

May Blossom Farm CIC

Alternative Provision

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First Aid Policy

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| Approved by: | Gill Press |
| Last reviewed on: | 01/09/2025 |
| Next review due by: | 31/08/2026 |
| Head of Alternative Provision & Attendance Champion | Gill Press |
| Deputy Head of Alternative Provision | Hannah Priest |
| Designated Safeguarding Lead (DSL) | Gill Press |
| Deputy DSL (DDSL) | Hannah Priest |
| Designated Safeguarding Trustee | Russell Breyer |
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This policy was ratified in Sept 2025 and will be reviewed in September 2026

Introduction

May Blossom Farm CIC Alternative Provision (MBF) is committed to safeguarding and promoting the welfare, health, and safety of children, young people, staff, and visitors.

This policy outlines the arrangements in place for providing first aid and ensuring that appropriate action is taken in the event of illness, injury, or emergency.

Purpose

This policy aims to:

- Ensure that all students, staff, and visitors receive prompt and appropriate first aid.
- Ensure compliance with relevant health and safety legislation, including the Health and Safety (First Aid) Regulations 1981.
- Provide a clear framework for responding to accidents, injuries, and medical emergencies.
- Ensure staff are adequately trained and confident in delivering first aid.
- Maintain safe and well-equipped first aid facilities.

Scope

This policy applies to:

- All staff, trustees, volunteers, and students.
- All activities taking place on-site and off-site, including educational visits.

Policy Statement

MBF is committed to:

- Providing adequate and appropriate first aid provision at all times.
- Ensuring trained first aid personnel are available during operating hours.
- Maintaining first aid equipment and facilities to a high standard.
- Recording and reporting all accidents and incidents appropriately.
- Supporting students with medical needs in line with individual care plans.

Procedures

First Aid Provision

- A sufficient number of staff will hold a valid First Aid at Work or Paediatric First Aid qualification.

- At least one qualified first aider will be present at all times when students are on site.
- First aid kits will be clearly marked and accessible.
- A list of qualified first aiders will be displayed on site.

First Aid Equipment

MBF will ensure:

- First aid kits are fully stocked and regularly checked.
- Kits are located in key areas and taken on any off-site visits.
- Additional equipment (e.g. gloves, ice packs) is available as needed.

Responding to Accidents and Illness

In the event of an accident or illness:

1. A qualified first aider will assess the situation.
2. Appropriate first aid treatment will be administered.
3. Emergency services will be contacted if required.
4. Parents/carers will be informed as soon as possible where a student is involved.

Recording and Reporting

- All accidents and injuries will be recorded in the accident book.
- Serious incidents will be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Records will include:
 - Date, time, and location
 - Nature of the injury
 - Action taken
 - Name of the person administering first aid

Training

- Staff will receive appropriate first aid training relevant to their role.
- Training will be refreshed in line with certification requirements (typically every 3 years).
- The Head of Provision will maintain a record of all trained staff.

- Staff will receive regular briefings on emergency procedures.

Students with Medical Needs

- Individual Healthcare Plans (IHPs) will be developed where required.
- Staff will be informed of specific medical conditions and required responses.
- Medication will be stored and administered in line with MBF's Medication Procedure Policy.

Data Protection

All personal and medical information will be handled in accordance with data protection legislation and MBF's Privacy Notice.

Records will be stored securely and only accessed by authorised personnel.

Breaches

Failure to follow this policy may:

- Place individuals at risk of harm.
- Be treated as a disciplinary matter.

Breaches may result in:

- Retraining and formal warnings, or
- In cases of gross misconduct, dismissal.

Where safeguarding concerns arise, appropriate referrals will be made.

Related Policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Medication Procedure Policy