



# **Woodland Pathways**

## **First Aid & Medical Procedure Policy**

**Date created or revised: 0925  
Date of next review: 0926**

## 1. Policy Statement

Woodland Pathways is committed to ensuring the health, safety, and wellbeing of all learners, staff, and visitors.

We recognise our duty to provide:

- Effective and proportionate first aid provision
- Safe management of medical needs
- Rapid and appropriate response to illness, injury, and emergencies

This policy reflects our commitment to:

- Safeguarding-first practice
- Inclusive and accessible provision
- Safe participation in all activities, including outdoor learning

All first aid arrangements are risk assessed, responsive to context, and aligned with Local Authority and statutory guidance

## 2. Scope

This policy applies to:

- All learners
- All staff, practitioners, and volunteers
- All Woodland Pathways activities (on-site, off-site, transport, and outdoor provision)

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Behaviour & Relationships Policy
- Risk Assessment Procedures

## 3. Legal and Statutory Framework

This policy is aligned with:

- **Health and Safety at Work Act 1974**
- **Health and Safety (First-Aid) Regulations 1981**
- **HSE First Aid at Work Guidance (L74)**
- **Children and Families Act 2014**
- **SEND Code of Practice (2015)**

- **Keeping Children Safe in Education (KCSIE 2025)**
- **Norfolk & Suffolk Local Authority Guidance for Alternative Provision**

Woodland Pathways ensures that first aid provision is:

- Appropriate to the level of risk
- Regularly reviewed
- Responsive to learner needs and environment

#### **4. Roles and Responsibilities**

##### 4.1 Designated First Aid Lead / DSL

Responsible for:

- Overseeing first aid provision and compliance
- Ensuring trained first aiders are available
- Monitoring accident and incident records
- Reporting serious incidents (including RIDDOR where required)
- Ensuring communication with parents/carers and commissioners

##### 4.2 Practitioners

Must:

- Maintain valid first aid training appropriate to their role
- Follow all procedures within this policy
- Carry first aid equipment where required
- Respond to incidents appropriately
- Record and report all accidents and concerns

##### 4.3 Woodland Pathways

Will:

- Ensure appropriate training and resources are in place
- Maintain oversight of first aid provision
- Align practice with Norfolk & Suffolk expectations
- Review and improve systems following incidents

## **5. First Aid Provision**

Woodland Pathways ensures:

- A trained first aider is present at all times
- Staff hold:
  - Emergency First Aid (minimum)
  - Outdoor First Aid (Level 3 / 16-hour) where required
- First aid kits are:
  - Accessible
  - Appropriate to activity
  - Regularly checked and replenished

### **5.1 Types of First Aid Kits**

- Mobile first aid kits (all sessions)
- Vehicle first aid kits (transport)
- Burns kits (for fire-based activities)
- Additional kits for high-risk environments

Kits are checked:

- Weekly (minimum)
- After use
- Logged and monitored

## **6. Training Requirements**

All staff receive training appropriate to their role, including:

- Emergency First Aid at Work
- Outdoor First Aid (where applicable)
- Managing medical emergencies
- Infection control
- Recording and reporting procedures

Training is:

- Refreshed regularly
- Monitored by leadership

## **7. Medical Information and Consent**

Prior to placement, Woodland Pathways collects:

- Medical information
- Allergies and health conditions
- Emergency contact details
- Consent for emergency treatment

Information is:

- Stored securely
- Shared on a need-to-know basis
- Incorporated into risk assessments and support plans

## **8. Managing Medical Needs**

Where a learner has a medical condition:

- A medical management plan will be in place
- Staff will be informed and trained as required
- Adjustments will be made to ensure safe participation

This includes conditions such as:

- Asthma
- Allergies / anaphylaxis
- Epilepsy
- Diabetes
- Mental health needs

## **9. Administration of Medication**

Woodland Pathways does not routinely administer medication unless agreed in advance.

Where required:

- Written consent must be obtained
- Medication must:
  - Be clearly labelled
  - Be in original packaging
- Storage must be safe and appropriate
- Administration must be:
  - Carried out by trained staff and be recorded accurately.

## **10. Accidents, Incidents and Near Misses**

All incidents must be:

- Responded to promptly
- Recorded accurately
- Reported to:
  - Parents/carers
  - Commissioners (where appropriate)

Serious incidents will be:

- Reported under RIDDOR where required
- Reviewed to inform future practice

## **11. Emergency Procedures**

In the event of a medical emergency, staff must:

1. Assess the situation and ensure safety
2. Provide appropriate first aid
3. Call **999** if required
4. Inform the DSL / Provision Lead immediately
5. Contact parents/carers and commissioners
6. Remain with the learner until help arrives
7. Record the incident

## **12. Infection Control**

Woodland Pathways promotes good hygiene by:

- Using PPE where appropriate (gloves, etc.)
- Cleaning equipment and surfaces
- Managing bodily fluids safely
- Following public health guidance

## **13. Outdoor and Alternative Provision Considerations**

Due to the nature of Woodland Pathways:

Additional considerations include:

- Remote location planning
- Weather and environmental risks
- Use of tools and fire
- Limited access to emergency services

Control measures include:

- Enhanced risk assessments
- Carrying appropriate equipment
- Clear emergency planning
- Staff trained in outdoor first aid

#### **14. Safeguarding and First Aid**

First aid incidents may also raise safeguarding concerns.

