



New Leaf Triangle First Aid Policy

Written: September 2023 by Bryony Thurlow (Manager)

To be reviewed: 30th September 2025

First aid is defined as: "The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment or which does not require professional medical treatment."

A First-aider is someone who has undertaken suitable training and has an appropriate First Aid qualification and is competent to perform their role. This means that they must hold a valid certificate of competence in either:

- **First aid at work (FAW)**, issued by an accredited training organisation or recognised awarding body; or
- **Emergency first aid at work (EFAW)**, issued by an accredited training organisation or a recognised awarding body.

In an emergency situation first aid aims to maintain life, prevent further harm / injury, ease pain and prevent deterioration of the person's condition until professional medical help can be obtained. To provide immediate care to an injured or ill person, carried out within a limited range of skills, until the injury or illness is managed or a higher level of care presents such as: a doctor, a paramedic, or a nurse. New Leaf Triangle (NLT) is committed to providing timely and appropriate first aid care to staff, clients, and visitors. NLT also endeavours to have a suitable number of trained first aid officers for each site, and provide first aid facilities to administer appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness. All training and refresher training will be at the cost of NLT

An Appointed First Aider is an identified person to take charge of the first-aid arrangements including calling the emergency services when required. At NLT a member of staff will be appointed each day to be the appointed first aider at each site.

The Staff Health and Safety Representative, who will also be a first aider, will ensure that first aid equipment is checked regularly, including first aid boxes, and that equipment is replenished where necessary. They will check there are sufficient boxes at each site, including at least one portable kit, a burns kit and eye wash kit at each site to be used of off-site activities. They must ensure there is a first aid sign above every first aid box.

Procedure

This policy will be reviewed every 2 years, unless changing circumstances require an earlier review.

NLT has multiple sites and ensures that all sites have adequate access to First Aid services. Whenever offsite, such as when transporting students in vehicles, using community facilities, hacking out on horses or walking between sites on the roads, staff must take a portable First aid kit.

- External training will be provided
- All NLT staff will attend training for certification, once they have completed their probationary period successfully and a suitable group training date can be arranged.
- The daily "Appointed First Aider" will be indicated on signage at each site.
- Once an injured or ill person has been assisted, a Manager or Coordinator must be informed.
- Any event where attention is required by a First Aider or other person qualified to deliver first aid must be reported following the accident/incident. An Accident form must be completed directly after the event and given to a Director or Operations Manager on the same day.
- First Aid should be given in a private area where possible or people should be removed from the area where first aid is taking place in order to maintain the dignity of the person being treated.
- All injuries will be recorded on the Incident register for incidents or injuries
- Data will be reviewed on a regular basis to ensure there are no trends in injuries that need to be minimised.

Responsibilities:

NLT Directors and Operations Manager will ensure that:

- Adequate and appropriate First Aid Facilities are provided
- Appropriate and adequate First Aid Officers training is arranged for staff
- First Aid Officers' training is up to date and certificate current

First Aid Officers will:

- Assess if medical assistance is required
- Administer appropriate First Aid in accordance with their training

First Aid policy

- Maintain First Aid records as outlined in this procedure
- Maintain confidentiality with regard to information obtained as part of their role

The staff Health and Safety Representative will:

- Inspect and maintain First Aid kits regularly, replenishing where necessary.