



Name of policy	Reviewed by	Signed	Date reviewed	Date for next review
First Aid	Jade Sloan		5/5/26	May 2027

## First Aid Policy

### Blackbird Creative Arts Ltd

#### 1. Introduction

Blackbird Creative Arts Ltd is committed to ensuring the health, safety, and welfare of all our students, staff, and visitors. Because we operate our Alternative Provision within a managed public building (Darlington Hippodrome / Key Stage Door), our first aid procedures are designed to work in close partnership with the building's management to ensure immediate, qualified medical assistance is always available.

#### 2. First Aid Provision and Personnel

**Building First Aiders:** Blackbird Creative Arts staff do not hold formal First Aid at Work qualifications. Instead, we utilise the fully trained and certified First Aiders employed by Darlington Hippodrome, who are always present on-site during our operational hours.

**Communication (Radio System):** To ensure there is never a delay in receiving medical attention, Blackbird Creative Arts staff carry a two-way radio at all times during sessions. This radio is linked directly to the building's designated First Aider. In the event of an injury or medical emergency, our staff will immediately radio for the First Aider to attend the room.

#### 3. First Aid Equipment

While we rely on the building's First Aiders for medical assessment and treatment, Blackbird Creative Arts has constant use of the Darlington Hippodrome's crew room's basic, fully stocked First Aid kit (containing items such as plasters, sterile wipes, and bandages) for very minor scrapes. This kit is stored securely in a staff-only area.

#### 4. Emergency Procedures

In the event of a significant accident, injury, or medical emergency:

**Summon Help:** A staff member will immediately use the radio to summon the Darlington Hippodrome First Aider.

**Ensure Safety:** Staff will ensure the rest of the students are safe, calm, and, if necessary, moved away from the incident.

**Emergency Services:** If the building's First Aider deems the injury serious, or if there is a life-threatening emergency (e.g., severe asthma attack, anaphylaxis), staff will dial 999 immediately.

**Notification:** As outlined in our Health and Safety Policy, the Designated Safeguarding Lead (DSL) will contact the student's parents/carers and the referring school on the exact same day to inform them of the incident.

**5. Head Injuries** Even minor head bumps can be serious. If a student sustains a head injury of any kind:

The building First Aider will be called to assess the student for signs of concussion.

The DSL will immediately phone the student's parents/carers and the referring school to notify them of the head bump.

The student will be closely monitored for the remainder of the session.

**6. Recording and Reporting** All accidents and first aid treatments, no matter how minor, will be meticulously recorded in the Darlington Hippodrome's Accident Book. The record will include the date, time, location, details of the injury, the treatment provided by the First Aider, and confirmation that the parents and referring school were notified.