

# Health, Safety and First Aid Policy

## A Different Approach Tutoring and Therapy Services Ltd

(hereafter referred to as 'ADA Ltd')

**Version:** 1.0 | **Reviewed:** April 2026 | **Next Review:** April 2027

### 1. Statement of Intent

**ADA Ltd** is committed to providing a safe environment for all students, parents, adult clients, and the Director. We recognise that health, safety, and rapid first-aid response are integral to effective teaching and therapy. We comply with the **Health and Safety at Work etc. Act 1974** and the **Health and Safety (First-Aid) Regulations 1981**.

### 2. Organisation & First Aid Personnel

As the sole Director, **Jennie Jepps** is the Lead Practitioner and holds a valid **Paediatric First Aid (Level 3)** and **Emergency First Aid at Work (Level 3)** certificate.

- **Responsibilities:** Conducting site risk assessments, maintaining a "grab-and-go" First Aid kit, and administering first aid during sessions.
- **Certification Body:** MKPA (UKAS accredited certification body)  
**Expiry:** March 2029.

### 3. Risk Management Framework

**ADA Ltd** operates a proactive risk management system to ensure the safety of students, adults, and the practitioner.

- **Identification:** We maintain three "Master" Risk Assessments: **Community & Home Settings, Specialist Activity (LEGO®/Therapy)**, and **Individual Student (SEND/Medical)**.
- **Dynamic Assessment:** The practitioner performs a visual "Point-of-Entry" check at every session to identify immediate hazards (e.g. wet floors or household pets).
- **Review:** All risk assessments are reviewed annually or immediately following an incident or "near-miss."

- **Clinical Risk:** For therapy sessions (**The STILL Method / Drawing and Talking**), we assess emotional "readiness to learn" at the start of every session.

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### 3. Risk Assessment & Lone Working

- **Dynamic Risk Assessment:** A visual check is conducted at every new location (Schools, Libraries, Homes) for trip hazards, electrical safety, and exit routes.
- **1:1 Safeguard:** For home sessions, a parent/responsible adult **must** remain on the premises. An "open-door" policy is maintained for all rooms used.
- **Lone Working:** A "check-in/check-out" system is utilised with a trusted contact for every off-site session.

### 4. Specialist Equipment Safety (The Brick-by-Brick® programme)

- **Choking Hazards:** **LEGO® bricks** are small parts. This intervention is only for individuals over age 3 with no history of PICA.
- **Hygiene:** All bricks and resources are sanitised using antibacterial solutions between different clients.
- **Resource Safety:** Equipment is checked for "wear and tear" before every session.

### 5. First Aid & Medication Procedures

- **First Aid Kit:** A portable kit is carried to all sessions, including sterile dressings, gloves, and a copy of the student's **Individual Healthcare Plan (IHP)** if applicable.
- **Emergency Protocol:** For serious injury, **999** is called immediately. Parents are notified via phone, and commissioning schools are notified within 2 hours.
- **Medication:** **ADA Ltd** only administers prescribed medication with written parental consent (**ADA\_Medication Form\_003**). Medication must be in original packaging with the pharmacy label intact. A "Medication Log" is maintained for every administration.

## 6. Incident Reporting & Accident Book

- **Recording:** ADA Ltd maintains a **GDPR-compliant Accident Book** with perforated, tear-out pages.
- **Archiving:** Entries are scanned into a secure encrypted digital folder, and the hard copy is destroyed via cross-cut shredding.
- **External Reporting:** Significant incidents are reported to the commissioning body and, where required, to the **HSE** under **RIDDOR** regulations.

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**Responsible Person:** Jennie Jepps

**First Aid Refreshed:** March 2026