



# Heroes Centre LTD

## First Aid

## POLICY

### March 2024

**POLICY CREATED BY MR. S. GHALIB**

# First Aid Policy

## 1. Introduction

Heroes Centre LTD is committed to ensuring the health, safety, and well-being of all individuals within our premises. As part of this commitment, we recognise the importance of having appropriate first aid provisions in place to address any potential medical emergencies that may arise.

## 2. Objective

The objective of this First Aid Policy is to outline the procedures and responsibilities regarding the provision of first aid within Heroes Centre LTD. This policy aims to ensure that prompt and effective first aid is administered to anyone in need, minimising the risk of further injury or harm.

## 3. Scope

This policy applies to all employees, contractors, students, and visitors within Heroes Centre LTD premises.

## 4. First Aid Provision

**4.1. First Aid Personnel:** Heroes Centre LTD employs a team of trained first aiders to provide immediate assistance in the event of an injury or medical emergency. All first aiders undergo regular training and certification to maintain their competency.

**4.2. Minimum First Aid Presence:** During operational hours, there will always be a minimum of one designated first aider present on site. The duty roster ensures that there is adequate coverage at all times.

**4.3. Identification of First Aiders:** First aiders will be identified by appropriate signage and badges, making them easily recognisable to staff, students, and visitors.

## 5. First Aid Equipment

**5.1. First Aid Kits:** Heroes Centre LTD maintains fully stocked first aid kits in accessible locations throughout the premises. These kits are regularly inspected, replenished, and replaced as necessary.

**5.2. Defibrillator:** A defibrillator is available on site and accessible to trained personnel for use in the event of cardiac emergencies.

## 6. First Aid Procedures

6.1. Response to Medical Emergencies: In the event of a medical emergency, the nearest first aider should be summoned immediately. The first aider will assess the situation, administer appropriate first aid treatment, and arrange for further medical assistance if required.

6.2. Recording and Reporting: All incidents requiring first aid intervention will be promptly recorded in the first aid logbook. Details such as the nature of the injury, treatment provided, and any follow-up actions will be documented accurately. Parents or guardians of affected individuals will be informed of the incident and the actions taken.

## 7. Training and Awareness

7.1. First Aid Training: Heroes Centre LTD will provide regular first aid training sessions for staff to ensure they are equipped with the necessary knowledge and skills to respond effectively to medical emergencies.

7.2. Awareness Campaigns: Regular awareness campaigns will be conducted to educate staff, students, and visitors about the location of first aid facilities, the identity of first aiders, and general first aid procedures.

## 8. Review and Revision

This First Aid Policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with relevant legislation and best practices. Any updates or revisions will be communicated to all relevant stakeholders.

## 9. Compliance

All staff, students, contractors, and visitors are expected to familiarise themselves with this First Aid Policy and comply with its provisions.

## 10. Conclusion

Heroes Centre LTD is committed to providing a safe and healthy environment for everyone within our premises. This First Aid Policy demonstrates our dedication to prompt and effective response to medical emergencies, ensuring the well-being of our community.

# FIRST AID



## Your First Aiders Are

 <b>Kamrul Alam</b> ♂ (He/Him) Office Manager  	 <b>Nasrin Begum</b> ♂ (She/Her) Activity Coordinator  	 <b>Sabina Hussain</b> ♂ (She/Her) Manager    
 <b>Aakifah Shanina</b> ♂ (She/Her) Activity Coordinator  	 <b>Donna Haskett</b> ♂ (She/Her) Activity Coordinator  	 <b>Idris Hanif</b> ♂ (He/Him) Manager   
 <b>Saikah Sajid</b> ♂ (She/Her) Activity Coordinator  	 <b>Sohial Ghalib</b> ♂ (He/Him) Manager  	 <b>Uzma Tariq</b> ♂ (She/Her) Tutor  

## First Aiders On Site

Monday 8:30am till 3:30pm Aakifah Shanina Sabina Hussain  6pm till 8pm Miss Uzma	Tuesday 8:30am till 3:30pm Saikah Sajid Sabina Hussain Donna Haskett  6pm till 8pm Miss Uzma	Wednesday 8:30am till 3:30pm Saikah Sajid Sabina Hussain
Thursday 9:30am till 3:30pm Nasrin Begum Donna Haskett	Friday 9:30am till 2:30pm Aakifah Shanina  6pm till 8pm Idris Hanif	Saturday 9:30am till 2:30pm Idris Hanif Sohial Ghalib Kamrul Alam Sabina Hussain Nasrin Begum  Sunday 9:30am till 2:30pm Idris Hanif