FIRST AID POLICY

Prompt assistance, appropriate training and clear responsibilities

ORGANISATION	SKAPE North East Ltd	POLICY REFERENCE	P29
UPDATED	10 November 2026	NEXT SCHEDULED REVIEW	10 November 2027
POLICY OWNER	Centre Manager – Linda James (Acting Centre Manager)	FIRST AIDER	Charlie McGregor

01 INTRODUCTION

SKAPE is committed to appropriate first aid provision for students, staff and visitors. This policy provides a clear framework for responding to accidents and illness and for recording and reporting first aid incidents.

02 SCOPE OF POLICY

This policy applies to staff and others working on SKAPE's behalf and covers first aid during provision hours, on-site activities and relevant off-site activities. It must be read alongside the Health and Safety Policy, Accident Reporting Procedure, Medication Policy and individual healthcare arrangements.

03 AIMS

The aims of our first aid policy are to:

- Ensure the health and safety of staff, students and visitors.
- Ensure staff understand their responsibilities in relation to first aid.
- Provide a clear framework for responding to, recording and reporting accidents, illness and first aid incidents.

04 ROLES AND RESPONSIBILITIES

First Aider

SKAPE's designated First Aider is named in the policy details table. The First Aider/s supports first aid arrangements for students, staff and visitors. Responsibilities include:

- Taking charge when someone is injured or becomes ill and providing appropriate first aid within the limits of training.
- Ensuring an ambulance or other professional medical help is summoned when appropriate.
- Maintaining first aid equipment and arranging replacement supplies.
- Ensuring appropriate records are completed following first aid, accidents or incidents.
- Supporting the safe storage and administration of medication in accordance with individual healthcare arrangements, consent requirements, staff training and the Medication Policy.
- Undertaking additional training for specific medical needs where required.
- Ensuring the Centre Manager is informed so that communication with parents/carers and the commissioning school or local authority can be coordinated.

Centre Manager

- Ensure first aid provision is adequate and appropriate having regard to SKAPE's first aid needs assessment.
- Ensure sufficient trained first aid cover is available during provision hours and relevant off-site activities, including planned and unplanned absence.
- Ensure first aiders hold appropriate, current qualifications and remain competent.

- Ensure staff know the first aid arrangements, how to summon assistance and where equipment is kept.
- Ensure appropriate risk assessments are completed and reviewed.
- Ensure reportable incidents are notified under RIDDOR, working with the Health and Safety Lead.

The Centre Manager will check that alternative cover meets the first aid needs assessment before activities proceed. Cover must not be assumed simply because another staff member is present. The first aid needs assessment will consider student ages, medical needs, activities, staffing, layout and access to emergency services. Any additional training needed to support children will be identified through this assessment.

Health and Safety Lead

The Health and Safety Lead will assess RIDDOR requirements, arrange any required report on SKAPE's behalf within the applicable deadline, and review accidents and follow-up actions with the Centre Manager. This responsibility does not itself designate the Health and Safety Lead as a trained first aider.

Staff

- Follow SKAPE first aid procedures and know how to contact a first aider.
- Seek first aid assistance promptly when required.
- Complete relevant accident/incident records where they are involved in an incident.
- Inform the Centre Manager of any relevant health or first aid needs affecting their work.

05 FIRST AID PROCEDURES

- The closest member of staff will assess the immediate situation, protect the casualty and others without putting themselves at risk, and seek assistance from a trained first aider where appropriate.
- The first aider will provide immediate treatment within the scope of their training and decide whether further assistance or emergency services are required. Staff must call 999 immediately for a life-threatening emergency or serious injury or illness, follow the operator's instructions and not wait for a first aider or managerial approval before calling.
- The injured or unwell person will not be moved unless necessary for safety or in accordance with appropriate first aid practice. Other students must remain safely supervised.
- If a student is too unwell to remain at SKAPE, their parent/carer or nominated emergency contact will be contacted.
- Where emergency services are called, parents/carers will be contacted as soon as reasonably practicable. The commissioning school or local authority will be informed of significant incidents in accordance with placement arrangements. Where contact could place a child at risk, staff must follow the Safeguarding Policy and seek advice from the DSL.
- Where hospital attendance is required, the Centre Manager or senior staff member will arrange appropriate accompaniment and continuing supervision for other students. Emergency treatment must not be delayed while waiting for an accompanying adult.
- An accident report will be completed on the same day or as soon as reasonably practicable. Relevant student information will also be recorded on LearnTrek as soon as possible.

06 OFF-SITE PROCEDURES

For off-site activities, the relevant risk assessment will determine the first aid arrangements required. Staff will ensure that appropriate emergency contact and medical information is available, together with a charged mobile phone and suitable first aid kit. Appropriate first aid cover will be available in accordance with the assessed needs of the activity, taking account of the cover that must remain available at SKAPE.

