



## **ARK First Aid Policy-September 2025**

This First Aid Policy outlines the procedures and responsibilities for providing first aid at [www.arkaep.co.uk](http://www.arkaep.co.uk). It ensures that all staff and learners are supported in the event of illness or injury.

### **Staff Training and Responsibilities**

All staff at [www.arkaep.co.uk](http://www.arkaep.co.uk) are trained in first aid and are capable of responding to a variety of medical emergencies. The designated Lead First Aider is Allison Middlemas, who oversees the implementation of first aid procedures and ensures compliance with health and safety regulations.

### **Supporting Learners**

We are committed to supporting all learners by providing a safe and responsive environment. Staff are trained to recognize signs of distress or injury and to respond promptly and appropriately. Learners are encouraged to report any health concerns to a staff member immediately.

### **Handling First Aid Incidents**

Staff are trained to handle a variety of first aid incidents, including but not limited to:

- - Minor cuts and abrasions: Cleaned and dressed with sterile bandages.
- - Burns and scalds: Cooled with water and covered with appropriate dressings.
- - Allergic reactions: Administer antihistamines or epinephrine auto-injectors as prescribed.
- - Fainting or dizziness: Ensure the person is lying down and monitor their condition.
- - Head injuries: Monitor for signs of concussion and seek medical attention if necessary.

### **Administering Medications**

Medications will only be administered by trained staff with prior verbal or written consent from a parent or guardian (if applicable). All medications must be clearly labeled and stored securely. A record of all administered medications will be maintained.

### **Policy Review**

This policy will be reviewed annually or following any significant incident to ensure it remains effective and up to date.

Name-Kay Walton

Date 21.07.2025