



# First Aid Policy

## *EmpowerEd North policy suite*

This policy has been adopted for use from May 2026 and should be reviewed against current legal, safeguarding, commissioning and operational requirements at least annually and whenever guidance or operational arrangements change.

Policy information	Details
Date adopted	May 2026
Review date	May 2027, or sooner following any review trigger listed in this policy
Approved by	EmpowerEd North Founder/Director
Named lead	First Aid Lead / Health and Safety Lead - Janice March
Version	1.0 -
Owner/responsible person	EmpowerEd North Founder/Director
Completion status	CURRENT - adopted for use from May 2026. Operational evidence and contact sheets must be kept up to date before each placement.
Operational arrangements	Named first aiders/appointed person, certificate evidence and expiry dates, first aid needs assessment, first aid kit locations, off-site first aid arrangements, emergency medication/medical information route and accident/RIDDOR reporting responsibility must be confirmed before any learner starts.

## Immediate first aid action

Life-threatening emergency	Call 999 immediately. Give first aid within competence, follow emergency guidance, and ensure another person informs the senior lead/DSL where possible.
Learner illness or injury	Assess, treat within competence, record, inform parents/carers and commissioner/placing school as agreed, and seek medical advice if needed.
Safeguarding concern	If an injury is unexplained, inconsistent, linked to restraint, neglect, unsafe care, assault or concerning presentation, inform the DSL immediately.
No confirmed cover	Do not run a learner session unless first aid arrangements are confirmed through the first aid needs assessment.
Serious incident	Preserve records, review RIDDOR/reporting requirements, and complete leadership review.



## 1. Purpose

This policy sets out how EmpowerEd North will provide adequate and appropriate first aid arrangements for learners, staff, volunteers, visitors and others affected by its activities. It covers first aid at any main base, hired/community venue, off-site activity, educational visit, transition visit and home/community-based support where EmpowerEd North has responsibility.

First aid is part of health, safety and safeguarding. Learners with SEND may communicate pain, illness or injury through changes in behaviour, regulation, communication, appetite, movement, sleep, toileting, engagement or sensory presentation. Staff must remain professionally curious and not assume distress is “just behaviour”.

## 2. Scope

This policy applies to all EmpowerEd North directors, staff, volunteers, contractors and visitors. It applies to all learners while they are taking part in EmpowerEd North activities and to staff while they are at work or carrying out work-related duties.

## 3. Legal and guidance framework

- Health and Safety (First Aid) Regulations 1981;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Social Security (Claims and Payments) Regulations 1979, where accident book requirements apply;
- UK GDPR and Data Protection Act 2018;

Alternative provision statutory guidance, Department for Education, last updated 5 February 2025, where relevant to commissioner and off-site arrangements;

DfE non-school alternative provision (AP) voluntary national standards, published August 2025, where relevant to health, safety, welfare and commissioner due diligence;

- DfE First aid in schools, early years and further education guidance, updated 14 February 2022, used as relevant good practice where applicable to EmpowerEd North’s part-time AP arrangements;
- HSE first aid at work guidance, first aid needs assessment guidance and first aider training guidance;
- Safeguarding guidance, including KCSIE 2025 and Working Together 2026, where injuries, illness, absence patterns or presentation changes raise welfare concerns.

## 4. First aid needs assessment

EmpowerEd North will complete a first aid needs assessment before learners start and will review it annually and sooner if learners, venues, activities, staffing, hours, medical needs or incidents change. The assessment will consider:

- number and age of learners and staff;
- SEND profiles, communication needs and ability to report pain or illness;
- known medical needs, allergies, seizures, asthma, diabetes, choking risk, mobility and personal care;
- behaviour support and restrictive intervention risks;



- venue layout, public access, distance from emergency services and mobile signal;
- off-site/community activities and transport/walking routes;
- availability and competence of first aiders;
- first aid kit contents, location and portability;
- arrangements for visitors, contractors and shared venues;
- record keeping, parent/carer notification, commissioner notification and RIDDOR checks.

## 5. Minimum first aid arrangements

EmpowerEd North will not run learner sessions unless first aid arrangements are confirmed and proportionate to the assessed risk. As a minimum, there must be:

- a named first aider or appointed person for each session/activity;
- a suitable first aid kit available and checked;
- a working phone or other reliable means of contacting emergency services and leaders;
- emergency contact information for learners;
- accessible medical and allergy information for staff who need it;
- clear arrangements for informing parents/carers and placing schools/commissioners where required;
- a process for recording treatment, accidents, illness and follow-up actions.

Where learner medical complexity, activity risk or location requires more than minimum provision, additional first aid cover, training, equipment or professional medical advice must be arranged before the activity proceeds.

## 6. Roles and responsibilities

Role	Responsibilities
Directors / leadership team	Ensure first aid arrangements are adequate, resourced, recorded and reviewed; ensure training and certificate records are maintained; review serious incidents.
First Aid Lead / Health and Safety Lead	Maintains first aid needs assessment, kit checks, first aider list, accident/first aid records and action logs.
First aiders / appointed persons	Provide first aid within competence, take charge of first aid arrangements, call emergency services where needed, record treatment and report concerns.
DSL / Deputy DSL	Reviews injuries or illness where safeguarding may be relevant, including unexplained injury, injury linked to restraint, neglect, assault or unsafe care.
All staff and volunteers	Know first aid arrangements, summon help, report illness/injury promptly, follow medical information and do not act beyond competence except in an emergency while awaiting help.