07 FIRST AID EQUIPMENT

First aid equipment will be provided in accordance with SKAPE's first aid needs assessment. Kits will be readily accessible, clearly identified, checked regularly and replenished after use or when items expire. Medication will not

be stored in first aid kits. Staff will be told the current locations of first aid equipment and how to summon the First Aider during induction and whenever arrangements change.

08 MEDICATION

Medication is managed separately from first aid. Parents/carers must provide relevant information and consent before staff administer medication under agreed arrangements. Medicines will be stored securely and accessibly as appropriate to the individual student's needs. A record will be made each time medication is administered, including the student, date/time, medication, dose and member of staff involved.

Where a student has an individual healthcare plan or emergency medication, staff will follow the agreed arrangements and only undertake procedures for which they have received appropriate information or training. Staff must follow the Medication Policy; first aid status alone does not authorise routine medication administration. In an emergency, summon appropriate help and follow emergency-service advice.

09 RECORD KEEPING AND REPORTING

- An accident/first aid record will be completed on the same day or as soon as reasonably practicable after an incident.
- Relevant student incidents will also be recorded on LearnTrek. This does not replace a required accident form.
- Records must include the facts, date/time, people involved, injury or illness, first aid or other assistance, witnesses, notifications and follow-up. Factual witness statements must be obtained promptly where relevant.
- The Centre Manager or Health and Safety Lead will review and countersign completed reports under the Accident Reporting Procedure.
- Parents/carers will be informed of accidents, injuries and first aid treatment as appropriate and as soon as reasonably practicable, subject to safeguarding considerations.
- The commissioning school or local authority will be informed of significant accidents, injuries or medical incidents in accordance with placement arrangements.
- Accident and first aid records will be held centrally and securely and retained in accordance with the Confidentiality and GDPR policies and applicable retention requirements.

Serious incidents must be reported immediately to the Centre Manager and Health and Safety Lead. The Health and Safety Lead will review incidents proportionately and agree improvements to controls, assessments or training. Lessons will be shared at the next staff meeting, or sooner where required; urgent action must not wait for a meeting. Incidents involving restrictive intervention must also follow the Positive Handling Policy and relevant safeguarding procedures.

10 REPORTING TO THE HSE — RIDDOR

Not every accident or injury is reportable under RIDDOR. The Health and Safety Lead will assess incidents against current HSE criteria and make a report where SKAPE is the responsible person. The Centre Manager will ensure this is followed through.

- Work-related deaths and specified injuries to workers are reportable.
- Work-related injuries that prevent a worker from carrying out their normal duties for more than seven consecutive days are reportable. The day of the accident is excluded; rest days are included. The report must be made within 15 days of the accident.
- For students, visitors and other people who are not at work, an injury is reportable where it results from a work-related accident and the person is taken directly from the scene to hospital for treatment. Precautionary hospital attendance without an apparent injury is not, by itself, reportable; diagnostic tests alone do not constitute treatment.
- Specified dangerous occurrences and occupational diseases will be reported where the RIDDOR criteria are met.

Current HSE guidance and the online RIDDOR reporting service will be consulted when deciding whether and how to report an incident. Reporting deadlines vary by incident type; staff must alert the Health and Safety Lead promptly rather than waiting for an internal review.

11 TRAINING MONITORING AND REVIEW

The Centre Manager will ensure that first aid provision and training are appropriate to SKAPE's first aid needs assessment. First aiders must hold a valid certificate of competence appropriate to their role. Training records and expiry dates will be monitored so that refresher or requalification training can be arranged before certificates expire.

This policy will be reviewed annually by the Centre Manager in consultation with the First Aider and Health and Safety Lead, and sooner where there is a significant change in premises, staffing, student needs, guidance or legislation.

12 LEGISLATION GUIDANCE AND RELATED POLICIES

This policy has regard to current DfE and HSE guidance and, where applicable to SKAPE, the Health and Safety at Work etc. Act 1974; Health and Safety (First-Aid) Regulations 1981; Management of Health and Safety at Work Regulations 1999; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); and Social Security (Claims and Payments) Regulations 1979 in relation to accident records, as amended.

Read alongside the Health and Safety Policy, Accident Reporting Procedure, Medication Policy, Safeguarding Policy, Positive Handling Policy, Confidentiality Policy, GDPR Policy and relevant activity and individual risk assessments.

Guidance: DfE, First aid in schools, early years and further education (www.gov.uk/government/publications/first-aid-in-schools); HSE, First aid at work (www.hse.gov.uk/firstaid/) and RIDDOR (www.hse.gov.uk/riddor/).

13 DOCUMENT REVISION HISTORY

DATE	CHANGE	APPROVAL	REV.
31/01/2025	Initial policy written	K. Watson	01
03/09/2025	Annual policy update	K. Watson	02
04/09/2026	Policy review and legislative update	K. Watson	03
10/11/2026	SKAPE rebranding and structure standardised; First Aider updated to Charlie McGregor; cover, emergency response, records and reporting aligned with current health and safety and accident reporting arrangements.	L. James	04