



First Aid Policy

The Nest Alternative Provision

Based at: The Magpie Centre RDA

Date of Policy: September 2025

Review Date: September 2026

1. Policy Statement

The Nest Alternative Provision is committed to ensuring the health, safety and welfare of all pupils, staff, volunteers and visitors while on site at The Magpie Centre RDA and during off-site activities. We recognise our duty of care to provide appropriate first aid arrangements in line with UK legislation and good practice.

This policy outlines the procedures for managing first aid, the roles and responsibilities of staff, and the arrangements for dealing with accidents, injuries and medical emergencies.

2. Aims

This policy aims to: - Provide clear guidance on first aid arrangements at The Nest Alternative Provision - Ensure prompt, appropriate and effective first aid response - Safeguard pupils, staff and visitors - Comply with relevant health and safety legislation - Support pupils with medical needs

3. Legislation and Guidance

This policy is informed by the following: - Health and Safety (First-Aid) Regulations 1981 - Health and Safety at Work etc. Act 1974 - DfE *First Aid in Schools* Guidance - SEND Code of Practice (where applicable) - RDA safety guidance and risk assessment procedures



4. Roles and Responsibilities

4.1 Manager/ Trustees

- Ensure adequate first aid provision is in place
- Ensure staff receive appropriate first aid training
- Ensure first aid equipment is available and maintained
- Monitor and review first aid arrangements regularly

4.2 First Aid Trained Staff

- Provide first aid treatment in line with their training
- Act calmly and responsibly in an emergency
- Record all accidents and incidents accurately
- Inform senior staff and parents/carers where required

4.3 All Staff and Volunteers

- Take reasonable care of their own health and safety and that of others
- Report accidents, injuries and hazards promptly
- Familiarise themselves with first aid procedures and locations of equipment

5. First Aid Provision

5.1 Qualified First Aiders

The Nest Alternative Provision will ensure that: - At least one qualified First Aider is present on site at all times when pupils are present - First aiders hold a valid Paediatric First Aid or First Aid at Work certificate, appropriate to the age and needs of pupils - Training is kept up to date and refreshed as required

A list of current first aiders is displayed on site and kept with health and safety records.

5.2 First Aid Equipment

First aid kits are: - Clearly labelled - Easily accessible - Regularly checked and restocked

First aid kits are located: - In the main teaching area - In the office / staff area - In designated outdoor / equine activity areas (portable kits)



Kits will be appropriate for a rural and equine-based setting and may include additional items for outdoor activities.

6. Accidents and Injuries

6.1 Procedures

In the event of an accident or injury: 1. A qualified first aider will assess and treat the individual 2. Emergency services will be contacted if required 3. The incident will be recorded in the Accident Record Book 4. Parents/carers will be informed as soon as practicable for pupil injuries

6.2 Serious Incidents

For serious injuries: - Emergency services will be called immediately - A member of staff will accompany the pupil if hospital treatment is required - Parents/carers will be contacted without delay - The incident will be reported in line with RIDDOR where applicable

7. Recording and Reporting

- All accidents and incidents are recorded accurately and promptly
- Records include date, time, location, details of injury, treatment given and staff involved
- Records are stored securely in line with GDPR requirements
- Patterns or repeated incidents will be reviewed to reduce future risk

8. Pupils with Medical Needs

- Medical information is collected from parents/carers prior to placement
- Individual Healthcare Plans are in place where required
- Medication is only administered with written parental consent
- Medication is stored securely and clearly labelled

Staff receive guidance on supporting pupils with specific medical or additional needs.



9. Off-Site Activities and Equine Sessions

- First aid provision is included in all risk assessments
- A trained first aider and first aid kit will be present during equine and outdoor activities
- Staff follow RDA safety standards and centre-specific procedures

10. Hygiene and Infection Control

- Staff wear disposable gloves when administering first aid
- Hands are washed thoroughly after treatment
- Soiled items are disposed of safely
- Spills of blood or bodily fluids are cleaned following infection control guidance

11. Review of Policy

This policy will be reviewed annually or sooner if: - There is a change in legislation - There is a significant incident - Operational needs change

Approved by: E. PAUL

Role: ALTERNATIVE PROVISION LEAD

Date: SEPTEMBER 2025