



More than words Tuition

First Aid Policy

More than words Tuition Ltd. is committed to the safety, health, and welfare of all students receiving one-to-one tuition. This policy outlines procedures for providing first aid during private sessions, whether at the student's home, school, or another agreed location.

1. Purpose

- To ensure prompt and effective treatment of any injuries or sudden illnesses during one-to-one sessions.
- To provide clear guidance for tutors and parents/guardians on first aid responsibilities and procedures.
- To maintain a safe environment in all one-to-one teaching settings.

2. Scope

- Applies to all tutors, students, and staff involved in one-to-one tuition.
- Covers sessions at homes, schools, or online/remote setups where applicable safety measures are required.

3. First Aid Responsibility

- Tutors are responsible for managing minor injuries or illness that occurs during a session.

- Tutors should have completed basic first aid training (or be familiar with first aid procedures) before starting one-to-one sessions.
- Tutors should always have access to a first aid kit or basic first aid supplies.

4. First Aid Equipment

- Tutors should carry a portable first aid kit for off-site tuition sessions.
- The kit should include basic supplies such as plasters, antiseptic wipes, gloves, and bandages.
- Emergency contact numbers, including the student's parent/guardian and local medical services, must be readily available.

5. Procedures for Injuries or Illness

1. Minor Injuries (cuts, bruises, minor burns):

- Tutor to administer first aid immediately.
- Inform the parent/guardian/school lead as soon as possible.
- Document the incident for records.

2. Serious Injuries or Medical Emergencies:

- Call emergency services immediately.
- Keep the student calm and provide necessary first aid while waiting for help.
- Notify the parent/guardian/school lead immediately.
- Do not transport the student unless instructed by emergency services.

6. Accident Reporting

- Tutors must maintain a brief record of any first aid incidents, including:
 - Date, time, and location of the incident
 - Nature of injury/illness
 - Actions taken
 - Parent/guardian/school lead notification
- These records should be submitted to management if applicable.

7. Communication with Parents/Guardians/School lead

- Parents/guardians/School leads must provide up-to-date contact information and inform tutors of any medical conditions or allergies prior to tuition.
- Tutors must update parents/guardians/school leads immediately in case of any injury or illness.

8. Risk Assessment

- Before starting one-to-one tuition, tutors should conduct a basic safety check of the environment (home or venue).
- Ensure clear access to exits, remove hazards, and check first aid provisions.

9. Review and Training

- Tutors should refresh their first aid knowledge regularly and stay aware of any changes in first aid procedures.
- This policy should be reviewed annually and updated to reflect best practices and legal requirements.

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By: Maeve Ryan (Director)