



## FIRST AID POLICY DSDT

	Date	Name/signature
Last updated	5/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	14/6/23	SS
Date for next review	Regularly	

First aid training takes place for staff and **Senay Smallwood, Managing Director who is our key First Aid member of staff** is there on a daily basis to support first aid etc .

### First Aid Person

The main First Aid designated person is **Senay Smallwood, Managing Director**

- At the time of issuing this policy, **Senay Smallwood, Andrew Smallwood, Guy Passey and other members of staff** have undertaken a recognised training course approved by the Health and Safety Executive (HSE) and Senay Smallwood is the first aid designated person for Down Syndrome Development Trust. The latest training was on **30 May 2022**

- The trained first aid person named above will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

### 1 Training

In general, training is paediatric because our charity has attendees under the age of 16. However, the Alternative Provision's students range from 16 to 25, so paediatric training is not necessary for this.

1.1 First Aid provision will be always available in an appropriate and accessible First Aid Box.

1.2 The First Aid Box is kept in the kitchen area.

1.3 At least one employee will receive appropriate first aid training.

1.4 All new employees will be told as part of their induction of the location of first aid equipment and the employee who has received first aid training.

1.5 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

### 2 Accidents and Emergencies

2.1 All employees must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.

2.2 The Health & Safety Officer will ensure that personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.

2.3 It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.

2.4 The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences

Regulations (RIDDOR), to the London Borough of Islington Environmental Health Department. RIDDOR covers the following incidents:

(a) fatal accidents (b) major injury accidents/conditions (c) dangerous occurrences (d) accidents causing more than 3 days incapacity from work (e) certain work-related diseases. (Model Health and Safety Policy 21)

### All Employees

All employees must:

- Cooperate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Make reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### CONTACTS

**Lewes District Council:**

<https://www.lewes-eastbourne.gov.uk/contact-us/>

<https://www.lewes-eastbourne.gov.uk/health-and-safety/health-and-safety-at-work/>

**East Sussex County Council:** 0345 608 0190

**Brighton and Hove Council**

<https://www.brighton-hove.gov.uk/contact-council/contact-council>

**Health and Safety Executive**

**Publications** - Free leaflets on all aspects of health and safety:

HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS

Email: [hsebooks@prolog.com](mailto:hsebooks@prolog.com)

Tel: 01787 881165 Minicom: 01787

310889 Fax: 01787 313995 website:

[www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654 Website: [www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk) Email: [hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

## FIRST AID POLICY DSDT

bookshops and free leaflets can be downloaded from HSE's website:  
[www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns)

**Health and Safety Executive** - London  
Office, Rose Court, 2 Southwark Bridge,  
London, SE1 9HS Fax: 02075562102 Tel:  
0845 345 0055

**London Hazards Centre** - Advice,  
training and COSHH data sheets etc:  
Hampstead Town Hall Centre, 213  
Haverstock Hill, London NW3 4QP. Tel:  
0207794 5999 Fax: 020 77944702  
[www.lhc.org.uk](http://www.lhc.org.uk) Email: [mail@lhc.org.uk](mailto:mail@lhc.org.uk)

### Contact details:

**Registered charity and correspondence  
address:** 13 Saltwood Road, Seaford  
East, Sussex BN25 3SP

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Millberg Road, Seaford, East Sussex,  
BN25 3ST

**Second office:** Unit Number 1b, The  
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Brighton, East Sussex, BN1 9SB

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**Website:**  
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**Email:**  
[hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

[DSDT Charity Policies | Down Syndrome  
Development Trust UK](#)

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