



First Aid Procedures

Speak Like A Native offers a high level of first aid provision across all its sites where language programmes are delivered. Whilst we do this to ensure the safety of children, staff and visitors, we do accept that accidents do happen. All activities are risk assessed to help avoid injury.

When children, staff or visitors fall ill or are injured it is important that they receive attention as soon as possible.

Duties under the law

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to all employees at work if they are injured or become ill. Information must also be given to all employees about the provision of first aid and the location of the first aid equipment, facilities and personnel.

The First Aid Regulations specifically mention employees, however Speak Like A Native must and has extended the scope of its first aid provision to include children and visitors alike.

Risk Assessment

A manager / director is responsible for carrying out risk assessments to determine the level of first aid cover that is required.

First Aiders

Speak Like A Native first aiders should ensure their own safety at all times. Additionally, they will:

- Ensure the condition of the casualty does not deteriorate, as far as is practicable and to render such assistance for which they are trained.
- Provide assistance at all times in accordance with their training and ensure they are aware of the limits of their competency.
- Take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty.
- Refer the patient on to hospital or GP (if appropriate) if it is the view of the first aider that further medical treatment is required. Where it is the First Aiders opinion that the casualty needs to go to hospital, but does not require an ambulance, the parents should be called and asked to take child to seek medical attention. If this is not possible then a taxi should be called to transport them to and from hospital. **Under no circumstances should a private car be used.**
- Ensure an accident/incident form is completed right away for the casualty; this can be done by the first aider or the group leader responsible for the child. The Speak Like A Native online incident form is then logged by head office.
- Keep designated first aid boxes in a fully stocked condition and all items within their expiry date.



First Aid Equipment

First Aid boxes should be located at strategic position onsite. Part of induction in any school premises must include identification of location of first aid equipment.