructions during an incident.

First Aid Arrangements

First Aiders

- A minimum of two trained first aiders per site will be appointed, holding a valid 3-day *First Aid at Work certificate* from an accredited provider.
- The names and contact details of first aiders will be displayed clearly around the premises and communicated to staff and students.

First Aid Kits

- Each site will maintain at least two fully equipped first aid kits located in accessible areas.
- Kits will be regularly checked and replenished by designated first aid staff.
- First aiders must notify the Operations Coordinator promptly if additional or replacement supplies are needed.
- Contents of first aid kits will comply with current health and safety guidelines.

Communication

- Clear procedures for contacting first aiders in an emergency will be established and communicated to all staff and students.
- Emergency contact numbers and first aid guidance will be displayed on notice boards and included in staff and student handbooks.

Procedure in the Event of an Incident

1. **Assess the Situation** – The first aider should quickly assess the scene to ensure their own safety and the safety of others.
2. **Provide Assistance** – Administer appropriate first aid treatment based on training.
3. **Call for Additional Help** – Contact emergency services if necessary, providing detailed and accurate information.
4. **Record the Incident** – Document details of the incident and treatment provided using the boomsatsuma First Aid Reporting Form.
5. **Follow-Up** – Ensure the injured person receives further medical treatment if needed and follow up on their condition.

Training

- Each site will have at least two staff members fully qualified with a 3-day *First Aid at Work* certificate.
- All other staff will undertake a one-day *First Aid Awareness* course to ensure basic knowledge and confidence in handling emergencies.
- Refresher courses will be scheduled to keep first aiders' certifications valid and knowledge current.

Monitoring and Review

- The Head of Operations will regularly review first aid incidents and responses to identify areas for improvement.

- This policy will be reviewed annually, or sooner following a significant incident, to ensure effectiveness and compliance with updated legislation or guidance.

Compliance

This policy complies with the Health and Safety (First-Aid) Regulations 1981 and other applicable legislation.

Failure to comply with this policy may result in disciplinary action.

By adhering to this policy, boomsatsuma commits to maintaining a safe and responsive environment for all members of our community.

Approval

Approved by: Beth Griffiths

Date: August 2025

Role Head of Operations

Review Date: 16/08/2026