



YOUTH ORGANISATION SINCE 2015

First Aid Policy

Reviewed: 2026

First Aid Policy

Purpose

To ensure effective, safe, and appropriate first aid provision for all students, staff, volunteers, visitors, and contractors within Aspire in Arts.

This policy supports the safeguarding and welfare of children and young people and should be read in conjunction with Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children, recognising that poor or inadequate first aid provision may constitute a safeguarding concern.

This policy ensures compliance with:

- Health and Safety (First Aid) Regulations 1981
- DfE guidance *First Aid in Schools, Early Years and Further Education*
- Non-School Alternative Provision: Voluntary National Standards

First aid arrangements are designed to be proportionate, risk-assessed, and responsive to the needs of our cohort, including students with SEND, EHCPs, medical needs, or behavioural risks.

Scope

This policy applies to:

- All staff (teaching, support, therapeutic, administrative, leadership)
- Students on roll or attending commissioned sessions
- Volunteers, contractors, and visitors
- All premises under the control of Aspire in Arts
- All off-site activities, work placements, transport, and commissioned provision arranged by Aspire in Arts.

Definitions

First Aider

A staff member holding a valid first aid qualification appropriate to the setting (e.g. Emergency First Aid at Work or Paediatric First Aid) and designated to respond to first aid incidents.

Appointed Person

A staff member responsible for:

- Managing first aid equipment - Natalie Alton & Kirsty Lowrie
- Summoning emergency services - Tamar Green & Zoe Hughes
- Liaising with parents/carers and leadership - Tamar Green & Zoe Hughes

This role does not replace the need for trained first aiders.

Legal, Safeguarding & Standards Compliance

In line with Non-School Alternative Provision: Voluntary National Standards, Aspire in Arts:

- Maintains a robust Health & Safety Policy
- Ensures suitable first aid equipment, facilities, and trained personnel are available at all times
- Maintains a clear system for recording, reporting, and reviewing first aid and health & safety incidents
- Ensures arrangements extend to off-site and commissioned provision

In accordance with KCSIE and Working Together to Safeguard Children:

- First aid incidents are considered within a safeguarding context
- Any injury, pattern of injury, delay in treatment, or explanation that raises concern must be reported to the Designated Safeguarding Lead (**DSL**) immediately
- Records may be shared with children's social care, the Local Authority, or other agencies where safeguarding thresholds are met.

First Aid Personnel & Training

- Sufficient trained first aiders will be available at all times, based on the needs assessment
- Qualifications must be obtained from a recognised provider, such as:
 - St John Ambulance
 - British Red Cross
 - High Speed Training
 - Nuco Training
- Training will be renewed in line with qualification requirements (typically every 3 years), with refresher training as required

- Paediatric First Aid will be in place where younger learners attend
- A Training Matrix records qualifications, expiry dates, and cover arrangements

All staff receive basic first aid awareness during induction, including:

- How to summon help
- Location of first aid kits
- Reporting procedures
- Safeguarding escalation routes

Staff are trained in RIDDOR responsibilities, with reporting overseen by leadership.

First Aid Equipment, Facilities & Communication

- Fully stocked first aid kits are available and clearly labelled
- Kits are checked regularly and restocked promptly
- Locations of kits and first aiders are clearly displayed
- Where provided, first aid rooms meet standards of:
 - Hygiene
 - Accessibility
 - Privacy
- For off-site activities, portable kits are mandatory and staff briefed on procedures

Procedures at Time of Incident

Any staff member discovering an incident must:

1. Ensure the scene is safe
2. Summon a first aider or emergency services immediately if required

The first aider or appointed person will:

- Assess and treat the casualty
- Administer CPR or life-saving treatment if necessary

- Contact emergency services when required
- Inform leadership and the **DSL** if there is any safeguarding concern

Parents/carers and commissioners will be informed of:

- Any treatment beyond very minor first aid
- Any injury requiring medical attention

All incidents are recorded promptly and accurately using Aspire in Arts accident and injury form.

Recording, Reporting & Information Sharing

Records include:

- Date, time, location
- Nature of injury/illness
- Treatment provided
- Names of staff involved
- Follow-up actions

Records are:

- Stored securely
- Reviewed for patterns or concerns
- Shared appropriately in line with Working Together and GDPR

Serious incidents are reported to:

- HSE (via RIDDOR)
- Commissioners / Local Authority
- Safeguarding partners where appropriate

Individual Health & Medical Conditions

- Up-to-date medical information is collected for all students
- Individual Healthcare Plans (**IHPs**) are in place where required
- Staff receive condition-specific training from appropriate providers, such as:
 - o (*Asthma UK*)
 - o (*Epilepsy Action*)
 - o (*Anaphylaxis UK*)
 - o (*Educare Learning*)

Medication is stored safely but accessible when required - this is signed off by SLT team.

First aid provision reflects additional risks linked to:

- EHCPs
- Physical handling
- Behavioural incidents
- Multi-site movement

11. Oversight, Funding & Accountability

Leadership is responsible for:

- Implementation and monitoring of this policy
- Ensuring compliance with safeguarding expectations
- Reviewing incidents and trends
- Ensuring sufficient funding for training and equipment

First aid arrangements are reviewed through:

- Internal audits
- Safeguarding reviews
- Commissioning and quality assurance processes

Review

This policy will be reviewed:

- Annually
- Following any serious incident
- Following changes to statutory guidance

Related Policies & Documents

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Risk Assessment Procedures
- Staff Code of Conduct