

First Aid Policy

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Trained First Aiders are:

**JENNY PAGE
KAT GILLEN**

1. Policy Statement

Rise Learning Zone is committed to ensuring the health, safety, and welfare of all learners, staff, and visitors. We recognise that learners in Alternative Provision (AP) may have complex needs, and we are committed to providing a robust and responsive First Aid system. This policy outlines the procedures in place for delivering effective first aid care, ensuring compliance with the Health and Safety (First Aid) Regulations 1981.

2. Aims

- To provide timely and appropriate first aid to learners, staff, and visitors if they are injured or become ill while on school premises or involved in school activities.
- To ensure that first aid provision takes account of the unique and sometimes challenging needs of AP learners.
- To ensure staff are appropriately trained and confident in delivering first aid and dealing with emergencies.
- To maintain accurate records of all first aid incidents.

3. Responsibilities

3.1 Headteacher / Senior Leader

- Ensure the policy is implemented and reviewed annually.
- Ensure suitable numbers of trained First Aiders are available during the school day and for off-site activities.
- Ensure staff are aware of pupil medical needs, including mental health conditions that may present physically.

3.2 First Aiders

- Respond promptly and appropriately to incidents.
- Ensure that injuries are assessed and treated correctly or escalated.
- Maintain records of all first aid treatment.
- Restock and check first aid kits regularly.
- The first aiders responsibility ends when the casualty is handed to the care of the doctor, a nurse or other appropriate person. The first aider should not leave the incident scene until they have reported to whoever takes charge and have ascertained whether they could be of any further help.
- The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid. This is covered under a separate policy.

3.3 All Staff

- Be aware of this policy and follow procedures for reporting and responding to incidents.
- Be aware of individual pupil care plans or health needs if relevant.

4. First Aid Provision

- At least one qualified First Aider (with a valid First Aid at Work certificate) will be on site at all times during school hours.
- Portable first aid kits are taken on all off-site trips and activities.
- First aid kits are clearly marked and located in key areas including:
 - Main office
 - Kitchen
 - Outdoor bag available.

Off-site Visits

The first aid requirements and procedures for calling for help or skilled assistance in the event of an accident or other emergency will be laid down when school visits are being planned including educational visits off site.

Any trip involving a child who carries an Epi-pen must be accompanied by a member of staff trained in administering an Epi-pen.

5. Learners with Additional or Complex Needs

- Individual Health Care Plans (IHCPs) are maintained for learners with chronic conditions or complex health needs (e.g. diabetes, epilepsy, asthma).
- Staff are made aware of these plans and trained as necessary.
- First aiders are trained in the use of emergency medication if applicable (e.g. EpiPens, asthma inhalers).

6. Mental Health and Trauma-Informed Response

Given the nature of our provision, first aiders and staff are aware of the need to identify and respond to:

- Panic attacks
- Self-harm injuries
- Drug- or alcohol-related issues
- Emotional dysregulation presenting as physical symptoms

A quiet space will be available for learners in distress, and appropriate referral to pastoral or safeguarding staff will be made following any such incident.

7. Emergency Procedures

- In a serious emergency, staff should call 999 immediately and notify a member of the senior leadership team.
- The incident should be reported to the Designated Safeguarding Lead if there is any safeguarding concern.
- Parents/carers will be contacted as soon as possible.
- An Incident Report Form must be completed for all first aid emergencies.

The nearest hospital

The nearest hospital with an A&E department is:

The Queen's Medical Centre,

Derby Road

Nottingham

NG7 2UH

Telephone 0115 924 9924

8. Reporting and Record Keeping

- All first aid treatment must be recorded in the school's First Aid Log.
- Details to include: date, time, name of injured person, nature of injury/illness, treatment given, and outcome.
- Where relevant, accident forms will be completed and submitted to HSE under RIDDOR.

9. Training

- First aiders must renew their training every 3 years.
- All staff receive annual basic first aid awareness and safeguarding training.
- Specific training (e.g. administration of emergency medication, mental health first aid) will be provided based on learners needs.

CODE OF PRACTICE - FIRST AID

1. All sick and injured learners to be referred to a First Aider
2. Parents/Guardians of sick and injured to be notified by First Aider before the student is sent off site.
3. Office staff to be notified of all learners to be sent off school site. Record to be kept in the Office.
4. All treatments of accidents to be recorded in accident books.
5. Each First Aider is responsible for reporting any accidents that they deal with.
6. Staff/learner accidents not requiring immediate treatment should be recorded in the accident book also.
7. Materials stored in first aid boxes are for the sole use of First Aiders.
8. First Aiders are responsible for keeping First Aid boxes replenished.
9. Tablets, medicines, creams and sprays are not to be administered by any member of staff unless there is written parental authority.

1Monitoring and Review

This policy will be reviewed annually or following any major incident. The Health & Safety Lead is responsible for maintaining compliance with current legislation and best practice.