

First Aid Policy

Policy owner	Equip Education and Support Services
Review cycle	October 2026 - October 2027, or earlier where legislation, guidance or provision changes
Document scope	Alternative provision service / provider

1. Purpose and scope

Equip will ensure an appropriate response to illness, injury or medical emergencies involving learners, staff and visitors on its premises and during Equip-organised off-site activities. First aid arrangements must reflect the risks of the environment, practical/vocational learning and the individual needs of learners.

2. Responsibility and available provision

Equip Education and Support Services is responsible for ensuring first-aid arrangements are in place. The Health and Safety Lead is Trevor Chulan. Management must maintain a documented first-aid needs assessment specifying the trained first aiders or appointed persons, sufficient cover across sessions, locations of first-aid supplies, equipment for specialist or off-site activities and the communication of those arrangements to staff and visitors.

Only appropriately trained/competent persons should provide care within their competence. In an emergency any staff member should call 999 promptly, follow dispatcher guidance and seek available trained assistance; contacting a parent must not delay necessary medical treatment.

3. Immediate response

- Make the area safe and check for urgent danger to others.
- Summon the nominated first aider or appointed person and appropriate emergency help.
- Follow the learner's emergency medical plan when relevant and available.
- Preserve dignity, supervise remaining pupils safely, and arrange support for the injured person.
- Notify the manager, safeguarding lead if indicated, and parents/carers or commissioner in line with risk and placement arrangements.

A member of staff must accompany or arrange responsible handover for a pupil transported for urgent care, as appropriate to the circumstances and safeguarding arrangements.

4. Known health conditions and medicine

Relevant allergy, asthma, epilepsy, diabetes and other emergency information should be obtained on entry and shared on a need-to-know basis with staff. Where an individual healthcare or emergency plan is required, agree roles and staff training with the referring school, parent/carers and clinical professionals as appropriate.

Prescribed or non-prescribed medicine is managed according to a separate approved medication protocol and individual instructions. Recording is required for any administered medicine; staff should not improvise doses or procedures beyond their training and authorisation.

5. Equipment, locations and visits

First-aid kits are located where staff can access them promptly and are checked/restocked as required. The September 2026 Safeguarding Handbook also records a minimum six-monthly check in the Accident Prevention Plan; routine checks after use remain important. The needs assessment determines any AED, specialist kit, emergency medication and off-site supplies.

For off-site visits, the visit leader confirms the available first-aid provision, emergency contacts, transport/access information, relevant medical plans and contingency cover before the activity.

6. Accident recording and statutory notifications

Significant incidents, first aid given, referrals and follow-up must be entered into Equip's accident recording arrangements. Staff inform the Health and Safety Lead, who oversees trend review and any notifications required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) where applicable. Suspected abuse or neglect is additionally managed under safeguarding procedures.

7. Review and linked guidance

Management reviews the needs assessment following significant incidents, changes in staffing, activity or premises, and at least annually. Staff know how to locate the current named first aiders and emergency kit.

Linked policies: Health and Safety, Safeguarding, SEND, Visits/Risk Assessment, Medical Needs and Medicines Arrangements. Reference: DfE First Aid in Schools, Early Years and Further Education, and HSE first aid guidance.