

# First Aid Policy

## Health and Safety

Policy implemented: March 2025  
Last reviewed: February 2025  
Next review due: February 2027

### Introduction

Salutem is committed to ensuring the health, safety, and welfare of all employees, young/adult people we support, students, and visitors by providing effective first aid arrangements. This policy outlines our approach to first aid provision in compliance with the Health and Safety (First Aid) Regulations 1981, and relevant guidance from the Health and Safety Executive (HSE).

For detailed guidance on how to implement and adhere to this policy, please refer to Salutem's First Aid Procedure. This document provides comprehensive instructions on first aid protocols, training requirements, and incident management to ensure consistent and effective application of first aid practices.

First aid is defined as a case where a person will need:

- Help from a medical practitioner or nurse
- Treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained
- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

All Salutem's locations and associated activities must always have adequate and appropriate first aid arrangements. Anyone who requires assistance having become injured or unwell should be assisted by the nearest available appointed person or trained first aider.

## Document Control

Initial purpose and scope of the new policy/procedure agreed by:	<b>Chief Quality Officer</b>
Sponsor Technical review carried out:	<b>Group Head of Regulatory Quality Compliance and Policy (DPO)</b>
Final Information Governance quality check carried out:	<b>Quality Assurance Inspection &amp; Regulation Director</b>
Version Number:	V1.0
Date of the next review:	January 2027
Department responsible:	Quality

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Saltem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

### EQUALITY AND DIVERSITY STATEMENT

The Saltem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

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## 1. Scope

This policy applies to all staff, students, young/adult people we support, contractors, and visitors to premises operated by Saltem Care and Education within England and Wales.

## 2. Legal Framework

This policy complies with:

- The Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- Department for Education (DfE) guidance on First Aid in Schools
- Care Quality Commission (CQC) and Ofsted requirements where applicable

## 3. Aims and objectives

- To ensure adequate and appropriate first aid arrangements.
- To ensure sufficient numbers of qualified first aiders are available.
- To ensure sufficient numbers of mental health first aiders are available
- To provide first aid equipment and facilities suitable for the nature of activities undertaken.
- To maintain accurate records of all first aid incidents.
- To ensure staff receive training appropriate to their role.
- To meet regulatory and legal obligations regarding first aid provision.

## 4. Responsibilities

### Senior Leadership Team (SLT)

- Ensure compliance with first aid legislation.
- Allocate resources for first aid provisions.
- Review this policy annually.

### First Aiders and appointed persons

- Provide immediate first aid assistance.
- Ensure first aid kits are in place, checks undertaken, stock available and in date.
- Record incidents in the accident book.
- Undertake appropriate training and refresher courses.

### All Staff

- Be aware of first aid arrangements.
- Call for a first aider when needed.
- Report incidents and accidents promptly.

For more information, please refer to the Salutem First Aid Procedure.

## 5. First Aid Provision

- Sufficient first aiders are trained in line with HSE guidance.
- First aid kits are strategically placed and regularly checked.
- First aid rooms are available where required.
- A defibrillator is available at key locations, with trained staff.
- Clear signage indicates the location of first aid facilities.

For more information please refer to the Salutem First Aid Procedure.

## 6. First Aid Training

- First aiders receive training from accredited providers.
- Regular refresher courses are undertaken to maintain competency.
- Additional training is provided for specific risks (e.g., anaphylaxis, epilepsy, diabetes).

For further information, please refer to the Salutem First Aid Procedure.

## 7. Procedure for responding to incidents

- Any person requiring first aid should be assisted by a trained first aider.
- In serious cases, emergency services should be contacted immediately.
- The incident should be recorded in the accident book.
- Parents/carers are informed when a student receives first aid.
- RIDDOR-reportable incidents are notified to the HSE as required.

For further information please refer to the Salutem First Aid Procedure.

## 8. First Aid for individuals with medical needs

- Individual Healthcare Plans will be in place for those requiring specific medical support.
- Medications will be stored and administered in line with the Salutem's Medication Policy.
- Staff will receive specific training on managing medical conditions where necessary.

For further information please refer to the Salutem First Aid Procedure.

## 9. Monitoring & Review

- The policy is reviewed in line with the review timescale and following any significant incidents or regulatory changes.
- First aid incidents and trends are monitored to improve safety practices.

## 10. Further Guidance

For detailed guidance on how to implement and adhere to this policy, please refer to Salutem's First Aid Procedure. This document provides comprehensive instructions on first aid protocols, training requirements, and incident management to ensure consistent and effective application of first aid practices.

## Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	February 2025	Published	New Policy

