First Aid Policy

1. Policy Statement

At Alpha Training, we are committed to ensuring the health, safety, and welfare of all students, staff, and visitors. As part of this commitment, we provide adequate and appropriate first aid facilities, trained personnel, and procedures to ensure that immediate help is available if someone is injured or becomes unwell.

Our provision recognises the unique and sometimes complex needs of our learners, and our first aid approach is inclusive, trauma-informed, and responsive.

2. Aims of this Policy

- To ensure that first aid is administered promptly and appropriately.
- To promote a safe and healthy environment for all.
- To comply with the Health and Safety (First-Aid) Regulations 1981.
- To ensure staff are trained and confident to deliver appropriate first aid.
- To ensure accurate recording and communication of all incidents.

3. First Aid Provision

3.1 Trained First Aiders

- We maintain a list of staff with current **First Aid at Work** and/or **Emergency First Aid** qualifications.
- At least one trained first aider is on site during operational hours and during off-site activities.
- First aiders are updated and re-certified every three years (or as per legal requirement).

3.2 Paediatric and Mental Health First Aid

- Due to the age range and needs of our learners, some staff are trained in **Paediatric First Aid** and **Youth Mental Health First Aid**.
- Mental health first aiders provide support and early intervention for students in emotional distress.

4. First Aid Equipment and Facilities

- First aid kits are available in all key areas of the site, including:
    - Reception
    - Main teaching areas
    - Workshops/practical learning areas
    - Staff room
- Portable kits are provided for off-site visits.
- First aid rooms or designated spaces are kept clean and accessible at all times.

5. Responding to Illness or Injury

- Staff should call for a first aider immediately if a student or colleague is injured or unwell.
- First aiders will assess the situation and take appropriate action.
- Emergency services will be called in serious cases (999).
- Parents/carers will be notified as soon as possible when a student has received significant first aid.

6. Recording and Reporting

- All first aid incidents are recorded on a **First Aid Incident Form**.

- Serious incidents or those involving head injuries must be reported to the designated safeguarding lead (DSL) and a member of SLT.
- Accidents involving staff or visitors are also logged in accordance with health and safety regulations.
- RIDDOR reporting is completed where applicable.

7. Storage and Administration of Medication

- Prescription medicines may only be administered with written consent from a parent/carer.
- A designated person manages storage, logs, and administration of medication.
- All medication is stored securely in accordance with health and safety guidelines.

8. Off-site and Enrichment Activities

- A first aid risk assessment is completed prior to all trips and off-site activities.
- At least one member of staff with an appropriate first aid qualification accompanies each trip.
- Portable first aid kits are taken.

9. Communication and Training

- All staff are made aware of this policy and the identity of first aiders.
- Training needs are reviewed annually.
- Students are encouraged to report injuries and to know who to approach for help.

10. Monitoring and Review

This policy will be reviewed annually or following a significant incident or change in legislation. The review will be led by the Headteacher and Health & Safety Lead, in consultation with first aiders and safeguarding staff.

Approved by: Michelle Howdle