Staff must:

- Remain professionally curious
- Identify potential indicators of harm or neglect
- Report concerns to the DSL immediately

#### **15. Record Keeping and Data Protection**

All records must be:

- Accurate and factual
- Stored securely
- Managed in line with GDPR and data protection legislation

Records include:

- Accident forms
- Medical records
- Incident reports

#### **16. Monitoring and Quality Assurance**

Woodland Pathways will:

- Monitor accident and incident trends
- Review first aid provision regularly
- Audit first aid kits and training

- Use learning from incidents to improve practice

## **17. Policy Review**

This policy will be reviewed:

- Annually
- Following significant incidents
- In response to:
  - Changes in legislation
  - Local Authority guidance

Woodland Pathways ensures that first aid provision is robust, responsive, and proportionate to risk, enabling all learners to participate safely in provision while meeting statutory safeguarding and Local Authority expectations.

## Appendix 1: First Aid Kit Checklist Log

### Woodland Pathways – First Aid Kit Monitoring Record

#### Purpose

To ensure all first aid kits are:

- Fully stocked
- Fit for purpose
- Checked regularly in line with Health & Safety requirements

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#### Kit Details

- **Kit Location:** \_\_\_\_\_
- **Kit Type:**  Mobile  Vehicle  Outdoor  Burns Kit  Other
- **Responsible Person:** \_\_\_\_\_

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#### Checklist (Minimum Contents)

Item	Required Quantity	Present (✓/X)	Replaced (✓/X)	Notes
Guidance leaflet	1			
Adhesive dressings (assorted)	20			
Sterile eye pads	2			
Triangular bandages	4-6			
Safety pins	6			
Medium sterile dressings	6			
Large sterile dressings	2			
Extra large dressings	2-3			
Disposable gloves (pairs)	4+			
Cleansing wipes	As needed			
Adhesive tape	1			
Scissors	1			
Foil blanket	1			

Additional Outdoor / Bushcraft Items (if applicable)

<b>Item</b>	<b>Present (✓/X)</b>	<b>Notes</b>
Burns dressings / gel		
Tick removal tool		
Emergency whistle		
Survival blanket		
Additional water / saline		

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Inspection Record

**Date Checked By Issues Identified Actions Taken Signature**

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Frequency of Checks

- ✓ Weekly (minimum)
  - ✓ After use
  - ✓ Prior to off-site / outdoor sessions
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Escalation

Any missing critical items must be:

- Replaced **immediately**
- Reported to **Provision Lead / DSL**

## Appendix 2: Medical Care Plan Template

### Woodland Pathways – Individual Medical Care Plan

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#### 1. Learner Information

- Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- School / Commissioner: \_\_\_\_\_
- Emergency Contact Name: \_\_\_\_\_
- Emergency Contact Number: \_\_\_\_\_

#### 2. Medical Condition Details

- Condition(s):
- 
- 

- Description / Impact:  
(How the condition affects the learner)
- 
- 
- 

#### 3. Triggers / Warning Signs

- Known triggers:
- 

- Early warning signs:
- 
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#### 4. Medication

- Medication Name: \_\_\_\_\_
- Dosage: \_\_\_\_\_
- Administration Method: \_\_\_\_\_
- Storage Requirements: \_\_\_\_\_

#### Consent

- Parent/carer consent obtained
- Medication in original packaging
- Staff authorised to administer

#### 5. Emergency Procedures

In the event of a medical emergency:

- Signs to look for:

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- Actions required:

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- When to call emergency services (999):

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#### 6. First Aid / Support Required

- Immediate first aid response:

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- Ongoing support needs:

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## 7. Adjustments and Support Strategies

To support safe participation:

- Activity adaptations
- Environmental adjustments
- Reduced physical demand
- Additional supervision
- Emotional / SEMH support

Details:

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## 8. Staff Awareness

Staff informed:

Yes  No

Specific training required:

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## 9. Risk Assessment Link

This plan links to:

- Individual Risk Assessment
  - Behaviour / Support Plan
  - EHCP
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## 10. Review and Monitoring

- Date Created: \_\_\_\_\_
  - Review Date: \_\_\_\_\_
  - Reviewed By: \_\_\_\_\_
  - Changes / Updates:
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## 11. Signatures

Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Provision Lead / DSL: \_\_\_\_\_ Date: \_\_\_\_\_

Practitioner: \_\_\_\_\_ Date: \_\_\_\_\_