PROSPERO GROUP

First Aid Policy

Date: 26th August 2026

Review date: 26th August 2027

Approved by: Rob Grays - Chief Executive Officer

Contents

Purpose and Scope 3

Definitions 3

Role and Responsibilities 3

Training 4

Allergy and Anaphylaxis 5

Safeguarding Procedures 5

Consequences 5

Data Protection 5

Enforcement 5

Review 5

Purpose and Scope

Prospero Group is committed to the safety and welfare of Children, of Adults at Risk, and of our Temporary Workers.

This policy outlines:

- Guidance to ensure a safe environment for all individuals.
- Procedures for responding to emergency situations or if medical attention is required during the delivery of services by Prospero Group.
- The appropriate steps to seek professional medical attention when needed (including in the event of an emergency).

Where applicable, Temporary Workers should follow the First Aid policies and procedures of the venue in which they are working.

Temporary Workers are expected to treat this policy as an addition, and subordinate, to the Client's First Aid Policy.

Definitions

- **Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- **Child/Children** - any person under the age of 18.
- **Client** – an organisation, which engages with Prospero Group to purchase Work-Finding Services. This includes, amongst others: Schools, Local Authorities, Care Homes, Universities, Parents/Carers and Private Sector organisations.
- **Prospero Group** – is comprised of three entities: Prospero Teaching, Prospero Health & Social and Prospero Integrated.
- **Service User** – is defined to mean Child, Children or Adult at Risk.
- **Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.
- **Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

Role and Responsibilities

Prospero Group will:

- Support Temporary Workers in the event of an emergency or if medical attention is required.
- Share any information with the Temporary Worker, Client and Parent/Carer/Guardian, relating to the Service User.
- Establish clear procedures for calling emergency services (e.g. ambulance) when necessary.
- Where applicable, keep a record of all first aid incidents.

Clients must:

- Inform Prospero Group of the Service User's existing/known allergies or medical conditions.
- If applicable, provide any necessary medication with clear instructions (with written consent).
- Ensure Prospero Group holds up to date emergency contact information.

- Where an assignment is agreed via Prospero CES, review and update risk assessments as required to account for any known allergies, medical conditions, and the provision of necessary medication with clear instructions and written consent (where applicable).

Temporary Workers must:

- Contact emergency services in the event of any life-threatening emergency – as determine by NHS guidance.
- Immediately contact Prospero Group in the event of any incident requiring medical attention or if the Service User is feeling unwell.
- Not attempt to handle incidents requiring medical attention themselves (unless advised by emergency services), even if they are first aid trained.
- Prioritise Service User safety and well-being in all situations.
- Continually revaluate and perform dynamic risk assessments to ensure the safety of all parties, especially for high-risk Service Users.
- Where available, seek a trained on-site first aider – for example where sessions taking place in a public place or regulated home.
- Where required, ensure suitable basic medical supplies (bandages, antiseptic wipes, etc) are available.
- Document the incident (using our Safeguarding or Incident Referral Form) - including the details of the injury/illness, actions taken, and communication with relevant stakeholders.

Service Users must:

- Inform the Temporary Worker immediately of any injury or if they are feeling unwell during the session/support.
- Follow the Temporary Worker's instructions, where reasonable.
- Be aware of any existing/known allergies or medical conditions that might require specific attention.

Where applicable, Parents/Carers/Guardians must:

- Inform Prospero Group of the Service User's existing/known allergies or medical conditions.
- If applicable, provide any necessary medication with clear instructions (with written consent).
- If applicable, provide and carry out any first aid required for any work completed in the home for their child or young person.
- Ensure Prospero Group holds up to date emergency contact information.
- Be prepared to collect the Service User immediately if contacted by Prospero Group regarding an injury or illness.

Training

Prospero Group will provide first aid training to Temporary Workers where this is required by the Client or role.

Where a Temporary Worker already holds first aid training, this will only be accepted if the training has been completed through a recognised and accredited training provider, and evidence of certification is provided where requested.

Any first aid assistance provided by a Temporary Worker must be carried out in accordance with the training received and the policies and procedures of the Client setting. Prospero Group accepts no liability for actions taken by Temporary Workers outside the scope of the agreed role, for which they are trained and competency assessed.

All Temporary Workers engaged through Prospero Teaching must successfully complete Prospero Group's mandatory Allergy and Anaphylaxis Awareness Training on an annual basis before being placed within an educational setting.

Allergy and Anaphylaxis

Prospero Group recognises that allergies and anaphylaxis can present significant risks within educational settings. Temporary Workers supplied through Prospero Teaching must complete mandatory Allergy and Anaphylaxis Awareness Training prior to placement.

Temporary Workers must familiarise themselves with any allergy-related information, medical needs, healthcare plans and emergency procedures relevant to their assignment, and follow the policies and procedures of the Client setting at all times. Any suspected anaphylactic reaction should be treated as a medical emergency and escalated immediately in accordance with the Client's procedures and emergency services guidance.

Safeguarding Procedures

Prospero Group will follow established safeguarding procedures in accordance with local and national guidance. This may involve contacting the police, social services, or other relevant authorities depending on the circumstances.

Consequences

Failure to adhere to this policy may result in termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Data Protection

Prospero Group will treat all Temporary Workers' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

Enforcement

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding, Head of HR and Data Protection Officer.

Failure to adhere to this policy may result in suspension / termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

Review

This policy will be reviewed annually and may be updated in line with government guidance.