

EMPOWERING FUTURES ALTERNATIVE PROVISION

FIRST AID POLICY

Issue Date: December 2025

Next Review: December 2026

Approved by: Director, Empowering Futures Alternative Provision

1. POLICY STATEMENT

Empowering Futures Alternative Provision (EFAP) is committed to providing a safe and healthy environment for all learners (children, young people and adults), staff, visitors and contractors.

We aim to ensure:

- First aid is provided promptly and effectively
- Adequate numbers of trained first aiders are available across all sites
- First aid arrangements meet Local Authority and awarding body requirements
- Clear procedures exist for emergencies, accidents, injuries and illnesses
- First aid supports safeguarding, health & safety, and learner wellbeing
- Records are maintained and monitored for compliance

This policy applies to all EFAP premises, satellite sites, off-site delivery locations and vocational settings including: beauty, nails, hair, sports, fitness, customer service and community venues.

2. LEGAL FRAMEWORK & GUIDANCE

This policy is written in accordance with:

- Health and Safety (First Aid) Regulations 1981
- HSE Guidance: First Aid in Schools & Educational Settings
- Education Act 2002
- Children Act 1989 & 2004
- KCSIE 2024/25
- Working Together 2023

- Equality Act 2010
 - LA AP commissioning standards
 - Awarding body quality assurance requirements
 - EFAP policies including Safeguarding, Behaviour, Risk Assessment & Health and Safety
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3. SCOPE

This policy covers:

- First aid arrangements at EFAP sites
 - First aid during off-site visits or vocational placement
 - First aid for adult evening/weekend learners
 - First aid for online learners experiencing medical emergencies during remote sessions
 - Injuries, medical incidents, allergic reactions, illness and accidents
 - Recording, reporting and monitoring of incidents
 - Storage and administration of medication (non-prescription and emergency)
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4. ROLES AND RESPONSIBILITIES

4.1 Director (Lead DSL & Health & Safety Lead)

- Ensures legal compliance
- Approves first aid arrangements
- Oversees staff first aid training
- Ensures incidents are reviewed and monitored
- Reports serious incidents to relevant authorities

4.2 First Aid Coordinator / Centre Manager

- Oversees operational delivery of first aid
- Ensures first aid kits are stocked and accessible
- Maintains records and accident logs
- Coordinates RIDDOR reporting when required
- Supports risk assessments for high-risk vocational activities
- Ensures emergency procedures are known by staff

4.3 Trained First Aiders

Must hold valid certificates (Emergency First Aid at Work / Paediatric First Aid where required).

They are responsible for:

- Responding immediately to incidents
- Providing care within training limits
- Escalating emergencies
- Recording incidents accurately
- Reporting concerns to DSL where safeguarding indicators are present

4.4 DSL / Safeguarding Team

- Ensures first aid incidents involving neglect, self-harm, risk-taking or abuse are escalated as safeguarding issues
- Oversees body map completion for injuries
- Works with first aiders where injuries require further assessment

4.5 Staff

- Must know emergency procedures
- Must call for a first aider as needed
- Must record concerns or patterns of injuries
- Must follow risk assessments in vocational and sports environments

4.6 Learners (Children, YP & Adults)

- Must report accidents immediately
- Must follow safety instructions
- Must comply with medical plans (e.g., asthma inhalers, allergy procedures)

5. FIRST AID PROVISION

EFAP ensures:

- ✓ Adequate numbers of qualified first aiders
 - ✓ At least one paediatric first aider available when under-18s are present
 - ✓ Accessible, fully stocked first aid kits in every teaching zone
 - ✓ Additional specialist kits for beauty, nails, hair, electrotherapy and sports
 - ✓ Incident reporting procedures for all staff
 - ✓ Defibrillator access at main site or nearest location (clear signage displayed)
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6. VOCATIONAL & HIGH-RISK AREA FIRST AID

Some EFAP activities carry additional risk:

- Beauty & nails (chemical exposure, burns, sharps)
- Hair (scissors, heat tools, chemical dyes)
- Sports & fitness (musculoskeletal injuries, collisions, dehydration)

Each area has:

