



## **Swift Learning- First Aid Policy**

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## **1. Introduction**

Swift Learning is committed to safeguarding the health, safety, and wellbeing of all pupils, staff, and visitors. As a setting that works with young people who may be vulnerable or have complex emotional, behavioural, or medical needs, it is essential that our first aid arrangements are proactive, responsive, and tailored to the needs of our environment.

This policy sets out how we provide first aid both on-site and during off-site activities. It ensures compliance with relevant legislation and reflects best practice for alternative education settings.

## **2. Aims and Objectives**

The purpose of this policy is to ensure that effective first aid is always available, and that all incidents are managed in a safe, consistent, and timely manner. Our objectives are to provide clear procedures for responding to medical emergencies, to ensure staff are appropriately trained, and to maintain all necessary equipment and documentation.

## **3. Legal Framework**

This policy is aligned with key legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014 (as they apply to alternative provision)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Department for Education (DfE) guidance on First Aid in Schools
- Equality Act 2010 and Children and Families Act 2014

## **4. Responsibilities**

The Senior Leadership Team is responsible for ensuring legal compliance and that appropriate first aid provision is in place. This includes staffing, training, resources, and monitoring.

The Director oversees first aid arrangements and ensures that staff are trained, records are maintained, and any incidents are responded to effectively.

All staff are expected to act responsibly, respond promptly in an emergency, and follow procedures outlined in this policy.

## **5. First Aid Personnel**

Swift Learning maintains a consistent and qualified first aid presence, with a designated First Aid Coordinator who is fully Paediatric First Aid trained and responsible for overseeing all first aid provision across the organisation.

In addition, all Swift Learning staff receive basic first aid training as part of their induction and professional development. This ensures that every member of the team is prepared to respond to incidents with confidence and care.

A register of trained personnel is maintained and displayed in prominent locations across the provision.

## **6. First Aid Equipment and Facilities**

Fully stocked and clearly marked first aid kits are located throughout the setting, including classrooms, communal areas, and staff offices. A dedicated medical area is available for pupils' requiring treatment or rest, equipped with hygiene facilities and necessary supplies.

Portable first aid kits are used for off-site visits, and staff are provided with personal protective equipment (PPE) for infection control. Where required by risk assessment, an Automated External Defibrillator (AED) is available and maintained.

First aid kits are checked at least half-termly by the First Aid Coordinator and restocked as needed.

## **7. Procedures for Illness or Injury**

In the event of illness or injury, a trained first aider is called immediately. The pupil or individual is assessed, and appropriate care is provided. Where needed, emergency services are contacted without delay.

Parents or carers are informed of incidents involving pupils as soon as reasonably possible, particularly when head injuries or significant concerns are present.

The individual is monitored until recovered or transferred to the care of health professionals. Any staff member providing first aid must record the incident and notify senior staff.

## **8. Off-Site Activities and Educational Visits**

Before any educational visit, a risk assessment is completed to identify potential medical needs and ensure appropriate first aid arrangements are in place.

At least one trained first aider accompanies all off-site activities. Staff carry emergency contact information and medical supplies relevant to pupils' needs, including prescribed medication. Travel kits are prepared in advance, and staff are briefed on emergency protocols.

### **9. Recording and Reporting of Incidents**

All first aid incidents are recorded on Swift Learnings internal accident and incident reporting system. These records include the date, time, nature of injury or illness, treatment given, and whether parents or carers were contacted.

Incidents that meet RIDDOR criteria are reported to the Health and Safety Executive (HSE) in accordance with statutory timescales.

All records are stored securely and reviewed regularly for safeguarding and health and safety compliance.

### **10. Pupils with Medical Conditions**

Pupils with ongoing or significant health needs have an Individual Healthcare Plan (IHP) in place. These plans are developed in collaboration with the pupil, family, and health professionals and reviewed regularly.

They provide clear instructions for managing conditions such as asthma, epilepsy, diabetes, or allergies. Staff are trained where necessary to support these needs, including administering medication or using emergency devices such as EpiPens or inhalers.

### **11. Staff Training and Competency**

All staff at Swift Learning receive basic first aid awareness training, including how to respond in an emergency and who to contact for further support. Identified staff complete accredited courses in Emergency First Aid at Work, First Aid at Work, or Paediatric First Aid as required.

Training is refreshed in accordance with statutory and provider guidance, and training records are monitored by the Head of Provision. Opportunities for scenario-based training and real-life simulation may be used to enhance staff readiness.

### **12. Monitoring and Review**

This policy is reviewed annually by the Senior Leadership Team, or sooner if there are changes in guidance, legislation, or incidents that warrant a review. Regular audits of first aid kits, training records, and incident logs are conducted to ensure ongoing compliance and quality of care.

Feedback from staff, pupils, or families is considered as part of the review process.

**Appendix A – First Aid Form**

**FIRST AID TREATMENT RECORD**

**Treating Person Details**

- **Name of Treating Person:** \_\_\_\_\_
- **Location:** \_\_\_\_\_
- **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Consent**

Please tick one:

- **Consent to Treatment**
- **Refusal of Treatment**

**Casualty Signature:** \_\_\_\_\_

**Incident Details**

**History of Accident or Illness**

*(Describe what happened)*

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**Time Incident Occurred:** \_\_\_\_\_

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**First Aid Assessment**

**Injury / Illness Description**

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**Injuries / Symptoms (Tick all that apply)**

- Abrasion     Bleeding     Burn     Contusion
- Discolouration     Fracture (?)     Laceration     Tenderness
- Pain     Sprain     Swelling

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**Medical Information**

**Allergies / Medications / Past Medical History**

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**Treatment Provided**

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**First Aider Declaration**

- **First Aider Name (Print):** \_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

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**Date of Approval:** 01.09.2025

**Next Review Date:** 01.09.2026