## 7. First aiders, training and certificates

Named first aiders and certificate expiry dates must be recorded before learners start. EmpowerEd North will only describe staff as First Aid at Work, Emergency First Aid at Work, paediatric first aid or other qualified first aiders where current certificate evidence has been checked and recorded.

Training levels will be matched to the first aid needs assessment. Additional staff will be trained as the provision grows or where learner needs, staffing patterns, venues or activities require additional cover.

## 8. First aid equipment

First aid kits will be available at the main base or venue and portable kits will be taken for off-site/community activity where required. Kit contents will be based on the first aid needs assessment and HSE guidance. Kits will be checked at least monthly, after use and before higher-risk off-site activity. Expired, damaged or used items will be replaced promptly.

Medication, emergency medication, personal care items and specialist medical equipment are not treated as generic first aid kit items. They must be managed through individual medical/medication arrangements and risk assessment.

## 9. Responding to injury or illness

- Assess immediate danger and make the area safe where possible.
- Call a first aider/appointed person and emergency services where needed.
- Provide first aid within competence and do not delay emergency help.
- Respect dignity, privacy, communication needs and sensory needs.
- Use accessible communication to understand pain, fear, discomfort or consent where possible.
- Contact parents/carers and placing school/commissioner according to agreed arrangements.
- Record treatment, decisions, notifications and follow-up actions promptly.
- Consider whether safeguarding, behaviour support, health and safety, RIDDOR, data protection or commissioner reporting routes are triggered.

## 10. Medical conditions, allergies and emergency medication

Before a learner starts, EmpowerEd North will collect relevant medical information from parents/carers, placing schools/commissioners and professionals where appropriate. This may include allergies, asthma, epilepsy, diabetes, choking risk, mobility, sensory needs, pain indicators, medication, emergency plans, hospital passports or individual healthcare plans where available.

Where emergency medication or a medical procedure may be required, EmpowerEd North will not proceed unless staff competence, written instructions, consent, storage, recording and emergency arrangements are confirmed. Staff must not administer medication or medical procedures unless authorised and trained/briefed according to the relevant policy and learner plan.

## 11. Off-site and community-based sessions

For off-site activities, the session lead must confirm first aid cover, kit, phone signal/communication, emergency location information, learner medical needs, nearest access point for emergency services, transport/walking arrangements and



parent/carer/commissioner notification routes. Remote or higher-risk activities may require additional planning or may be unsuitable for some learners.

## 12. Accident and first aid records

All first aid treatment, accidents, significant illness and relevant near misses must be recorded. Records must include date, time, location, person affected, what happened, injury/illness, first aid given, by whom, witnesses, parent/carer/commissioner notification, further medical advice, safeguarding consideration and follow-up actions. Records will be stored securely in line with the Data Protection Policy.

## 13. Parent/carer and commissioner notification

Parents/carers will be informed as soon as reasonably possible of any significant injury, illness, head injury, emergency service contact, hospital attendance, medication concern, injury linked to behaviour/restrictive intervention, or incident requiring monitoring at home. Placing schools/commissioners will be informed according to agreed placement arrangements and immediately where safeguarding, serious incident or contractual reporting duties apply.

## 14. Head injuries

Any suspected head injury must be treated cautiously. Staff must seek first aid assessment, monitor for signs of deterioration, inform parents/carers promptly, provide clear advice about monitoring, and seek urgent medical advice or emergency help where symptoms indicate concern. Head injuries linked to falls, assaults, restraint, seizures, absconding, unexplained injury or unsafe environments must trigger leadership review.

## 15. Infection control and bodily fluids

Staff will follow infection prevention procedures when dealing with blood, vomit, urine, faeces, saliva or other bodily fluids. PPE, cleaning, disposal and hand hygiene arrangements will be set out in risk assessments and health and safety procedures. Staff must protect dignity and privacy during personal care or illness.

## 16. RIDDOR and serious incident review

The Health and Safety Lead/directors will check whether any serious accident, dangerous occurrence, work-related injury or illness is reportable under RIDDOR. Most incidents involving learners in education settings are not reportable to HSE, but reportability must be checked for serious or work-related incidents. Any serious incident will be reviewed to identify learning and prevent recurrence.

## 17. Review

This policy and the first aid needs assessment will be reviewed annually and sooner after a serious incident, significant first aid event, new learner medical need, change of venue, change of activity, change in staffing, change in guidance or commissioner requirement.

## 18. Linked policies and templates

- Health and Safety Policy
- Safeguarding, Child Protection and Safer Recruitment Policy
- Behaviour Support and Restrictive Intervention Policy



- Supporting Learners with Medical Needs / Medication Policy where used
- Educational Visits and Community Learning Policy
- Lone Working Policy
- Data Protection Policy and Privacy Notice
- Accident/First Aid Record Form
- First Aid Needs Assessment
- First Aid Kit Check Log
- Learner Medical Information Form



## Appendix A: pre-start first aid checklist

Item	Status	Evidence / action required
First aid needs assessment completed	TO DO	
Named first aiders/appointed person confirmed	TO DO	
Certificate evidence and expiry dates recorded	TO DO	
First aid kit purchased/checked	TO DO	
Portable first aid kit available	TO DO	
Emergency contacts collected	TO DO	
Medical/allergy information collected	TO DO	
Parent/carer notification route agreed	TO DO	
Commissioner/placing school notification route agreed	TO DO	
Accident/first aid record form available	TO DO	