

FIRST AID POLICY

Aims:

LanguageUK will ensure that in the event of any illness, accident, or injury, adequate safe and effective first aid is provided for every student, member of staff, and visitor. It is a mandatory requirement of LanguageUK that all staff members are fully conversant with this policy and any failure to observe this policy may result in disciplinary action. LanguageUK recognises the importance of First Aid in saving lives and preventing minor injuries from becoming major ones.

LanguageUK provides the following:

- Suitably stocked first-aid containers in all school locations where staff and students are permanently located.
- 4 travelling first-aid containers to be carried to locations where staff and students are temporarily located.
- One member of staff to take charge of first aid arrangements.
- Information for employees on first-aid arrangements.
- To appoint and train an adequate number of First Aiders who will have:
 - Completed an (HSE) approved training course.
 - Be responsible for giving immediate help to casualties with common injuries or illnesses.
 - Where necessary, ensure that an ambulance or other professional medical help is called.
 - Maintain readily accessible accident records for 3 years, as required by law. These will include the date, time, and place of the incident; what first aid was given; what happened to the person immediately after the incident and, the name and signature of the First-Aider or person dealing with the incident.

Trained First Aiders:

Ece Inan

Max Durden

Suleyman Erdogan

Chris Hopson

Kate Jordan

Naomi Williams

Temi Liadi

Revised: October 23

Revised February 2025