- A specific risk assessment
 - Trained staff familiar with sector-specific hazards
 - Additional PPE where required
 - Quick-access first aid kits appropriate to the environment
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7. ONLINE / REMOTE LEARNING FIRST AID PROCEDURES

If a learner displays distress or a medical emergency during an online session:

Staff must:

1. Stop the session and keep communication open
2. Contact emergency services if required
3. Inform DSL immediately if under-18
4. Inform parent/carer or emergency contact (for under-18s)
5. Log the incident
6. For adult learners: advise them to call 999 and notify emergency contact if known

This aligns cyber security, safeguarding and first aid protocols.

8. ADMINISTRATION OF MEDICATION

EFAP follows strict guidelines:

8.1 Learner Medication

- No medication is administered without written consent (for under-18s)
- Adult learners must self-administer unless emergency support is needed
- Staff may assist with emergency medication (EpiPens, inhalers, diabetes treatments) where trained
- Medication must never be stored in classrooms unless required for emergency access

8.2 Controlled Medication

Stored securely with access limited to authorised staff.

8.3 Recording

All medication administration is logged with:

- Time
- Dosage
- Staff involved
- Reason for administration

8.4 Medical Needs Plans

Created for learners with:

- Asthma
- Epilepsy
- Diabetes
- Severe allergies
- Chronic illness
- Mental health considerations

Plans are shared with relevant staff ONLY.

9. ACCIDENT REPORTING & RECORD KEEPING

All incidents must be recorded in the EFAP Accident Log including:

- Name of learner
- Date, time and location
- Details of injury/illness
- First aider and treatment given
- Whether parent/carer/LA/social worker was informed
- Whether escalation was required

Safeguarding Links

Any unusual, unexplained or repeated injuries **MUST** be reported to the DSL.

Body Mapping

Required for all non-minor physical injuries.

RIDDOR Reporting

Serious incidents, hospital visits or dangerous occurrences must be reported to the HSE in line with the law.

10. EMERGENCY PROCEDURES

In a medical emergency:

1. Call 999 immediately
 2. Administer first aid until professionals arrive
 3. Inform DSL and Director
 4. Inform parent/carer/LA for under-18s
 5. Complete incident reports
 6. Review and update risk assessments
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11. OFF-SITE VISITS & COMMUNITY DELIVERY

For off-site or vocational delivery:

- A trained first aider must be present
- A first aid kit must accompany the group
- Venue-specific emergency procedures must be checked
- Contact details for the main centre must be accessible
- High-risk activities require separate risk assessments

12. ADULT LEARNERS (18+)

Adult learners may have:

- Medical conditions
- Mobility issues
- Allergies
- Chronic illness
- Mental health considerations

EFAP ensures:

- Confidential collection of medical needs at enrolment
 - Adjustments to learning where required
 - Emergency plans appropriate to adult learners
 - First aid delivered in line with adult safeguarding considerations
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13. INFECTIOUS DISEASES & HYGIENE

EFAP follows Public Health England guidance on:

- Hygiene and cross-contamination prevention
- Reporting of infectious diseases to LA where required
- Cleaning of first aid equipment
- Use of PPE
- Safe disposal of sharps and clinical waste

Beauty, nails and hair areas follow sector-specific hygiene standards.

14. FIRST AID TRAINING

EFAP ensures:

- Staff receive up-to-date first aid training
- At least one paediatric first aider is present when under-18s are on site
- Additional sports first aid or beauty-specific safety CPD is offered
- First aiders refresh training within statutory periods
- New staff receive induction on emergency procedures

15. MONITORING & QUALITY ASSURANCE

EFAP monitors:

- Incident patterns
- Response times
- Effectiveness of first aid procedures
- Training needs
- High-risk area compliance
- LA and awarding body feedback

This forms part of EFAP's wider health and safety and safeguarding quality assurance framework.

16. POLICY REVIEW

This policy will be reviewed:

- Annually
- After serious incidents
- Following legislative or commissioning changes
- After awarding body feedback or audits

Approved by:

Rhean White – Director & Lead DSL

Empowering Futures Alternative Provision