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## **FIRST AID POLICY**

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# **Elite Mentors**

## **FIRST AID Policy**

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## INTRODUCTION

Elite Mentors is committed to ensuring full compliance with all relevant legislation regarding the provision of first aid for learners and staff. We strive to follow best practice standards and, where reasonably practicable, extend our first aid arrangements to visitors and all others who may be affected by our activities.

Overall responsibility for first aid at Elite Mentors rests with Mr Md Zafor Sadeque, who serves as the designated Responsible Person. All first aid provision is arranged and managed in accordance with current statutory requirements and recognised safety guidance procedures.

All staff members have a legal duty to adhere to and co-operate with the requirements set out in this First Aid Policy to ensure a safe and supportive environment for everyone

## AIMS AND OBJECTIVES

At **Elite Mentors**, we are committed to ensuring that effective first aid arrangements are in place to safeguard the health, safety, and welfare of all learners, staff, and visitors.

Our First Aid Policy aims to achieve this by:

- **Conducting a First Aid Needs Assessment** to determine the appropriate level of first aid provision required for our premises. This assessment will be reviewed regularly and updated following any significant changes that may impact first aid requirements.
- **Ensuring sufficient trained first aid personnel** are available at all times, in line with the findings of the First Aid Needs Assessment and the level of risk present.
- **Providing suitable and adequate first aid facilities and equipment**, maintained and accessible in accordance with identified needs.

- **Communicating first aid arrangements clearly** to all staff, learners, and visitors to ensure prompt and effective response in the event of an incident.

## **FIRST AID TRAINING**

At **Elite Mentors**, the Responsible Person, **Mr Md Zafor Sadeque**, will ensure that an appropriate number of appointed persons and trained first aid staff are identified in line with the findings of the First Aid Needs Assessment.

This includes, where required:

- Appointed Persons
- Emergency First Aiders at Work
- Qualified First Aiders
- Paediatric First Aid Trained Staff

All nominated staff will receive appropriate accredited training and refresher training to enable them to carry out their statutory duties effectively and confidently.

### **Appointed Persons**

Elite Mentors has designated the following Appointed Persons responsible for taking charge of first aid arrangements, including calling emergency services when required and maintaining first aid equipment:

1. **Mr Md Zafor Sadeque**
2. **Mr S M Abu Sayeed**

## FIRST AID PROVISION

The First Aid Needs Assessment at **Elite Mentors** has identified the following requirements:

- **Two first aid kits** are maintained on the premises.
- The kits are located as follows:
  - **One first aid kit** is kept in the **First Aid Room**.
  - **One first aid kit** is stored in the **office room**, under the television.
- One of the kits will be made available for **off-site visits or educational trips**, when required.

It is the responsibility of the **Appointed Persons** to check the contents of all first aid kits at the beginning of each half term. Any used, damaged, or out-of-date items must be replaced promptly to ensure the kits remain fully stocked and compliant.

## FIRST AID ROOM

Elite Mentors has a designated first aid area located in the **south-east corner of the main hall**, known as the **First Aid Room**.

This area is used for the immediate treatment of minor injuries and illnesses and is equipped with:

- A plastic chair that can be easily cleaned and disinfected
- A fully stocked first aid kit

This arrangement ensures that first aid can be administered promptly and safely when required. These individuals will ensure that first aid provision is effectively managed and accessible at all times.

This process ensures fairness, transparency, and an opportunity for the employee to respond fully.

## **EMERGENCY ARRANGEMENTS**

At **Elite Mentors**, the following emergency procedures will be followed in the event of an accident or medical incident:

### ***Immediate Action***

- The **First Aider and/or Appointed Person** will take charge of the situation in accordance with their level of training.
- A prompt assessment of the injured person will be carried out.
- Appropriate first aid treatment will be administered.
- A professional judgement will be made as to whether an ambulance is required.

### ***An Ambulance Must Always Be Called In The Following Situations:***

- A serious injury
- Any significant head injury
- Any period of unconsciousness
- A serious asthma attack or severe allergic reaction
- Suspected fracture or possibility of a fracture
- When the severity of the injury is unclear
- When the correct treatment is uncertain

## **PARENT NOTIFICATION (FOR CHILDREN)**

In the event of an accident involving a child, parents/carers will always be notified where the injury:

- Is considered serious or more than minor
- Requires first aid treatment (beyond a minor injury)
- Involves a bump to the head (other than a very minor bump)
- Requires hospital attendance

### ***Procedure for Contacting Parents:***

- All available contact numbers will be used to attempt contact.
- A message will be left if parents/carers are not immediately reachable.
- If contact is not established, attempts will continue **every hour** until successful.
- A qualified First Aider, Appointed Person, or another responsible staff member will remain with the child until parents arrive.

### ***If Hospital Treatment Is Required:***

- If parents cannot be contacted before hospital transfer, a qualified First Aider, Appointed Person, or designated staff member will accompany the child to hospital.
- The staff member will remain with the child until a parent/carer arrives.

## **OUT OF HOURS ACTIVITIES AND EDUCATIONAL TRIPS**

First aid arrangements at Elite Mentors apply to:

- After-school activities
- Parents' evenings
- Events and organised activities
- Educational visits and trips

Where additional risks are identified, a **specific First Aid Needs Assessment** will be conducted to ensure appropriate provision.

### ***Educational Visits:***

- First aid arrangements are included within the **risk assessment for each trip**.
- The level of first aid cover will be reviewed to ensure:
  - Adequate provision for the trip/visit
  - Sufficient first aid cover remains on-site for those not attending

### ***Lettings and External Hirers:***

- Where premises are hired to external organisations, first aid responsibilities will be clearly coordinated and agreed in advance.
- These arrangements will be formally recorded within the hire/lettings agreement.
- Overall responsibility for ensuring these arrangements are documented rests with **Mr Md Zafor Sadeque** (Responsible Person) or the designated administrator in his absence.

These procedures ensure that Elite Mentors maintains a safe, responsive, and well-managed approach to first aid and emergency care at all times.

### **RECORD KEEPING**

At **Elite Mentors**, all accidents requiring first aid treatment must be formally recorded. The accident record will include, as a minimum, the following details:

- Name of the injured person
- Name of the qualified first aider, emergency first aider, paediatric first aider, or appointed person who provided treatment
- Date of the accident
- Time of the accident
- Nature and type of injury (e.g., bump to the head, cut, fall, etc.)
- Details of the treatment provided and any further action taken

Where a child has received first aid treatment, a **treatment slip** will be issued to inform parents/carers.

### **POLICY REVIEW**

This First Aid Policy will be reviewed **annually** and updated at any other time where necessary, including following significant changes in legislation, staffing, premises, or operational requirements.

END OF POLICY