

It is the EndeavourUK policy to provide first aid support to someone if they are injured or become unwell, and to ensure that the centre complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to endeavour to have at least 1 trained first aider on / off site that will provide first aid support as and when necessary.

NB: First Aiders are not legally permitted to give any medication to students.

Numbers of qualified First Aiders

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the class, the level of risk present in the class and the distance we are from medical facilities we aim to have at least one first aider present at all times in each on / off site allowing us to fulfil our First Aid policy.

Qualified First Aiders are able to recognise and manage any immediately life-threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called. – Telephone: 999 / 112

All first aiders have attended an approved QCF/RQF course in first aid and undertake yearly refresher courses.

Review

This policy is reviewed on an annual basis or as when necessary, for example if a First Aider leaves the company.

Equipment

First Aid Boxes

There is a first aid box our office at all times. All qualified First Aiders are responsible for replenishing the First Aid boxes and ensuring that it contains all necessary equipment and that the equipment is in date. On the inside of the First Aid boxes is a recommended contents sheet. If the trainer is working off site, they are required to bring first aid equipment along with them and mobile phone for making emergency calls.

Information

All new staff is provided with information at induction on how to obtain First Aid assistance and who the qualified First Aiders is. First aid notices naming the qualified First Aiders are on display / mention before the class starts.

Updating

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will be appointed.

Training

All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every year. The training provider that we use for first aid is Endeavour (UK) Limited.

Giving First Aid

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department.

Medical support

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital accident & emergency department. If the first aider thinks it necessary, an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to the hospital then we will call a taxi. Either the first aider will remain with the casualty and accompany them to the hospital or they will ask a friend or other appropriate member of staff to stay with them.

When appropriate or if asked to by the casualty, we will contact their next of kin.

Spillages of body fluids

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective gloves and the waste be cleared into the bag provided in the spillage kit. The incident should be reported in the accident book.

Records

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than

Accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded. The accident book are kept locked away in both offices at Bounds Green Office / Head Office in Barnet. When necessary, the accident will be reported to RIDDOR.

Water Supplier

If EndeavourUK train any learner off site of any location, EndeavourUK will make sure there is fresh water facility like water fountain or bottle of water ie. Evian / Springwater will be available to the learners during the course.

Signed

Mr Christopher Lucas-Jones
Managing Director of Endeavour (UK) Limited

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