



## TopUp Learning London (Tti) First Aid Policy 2025-26

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. The TopUp Learning London team are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students and other staff members. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### **Responsibilities**

The responsibility for Health and Safety, which includes First Aid, rests with the Principal. The Principal is responsible for putting the policy in place, including informing staff and visitors.

All staff and students should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved.

It is the responsibility of the Principal, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board, on the noticeboards in the classrooms and in the main reception areas.

First Aid provision must be available at all times, including out of school activities.

First Aid Boxes are situated in the kitchen area and in the main Reception. First Aid Kits are available for use on educational/social programme visits and activities.

Junior Centre: at the reception

Summer Camp: at the reception and in the residences

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the First Aider for that area.

**Review:** TopUp Learning policies are reviewed annually by the Principal and Directors.

**Next Renewal** — February 2026