



# First Aid Policy

**Effective from:** April 2026

**Review date:** April 2027

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## Policy Statement

Bridge 2 Education and Employment is committed to safeguarding the health, safety, and wellbeing of all learners, staff, visitors, and contractors. We recognise our duty of care to provide adequate and appropriate first aid arrangements in line with legal requirements and good practice, particularly given the needs and risks associated with Alternative Provision.

This policy outlines how Bridge 2 ensures effective first aid provision, clear responsibilities, and appropriate response to accidents, injuries, and medical emergencies.

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## Scope

This policy applies to:

- All staff (paid and voluntary)
  - Learners
  - Visitors and contractors
  - All Bridge 2 premises, off-site activities, and educational visits
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## Legal Framework

This policy is informed by and complies with:

- Health and Safety (First-Aid) Regulations 1981
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Equality Act 2010
  - SEND Code of Practice (where applicable)
  - DfE guidance: *First aid in schools, early years and colleges*
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## **Aims**

Bridge 2 Education & Employment aims to:

- Provide prompt, effective first aid to anyone who is injured or becomes unwell
  - Ensure enough trained first aiders are always available
  - Ensure first aid equipment is accessible, appropriate, and well maintained
  - Maintain accurate records of accidents and first aid treatment
  - Support learners with medical conditions safely and inclusively
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## **Responsibilities**

### **Directors / Senior Leadership**

- Ensure adequate first aid provision following risk assessment
- Allocate appropriate resources for training and equipment
- Review this policy annually

### **Designated First Aid Lead**

- Coordinate first aid arrangements
- Maintain a list of trained first aiders and their certification
- Ensure first aid kits are checked and restocked
- Ensure accident records are completed and stored securely

### **First Aiders**

- Provide first aid treatment in line with their training
- Call emergency services when required
- Record all first aid incidents accurately and promptly
- Maintain confidentiality

### **All Staff**

- Know the location of first aid kits and how to contact a first aider
  - Report accidents, injuries, and near misses
  - Support learners calmly until a first aider arrives
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## **First Aid Provision**

### **First Aiders**

- Bridge 2 Education and Employment will ensure an adequate number of trained first aiders are on site during operating hours
- Consideration is given to learner numbers, needs, site layout, and risk profile
- First aiders will hold appropriate certification (e.g. Emergency First Aid at Work or First Aid at Work)

### **First Aid Kits**

- Fully stocked first aid kits are in clearly marked, accessible areas
  - Kits are checked at least termly and after use
  - Kits contain no medication unless specifically agreed under an individual healthcare plan
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## **Learners with Medical Conditions**

- Medical information is collected on enrolment and reviewed regularly
  - Individual Healthcare Plans (IHPs) are developed where required
  - Staff are informed (on a need-to-know basis) of relevant medical needs
  - Reasonable adjustments are made in line with the Equality Act 2010
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## **Accidents, Incidents, and Record Keeping**

- All accidents and first aid treatments are recorded in the Accident Book
  - Records include date, time, person involved, nature of injury, treatment given, and staff involved
  - Serious injuries or incidents are reported to senior leadership immediately
  - RIDDOR reporting is completed where legally required
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## **Emergency Procedures**

- In a medical emergency, staff will call 999 immediately
  - A member of staff will stay with the injured person until help arrives
  - Parents/carers will be informed as soon as practicable
  - An incident review will be conducted following serious incidents
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## **Off-Site Activities and Educational Visits**

- A risk assessment is completed prior to all off-site activities

- A qualified first aider will accompany visits where required
  - A portable first aid kit will be taken
  - Emergency contact and medical information will be accessible
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### **Training**

- First aid training is refreshed in line with certification requirements
  - Additional training is provided where learner needs or risks change
  - Staff receive basic awareness of first aid arrangements during induction
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### **Monitoring and Review**

This policy will be reviewed:

- Annually
  - Following any serious incident
  - In response to changes in legislation or guidance
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### **Policy Approval**

**Policy Owner:** Bridge 2 Education and Employment

**Approved by:** Director of Operations

**Date Approved:** April 2026

**Next Review Date:** April 2027