



Big Creative Training First Aid Policy

1. Purpose and Scope:

This First Aid Policy outlines the procedures and guidelines for providing timely and effective first aid assistance to students and staff members at Big Creative Training. The policy is designed to ensure the safety and well-being of all individuals on the campus.

2. Responsibilities:

- College Management: The management of Big Creative Training is responsible for establishing and maintaining an efficient first aid program. This includes providing necessary resources, training, and support to staff members designated as first aiders.
- First Aid Coordinator: A designated staff member will serve as the First Aid Coordinator. They will oversee the implementation of the first aid policy, ensure that first aid kits and equipment are well-maintained, and organise first aid training and refresher courses.
- First Aiders: Trained first aiders will be appointed from among the college staff. These individuals will be responsible for providing immediate assistance in case of injuries or medical emergencies.
- Students and Staff: All students and staff are encouraged to acquaint themselves with the first aid procedures, locations of first aid kits, and the identity of designated first aiders.

3. First Aid Equipment:

First aid kits will be strategically positioned throughout the Big Creative Training campus. Regular inspections and restocking will ensure the kits are adequately equipped to handle various medical situations.

4. First Aid Training:

Big Creative Training will organise first aid training for selected staff members to ensure their competence in administering immediate first aid. Training will cover topics such as CPR, wound care, choking, and managing medical emergencies.

5. First Aid Procedures:

In the event of an injury or medical emergency:

- First aiders should assess the situation and provide appropriate assistance while prioritising their safety and the safety of the victim.
- If necessary, first aiders should contact emergency services (dial 999) and provide accurate information about the situation.
- The First Aid Coordinator should be notified of any incidents as soon as possible.
- Comprehensive records of the incident, including actions taken and any medical treatment provided, should be documented and shared with college management.

6. Communication:

- Big Creative Training will maintain a clear and accessible communication system for alerting staff and students about medical emergencies or first aid incidents.
- Communication methods will include verbal announcements, visual alerts, and notifications through the college's official communication platforms.

7. Review and Continuous Improvement:

This policy will undergo periodic reviews to ensure its effectiveness and relevance. Feedback from first aiders, students, and staff will be considered for enhancing the policy and procedures.

8. Accessibility:





BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
WWW.BIGCREATIVEEDUCATION



The Big Creative Training First Aid Policy will be accessible to all staff members, students, and relevant stakeholders through the college's official website and internal communication channels.

9. Legal and Regulatory Compliance:

The First Aid Policy of Big Creative Training will adhere to all applicable local, regional, and national regulations and standards related to first aid in educational institutions.

By adhering to this First Aid Policy, Big Creative Training aims to establish a safe and secure environment where prompt and efficient first aid is available to all individuals on the campus

Last Updated	Next Review	Person Responsible
July 2025	July 2027	Shantelle Brown

