



## ALTERNATIVE PROVISION

# First Aid Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP  
Directors*

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## Statement

**RAISE AP** undertakes to ensure compliance with the relevant legislation in regard to the provision of First Aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may be affected by our activities.

The relevant legislation is listed below :

Health & Safety at Work Act 1974  
Management of Health & Safety At Work Regulations 1999  
Health & Safety (First Aid) Regulations 1981

Responsibility for First Aid at **RAISE AP** is held by the Head of Provision.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

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## Aims

Our First Aid Policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the First Aid provision requirements for our premises:
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect First Aid provision.
- Ensuring that there are enough qualified First Aiders on duty and available for the numbers and risks on the premises
- Ensuring there are suitable and sufficient facilities and equipment available to administer First Aid
- Ensuring the above provisions are clear and shared with all who may require them.

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## Training

The Head of Provision will ensure that appropriate numbers of qualified First Aiders are appointed and that they have the appropriate level of training to meet their statutory obligations.

## Qualified First Aid Staff

Qualified First Aid staff will be responsible for administering First Aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

### The Head of Provision

The Head of Provision is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the provision at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

### Staff

RAISE AP staff are responsible for:

- Ensuring they follow first aid procedures
  - Ensuring they know who the first aiders in the provision are
  - Completing accident reports for all incidents they attend to where a is not called
  - Informing the Head of Provision or their manager of any specific health conditions or first aid needs
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# Procedures

## Provision Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in the provision, parents or carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents or carers
- If emergency services are called, the first aider will contact parents / carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## Off-Site Procedures

When taking pupils off the premises, staff will ensure they always have the following:

1. A mobile phone
2. A portable first aid kit
3. Information about the specific medical needs of students
4. Emergency contact details for parents / carers

Risk assessments will be completed by staff and checked by the Head of Provision to any educational visit that necessitates taking pupils off the provision premises.

There will always be at least one first aider with a current first aid certificate on provision trips and activities.

## First Aid Equipment

RAISE AP typical first aid kits, stored in reception at the provision will include:

- Leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits – instead, these are securely kept within reception.

Staff will be encouraged to download and have on their devices the British Red Cross First Aid app.

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## Emergency Arrangements

Upon being summoned in the event of an accident, the qualified First Aider is to take charge of the First Aid administration / emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate First Aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The qualified First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any severe head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the qualified First Aider is unsure of the severity of the injuries
- Whenever the qualified First Aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents or carers of their child's accident if it:

- Is considered to be a serious (or more than minor) injury
- Required First Aid treatment
- Requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents or carer not be available.

In the event that the parents or carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents or carers every hour. In the interim, we will ensure that the qualified First Aider or another member of staff remains with the child until the parents or carers can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents or carers cannot be contacted prior to attendance, the qualified First Aider or another member of staff will accompany the child to hospital and remain with them until the parents or carers can be contacted and arrive at the hospital.

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## Head Bump Procedure

RAISE AP have a specific head bump procedure for any bump to the head, head injury or concussion event. Please see the Head Bump Policy.

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## Accident Recording

Any accident, incident or injury involving Staff, Students, Visitors or Contractors is to be immediately reported and recorded.

In the event of an injury to a pupil the 'Injuries and Accidents – Investigation Protocol' should be followed – see the appendix in this policy.

Injuries that occur as a result of normal provision activities (e.g. within a PE lesson), carried out with appropriate supervision and in accordance with a risk assessment are not classified as an accident. However, serious injuries should still be recorded and reported in accordance with the instructions above and injuries in PE will still be noted for the purposes of analysing trends.

Any serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with the provision's appointed Health & Safety Consultant and reported using the HSE's online RIDDOR (F2508) reporting system.

## Monitoring

Staff will be routinely reminded of the First Aid Policy.

The Head of Provision is responsible for monitoring this Policy and procedures and amending accordingly following incidents or concerns.

This Policy will be reviewed annually by the [RAISE AP](#) educational directors.

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## Raise Values

Our [RAISE-AP values](#) (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our First Aid policy.

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# Appendix I

## Serious Injury Communication Protocol

For serious injury and illness not limited to: fracture, suspected fracture, epileptic fit, anaphylaxis, major diabetic episode, major asthmatic episode, head injury.

Also to include, but not limited to, anything where there has been major disruption to a lesson or a child has been attended by ambulance.

1. Incident happens in provision time (including after provision events, trips and fixtures).
2. Head of Provision to communicate with staff on the same day via CPOMS the basic information: child's name, nature of injury/illness, time of day and location (if known).
3. Head of Provision to decide whether to conduct accident investigation.
4. Head of Provision to make courtesy call to the parent / carer within one working day.
5. Injury form data to be included and reported on with accident and near miss data.

## **Appendix II**

### **Injuries and Accidents Investigation Protocol**

#### **Accident Recording**

##### **Adult**

Complete an accident form

##### **Child**

An accident investigation is completed in the following cases:

- Very serious injury including broken bones
- Any injury that is RIDDOR reportable
- Severe Head injury

#### **Communication**

Staff to communicate the following:

- Minor accidents, near misses and PE-related injuries to the Head of Provision
- All head bumps – add to CPOMS to the category ‘Medical’
- Serious injuries – initiate the Serious Injury Protocol
- Adult Accidents – inform the Head of Provision

#### **Accident Investigation**

Accident Investigators to make a call regarding the level of investigation depending on the circumstances. Initiate investigation asap after the incident so that information is fresh in everyone’s minds.

##### **Low level**

Check the following and inform the Head of Provision:

- Who, where, what, how
- Check on supervision
- Check on conditions (e.g. equipment, property, weather)
- Determine immediate and underlying causes (unsafe act or unsafe condition)
- Identify any corrective action to be taken to improve safety

## **Mid level**

Use Accident Investigation Form and share with the Head of Provision. Note:

- Record all items listed above
- Take photos of scene asap
- Take staff and student statements asap

## **Very Serious incidents**

Conduct a full investigation using Accident Investigation Form.

Share with the Head of Provision.

Collate all the information in the two sections above.

Review and save activity risk assessments as they stand on the day.

Save current H&S Policy as at the date of the incident.

## Appendix III

### Ambulance Call Record Sheet

Patient Name:

Date:

Time Ambulance called:

Name of member of staff who called the ambulance:

First Responder:

Call from Ambulance Control:

Parent / carer contacted:

Paramedics on site names:

Van Number:

Location of injury/collection:

Other key information regarding ambulance call-out:

Medical Situation on leaving site:

Time Ambulance left site: