



# First Aid Policy

Cornerstone Learning CIC

## 1. Policy Statement

Cornerstone Learning CIC is committed to ensuring the health, safety, and welfare of all children, staff, volunteers, and visitors. We aim to provide effective and appropriate first aid provision in line with our responsibilities under Ofsted Voluntary Childcare Registration, relevant health and safety regulations, and best practice.

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## 2. Named First Aider

We confirm that:

**Carina Greening** is the **designated trained first aider** for Cornerstone Learning CIC. She holds a valid **Paediatric First Aid certificate**, which is suitable for the age group(s) we support.

- Carina is present **at all times when children are on the premises**.
  - She is responsible for providing first aid when needed and ensuring all incidents are documented appropriately.
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## 3. Aims of This Policy

- To ensure that a suitably trained individual is always available to administer first aid
- To promote awareness of first aid procedures among staff

- To ensure appropriate reporting and follow-up of any incidents
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## 4. Procedures

- First aid kits are maintained and clearly labelled, kept accessible in designated areas.
  - All staff and volunteers are made aware of who the named first aider is.
  - All accidents and first aid incidents are recorded in the First Aid/Incident Log and reviewed regularly.
  - Parents and carers are informed of any first aid administered to their child on the same day, where possible.
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## 5. Training

- Carina Greening's paediatric first aid certificate is monitored to ensure it remains valid.
  - Where possible, additional staff are encouraged to undertake basic first aid training to provide cover and additional support.
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## 6. Review of Policy

This policy will be reviewed annually or sooner if:

- There are significant changes in regulations
- Staffing or procedures change
- Ofsted guidance is updated

**Last Reviewed:** 05/05/2025

**Next Review Due:** 05/05/2025 + 12 months

**Signed:**

*Paulina Malolepsza*

(Director, Cornerstone Learning CIC)