



# IWYS

## ALTERNATIVE PROVISION

### FIRST AID POLICY



| Document Control | Details                                    |
|------------------|--------------------------------------------|
| Approved By      | Charmaine Baines - Proprietor / Management |
| Date Approved    | September 2026                             |
| Review Date      | September 2027                             |

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# 1. Policy Statement

IWYS Alternative Provision is committed to providing a safe and healthy environment for all pupils, staff, visitors, contractors and other persons who may be affected by its activities.

The purpose of this First Aid Policy is to ensure that appropriate first-aid arrangements are in place to respond effectively to illness, injury and medical emergencies occurring on the IWYS premises or during activities organised by IWYS.

IWYS recognises that pupils attending alternative provision may have a wide range of medical, physical, emotional and additional needs. First-aid arrangements will therefore be proportionate to the risks and needs identified through the organisation's first-aid needs assessment and wider risk assessments.

IWYS will ensure that suitable first-aid equipment, facilities, trained personnel and emergency procedures are available and that staff understand their responsibilities.

# 2. Legal and Guidance Framework

This policy has regard to relevant legislation and guidance, including the Health and Safety (First-Aid) Regulations 1981; Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; Children and Families Act 2014; DfE statutory guidance Supporting pupils at school with medical conditions; DfE guidance First aid in schools, early years and further education; HSE guidance First aid at work: Guidance on Regulations (L74); current DfE guidance relating to allergy safety in schools; and relevant safeguarding guidance including the current edition of Keeping Children Safe in Education.

# 3. Scope

This policy applies to all IWYS pupils, teaching and support staff, agency and temporary staff, volunteers, visiting tutors, contractors, visitors and any person participating in IWYS activities. It applies during the normal school day and, where relevant, educational visits, off-site activities, work experience, vocational activities and other organised events.

# 4. Aims and Objectives

The aims are to preserve life; prevent a condition becoming worse; promote recovery; provide appropriate immediate care; obtain professional medical assistance when required; ensure staff know what to do; support pupils with known medical conditions; maintain suitable equipment and facilities; record incidents; identify recurring accidents or hazards; inform parents/carers when appropriate; and review arrangements regularly.

# 5. First-Aid Needs Assessment

IWYS will undertake and regularly review a first-aid needs assessment. It will consider pupil and staff numbers, ages, additional needs, medical conditions, previous incidents, practical/vocational activities, hair and beauty activities, tools and equipment, physical activities, off-site work, premises, accessibility, emergency-service access, lone working, staffing patterns, serious bleeding, allergies, asthma, diabetes and other relevant medical or wellbeing needs.

The assessment will be reviewed at least annually and following significant accidents, changes to premises, activities, pupil/staff needs or relevant legislation/guidance.

## 6. First-Aid Personnel

IWYS will ensure an appropriate number of suitably trained first-aiders are available during operating hours. Depending on the needs assessment, this may include Emergency First Aid at Work (EFAW), First Aid at Work (FAW), paediatric first-aid where appropriate, and staff with additional specialist medical training. Appropriate cover will be maintained during normal hours, breaks, meetings, visits and staff absence.

## 7. Appointed Person

Where appropriate, IWYS will appoint one or more people to take responsibility for first-aid arrangements, including maintaining equipment, records and notices, arranging replenishment and contacting emergency services when required. An appointed person is not automatically a first-aider and should not undertake treatment beyond their training and competence.

## 8. Responsibilities

### 8.1 Proprietor/Management

- Ensure appropriate first-aid arrangements are established.
- Ensure adequate resources are available.
- Ensure a first-aid needs assessment is completed.
- Ensure appropriate training is provided.
- Ensure the policy is reviewed.

### 8.2 Head of Provision

- Implement this policy.
- Ensure suitable first-aid provision is available.
- Ensure staff know emergency procedures.
- Ensure incidents are recorded and escalated appropriately.
- Ensure parents/carers are informed where appropriate.
- Monitor accident and first-aid trends.

### 8.3 First-Aid Lead/Appointed Person

- Maintain first-aid supplies and records.
- Monitor expiry dates.
- Ensure equipment is accessible.
- Maintain notices and training records.
- Report concerns to the Head of Provision.

### 8.4 First Aiders

- Respond promptly.
- Assess within training limits.
- Provide appropriate first aid.
- Contact emergency services where necessary.
- Record treatment.
- Escalate concerns.
- Maintain confidentiality.

## 8.5 All Staff

- Know how to summon assistance.
- Know first-aid locations.
- Report accidents and injuries.
- Follow emergency procedures.
- Never provide treatment beyond competence.
- Report hazards.

## 9. First-Aid Equipment

IWYS will provide suitably stocked first-aid kits appropriate to its needs assessment. Equipment will be clearly identified, accessible, checked regularly, replenished after use, stored appropriately and suitable for activities undertaken. Typical contents include sterile dressings, eye pads, triangular bandages, plasters, disposable gloves, cleansing wipes, safety pins, scissors, foil emergency blankets and suitable disposable bags. Medication should not normally be stored in a first-aid kit.

