Elevate-Ed First Aid Policy 2026-2027

Last Updated: November 2026
Next Review Due: September 2027
Reviewed by: Aaron Guy, Founder / DSL, Georgia Guy Director / QA

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1. Policy Statement

Elevate-Ed is committed to providing a safe and healthy environment for learners, staff, freelance practitioners, volunteers, and visitors.

We recognise our duty under the **Health and Safety (First-Aid) Regulations 1981**, the **Health and Safety at Work Act 1974**, and associated guidance (*HSE First Aid at Work - L74*) to ensure adequate and appropriate first aid arrangements are in place at all times.

This policy should be read alongside:

- Health & Safety Policy
- Safeguarding Policy 2026-2027

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2. Responsibility

- The Founder / DSL (Aaron Guy) is the designated First Aid Lead.
- Elevate-Ed ensures that at least one trained first aider is present during all learning sessions. Where a session takes place on a school site, the school's first aiders may provide this cover; this is confirmed in the pre-placement risk assessment.
- Staff and practitioners receive emergency first aid awareness training appropriate to their role.
- External venues used by Elevate-Ed must confirm their first aid arrangements as part of pre-placement risk assessments.

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3. First Aid Provision

- A mobile first aid kit is available for all sessions (including outreach and off-site activities).
- A vehicle first aid kit is carried when transporting learners.
- Additional kits may be stored at partner venues or community spaces where sessions are delivered.

- Kits are checked and replenished monthly using the **First Aid Kit Check Log** (Google Form).

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4. Accident & Incident Reporting

- All accidents, incidents, and near-misses must be recorded using the **Accident/Incident Report Form** (Google Form).
- The form includes notification to parents/commissioners, DSL oversight, and (where required) escalation under safeguarding or **RIDDOR** regulations.
- Serious accidents or injuries will be reported in line with RIDDOR and HSE requirements.

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5. Learner Medical Needs

- Medical information and emergency contacts are gathered pre-placement and held securely in line with the Data Protection and Privacy Policy.
- Any learner-specific health needs (e.g., allergies, asthma, epilepsy) are recorded on the learner's risk assessment and shared with staff on a need-to-know basis.
- Elevate-Ed does not routinely hold or give learners' medication. Where a learner needs medication during sessions, this is agreed in writing with the commissioner and parent or carer before the placement starts, and recorded in the learner's risk assessment and any healthcare plan. The commissioner's or school's policy on supporting pupils with medical conditions is followed where it applies.
- Medication must be brought in its original packaging, with the pharmacy label showing the learner's name and the dosage visible. Medication not in its original packaging is not accepted.
- Written parental consent is obtained before any medication is given, and medication is given only by staff trained to do so.
- Medication is stored securely in a locked container out of learners' reach, unless the learner's healthcare plan says it must stay with the learner or the responsible adult (for example an inhaler or adrenaline auto-injector).
- Each dose is recorded on the Medication Administration Record: date, time, medication, dose, who gave it and a witness where possible. Unused medication is returned to the parent or carer.
- Reasonable adjustments will be made where necessary to support pupils with medical conditions, in line with the SEND Policy and EDI Policy.
- This is aligned with KCSIE 2026's new standalone section on safeguarding children with medical conditions.

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6. Emergency Procedures

In the event of a medical emergency, staff will:

1. Assess the situation and ensure the safety of others.
2. Provide appropriate first aid.
3. Contact emergency services (999) if required.
4. Inform the DSL and parent/carer/commissioner without delay.
5. Record the incident on the Accident/Incident Report Form.

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7. Monitoring & Review

- This policy will be reviewed annually or following any serious incident.
- Monitoring includes checks of accident records, kit check logs, and staff training records.
- Lessons learned from incidents feed back into risk assessments and staff training.

Signed:
Aaron Guy - Founder / DSL
Georgia Guy - Director/QA
Date: September 2026