## 10. Automated External Defibrillator (AED)

Where an AED is available, it will be clearly identified, accessible during operating hours and maintained in accordance with the manufacturer's instructions. It will be included in emergency procedures. Staff should follow the AED's voice and visual instructions when required.

## 11. Emergency Procedure

1. Make the area safe.
2. Call for a first aider or designated lead.
3. Assess the casualty within training and competence.
4. Provide appropriate first aid.
5. Call 999 where required.
6. Notify senior staff.
7. Contact parents/carers where appropriate.
8. Record the incident.
9. Report safeguarding concerns.

## 12. Calling 999

Emergency services should be contacted immediately where required, including for loss of consciousness, cardiac arrest, severe breathing difficulty, suspected anaphylaxis, serious head or spinal injury, uncontrolled severe bleeding, serious burns, suspected poisoning, severe diabetic emergency, serious eye injury, suspected stroke or any condition where life may be at risk. Staff should not delay calling 999 because they are waiting for parental permission in an emergency.

## 13. Serious Bleeding

Call for emergency assistance and 999; apply firm direct pressure to the wound where appropriate; use suitable dressings; follow training; and monitor the casualty until emergency services arrive. Staff must not undertake procedures for which they have not been trained.

## **14. Allergies and Anaphylaxis**

IWYS will support pupils with allergies and reduce the risk of serious allergic reactions. Significant allergies should be recorded in medical information and, where appropriate, an Individual Healthcare Plan. Where a pupil has prescribed adrenaline auto-injectors, relevant staff must know the arrangements, emergency medication must be accessible, expiry dates must be monitored and emergency procedures followed. In suspected anaphylaxis, follow the healthcare plan/emergency guidance and call 999.

## **15. Asthma**

Pupils with asthma should have appropriate arrangements for access to prescribed inhalers. Relevant staff should know the pupil's needs and emergency response. Emergency medication must be accessible. If severe breathing difficulty occurs or the condition does not improve in accordance with the healthcare plan, emergency assistance should be sought.

## **16. Medical Conditions**

First aid must operate alongside arrangements for pupils with medical conditions. Where appropriate, IWYS will maintain an Individual Healthcare Plan covering diagnosis/condition, symptoms, medication, emergency medication, triggers, emergency response, staff responsibilities, contacts and arrangements for visits/off-site activities.

## **17. Medicines and First Aid**

First aid and medicines administration are separate responsibilities. Staff must not administer medication unless authorised and appropriately trained under the IWYS Administering Medication and Medical Conditions Policy. Emergency medication must be managed in accordance with the pupil's healthcare plan and medicines policy.

## **18. Head Injuries**

Significant blows to the head should be assessed by an appropriately trained person. Monitor for loss of consciousness, confusion, drowsiness, persistent or worsening headache, vomiting, dizziness, balance problems, behavioural change, visual problems, seizures, difficulty speaking, weakness or numbness. Seek emergency assistance where serious symptoms are present and inform parents/carers where appropriate.

## **19. Burns and Scalds**

Remove the person from danger where safe; cool the affected area with cool running water for an appropriate period; remove jewellery or clothing near the injury where safe and not stuck to skin; seek medical assistance where required; and cover the injury appropriately after cooling. Do not apply creams, butter, oils or other inappropriate substances.

## **20. Choking**

Where a person is choking, trained staff should follow their first-aid training. Obtain emergency assistance for serious or persistent choking. If the casualty becomes unconscious, follow CPR training and contact 999.

## **21. CPR and Unconscious Casualties**

If a person is unconscious and not breathing normally: call 999; send someone for an AED if available; commence CPR if trained; follow emergency-service instructions; and use the AED as soon as available.

## **22. Seizures**

Protect the pupil from injury, remove hazards where safe, do not restrain, do not put anything in the mouth, monitor duration, follow the healthcare plan and call 999 where emergency criteria are met. Remain with the pupil until recovery or medical assistance arrives.

## **23. Mental Health Emergencies**

First-aid needs may include significant emotional distress or mental health emergencies. Staff should follow safeguarding and wellbeing procedures where a pupil presents an immediate risk of serious harm, discloses an immediate safety concern, experiences severe emotional distress or presents an immediate risk to themselves or others. Safeguarding concerns must be reported under the IWYS Child Protection and Safeguarding Policy.

## **24. First Aid During Educational Visits**

Before an off-site activity, first-aid arrangements must be considered as part of the risk assessment, including location, activity, number of pupils, medical needs, accessibility, emergency services, facilities, equipment, staff competence, contacts, medication and healthcare plans.

## **25. Accidents Involving Staff**

Staff injuries must be treated and recorded appropriately. IWYS will consider whether a work-related injury meets RIDDOR reporting requirements and staff should seek medical assessment where necessary.

## **26. Accident and First-Aid Recording**

All significant first-aid incidents should be recorded with date, time, casualty, location, incident description, injury/illness, first aid provided, first aider, parent/carer contact, emergency-service involvement and follow-up action. Records must be stored securely.

## **27. Confidentiality and Data Protection**

Medical and first-aid information is confidential. Staff must share information only where necessary to safeguard or support the pupil, store records securely, avoid public discussion and follow IWYS data-protection procedures while respecting dignity and privacy.

## **28. First-Aid Training**

IWYS will provide appropriate training identified by the needs assessment, which may include EFAW, FAW, paediatric first aid, CPR, AED use, anaphylaxis, asthma, diabetes, epilepsy/seizure awareness and condition-specific training. Training records will be maintained and certificates monitored.

## **29. First-Aid Notices**

IWYS will ensure staff and pupils can identify trained first aiders, the appointed person, first-aid kit locations, how to summon assistance and emergency procedures. Relevant information will be displayed in suitable locations.

## **30. Infection Control**

First aid must reduce infection risk. Staff should use disposable gloves where appropriate, wash hands before and after first aid where practicable, dispose of contaminated materials safely, cover cuts and broken skin, avoid unnecessary contact with bodily fluids and follow cleaning procedures.

## **31. First-Aid Room/Area**

Where a dedicated first-aid room or suitable treatment area is available, it should be accessible, clean, suitable for treatment, appropriately equipped, respectful of privacy and kept available for first-aid purposes. Where a dedicated room is not practicable, an appropriate safe and private area will be identified.

## **32. Visitors, Contractors and Tutors**

Visitors, contractors and visiting tutors who become unwell or injured on IWYS premises should receive appropriate first aid within staff competence. Emergency medical assistance should be requested where necessary.

## **33. Safeguarding Considerations**

First-aid incidents may identify safeguarding concerns. Staff must report injuries inconsistent with explanations, repeated unexplained injuries, disclosures, neglect or abuse concerns, or concerning presentations in accordance with the IWYS Child Protection and Safeguarding Policy. First-aid treatment must not delay safeguarding action.

## **34. Monitoring and Review**

The Head of Provision will monitor incident numbers and types, serious accidents, recurring injuries, locations, causes, staff training, equipment, response times, parental notifications and emergency-service involvement. Patterns will inform risk assessments, training, equipment and preventative measures.

## **35. Policy Review**

This policy will be reviewed annually or earlier following changes in legislation/guidance, serious accidents, significant changes in provision or first-aid needs. Next scheduled review: September 2027.

## 36. Staff First-Aid Quick Reference

| STEP | ACTION                                      |
|------|---------------------------------------------|
| 1    | STAY CALM                                   |
| 2    | MAKE THE AREA SAFE                          |
| 3    | CALL FOR A FIRST AIDER                      |
| 4    | ASSESS THE CASUALTY                         |
| 5    | PROVIDE FIRST AID WITHIN YOUR TRAINING      |
| 6    | CALL 999 IF REQUIRED                        |
| 7    | INFORM THE HEAD OF PROVISION / SENIOR STAFF |
| 8    | CONTACT PARENT/CARER WHERE APPROPRIATE      |
| 9    | RECORD THE INCIDENT                         |
| 10   | REPORT ANY SAFEGUARDING CONCERNS            |

## 37. Emergency Contact Information

| Contact               | Details                                                                     |
|-----------------------|-----------------------------------------------------------------------------|
| Emergency Services    | 999                                                                         |
| Police                | 999 / 101                                                                   |
| NHS non-emergency     | 111                                                                         |
| IWYS First-Aid Lead   | Charmaine Baines & Nikki Baines                                             |
| Deputy First-Aid Lead |                                                                             |
| Head of Provision     | Charmaine Baines                                                            |
| Nearest First-Aid Kit | All Classrooms                                                              |
| AED Location          | Staff Room Office                                                           |
| Nearest Hospital/A&E  | Royal Stoke Hospital, Newcastle Road, Stoke-on-Trent, ST4 6QG, 01782 715444 |

## 38. First-Aid Staff Register

| Name | Role | Qualification | Certificate Expiry | Additional Training |
|------|------|---------------|--------------------|---------------------|
|      |      |               |                    |                     |
|      |      |               |                    |                     |
|      |      |               |                    |                     |
|      |      |               |                    |                     |
|      |      |               |                    |                     |

## 39. First-Aid Equipment Check

| Item / Location     | Checked By | Date | Condition | Replacements Required |
|---------------------|------------|------|-----------|-----------------------|
| Main First-Aid Kit  |            |      |           |                       |
| Additional Kit      |            |      |           |                       |
| AED                 |            |      |           |                       |
| Emergency Equipment |            |      |           |                       |
| Other               |            |      |           |                       |

## 40. Policy Approval

| Approval Detail | Entry                                                                             |
|-----------------|-----------------------------------------------------------------------------------|
| Policy          | First Aid Policy                                                                  |
| Organisation    | IWYS Alternative Provision                                                        |
| Approved by     | Charmaine Baines                                                                  |
| Position        | Proprietor                                                                        |
| Signature       |  |
| Date            | September 2026                                                                    |
| Review Date     | September 2027                                                                    |

## Related Documents

- IWYS Health and Safety Policy
- IWYS Administering Medication and Medical Conditions Policy
- IWYS Child Protection and Safeguarding Policy
- IWYS Behaviour Policy
- IWYS Risk Assessment Policy
- IWYS Educational Visits Policy
- IWYS SEND Policy
- Individual Healthcare Plans
- Accident / Incident Reporting Procedure