



First Aid Policy

Reconnect Learning · Version 1.0 · Approved September 2026 · Review September 2027

POLICY OWNER: ELLEN KERR

MANAGING DIRECTOR, RECONNECT LEARNING

Policy Statement

Reconnect Learning is committed to protecting the health, safety and welfare of all learners, staff, tutors, volunteers, visitors and contractors. We recognise our responsibility to provide appropriate first aid arrangements and ensure that anyone who becomes ill or injured whilst participating in Reconnect Learning activities receives prompt and effective support.

This policy sets out the arrangements for first aid provision across all Reconnect Learning services and activities.

- ① This policy applies to all face-to-face, online, community-based and outreach provision delivered by Reconnect Learning.

Purpose



Adequate Provision

Ensure adequate first aid provision is available at all times during Reconnect Learning activities.



Preserve Life

Preserve life and minimise the consequences of injury or illness through prompt intervention.



Staff Responsibilities

Ensure all staff understand their responsibilities in relation to first aid and emergency procedures.



Safe Environment

Provide a safe environment for learners and staff across all settings and activities.



Incident Management

Ensure accidents and incidents are managed appropriately and records are maintained accurately.



Communication

Ensure effective communication with parents, carers and emergency services when required.

Scope

Who This Policy Applies To

- All Reconnect Learning employees
- Tutors and associate staff
- Volunteers
- Learners
- Visitors
- Contractors

Activities Covered

- Alternative Provision programmes
- Home tuition
- Online learning
- Community-based learning
- Outreach services
- Educational visits
- Off-site activities
- Meetings and events

Legal Framework

This policy is informed by the following legislation and guidance:

Keeping Children Safe in Education (KCSIE) 2026 Statutory guidance for schools and alternative provision settings on safeguarding and promoting the welfare of children and young people.	Working Together to Safeguard Children 2026 Statutory guidance setting out how organisations and agencies should work together to safeguard and promote the welfare of children.
Health and Safety at Work etc. Act 1974 The primary piece of legislation covering occupational health and safety in Great Britain.	Health and Safety (First Aid) Regulations 1981 Requires employers to provide adequate and appropriate first aid equipment, facilities and personnel.
Management of Health and Safety at Work Regulations 1999 Requires employers to carry out risk assessments and implement appropriate health and safety measures.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations — requires reporting of certain workplace incidents to the HSE.
Equality Act 2010 Ensures that first aid provision is accessible and does not discriminate against any individual.	Data Protection Act 2018 Governs the processing of personal data, including medical information and accident records held by Reconnect Learning.
UK GDPR Applies alongside the Data Protection Act 2018 to ensure personal data is processed lawfully, fairly and transparently.	

This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.



Roles and Responsibilities

Managing Director

- Ensure suitable first aid arrangements are in place
- Complete first aid risk assessments
- Provide appropriate first aid equipment
- Ensure staff receive relevant training
- Monitor accident and incident records
- Report incidents under RIDDOR where required
- Review this policy annually

Staff, Tutors & Volunteers

- Take reasonable care of their own and others' safety
- Report accidents and injuries immediately
- Follow first aid procedures
- Know how to access emergency assistance
- Complete accident records when required
- Participate in training where appropriate

Learners

- Inform staff immediately if they feel unwell
- Report injuries as soon as possible
- Follow instructions during emergencies
- Behave safely during learning activities

Appointed First Aider

- Ellen Kerr – Managing Director
- Qualification: Emergency First Aid at Work (EFAW)
- Certificate Expiry Date: September 2028 (trained September 2026)

⚠ Staff must not undertake treatment beyond the limits of their training and competence.

i If additional staff become first aid trained, they will be added to this record and their certificates retained.

Parents/carers will be informed as soon as reasonably practicable following any significant injury, illness or emergency involving a learner.

First Aid Provision & Equipment

Provision Arrangements

Reconnect Learning will ensure that:

- A suitable first aid kit is available during all face-to-face provision
- Mobile first aid kits are available for outreach and educational visits
- Emergency contact details are readily accessible
- Staff know how to contact emergency services
- First aid arrangements are reviewed regularly

Provision will be based on risk assessments considering the nature of activities, number of learners, age and needs, location, and known medical conditions.

First Aid Kit Contents

- Adhesive dressings
- Sterile dressings
- Triangular bandages
- Eye wash
- Disposable gloves
- Scissors
- Safety pins
- Resuscitation face shield
- First aid guidance leaflet

□ Additional items may be provided following risk assessments. Kits will be clearly identified, easily accessible, regularly checked and replenished after use.

First Aid Training

Reconnect Learning will ensure that at least one suitably trained first aider is available whenever face-to-face provision is delivered, that training remains current and valid, and that certificates are renewed before expiry. Additional training is provided where learners have specific medical needs.



Emergency First Aid at Work (EFAW)



First Aid at Work (FAW)



Paediatric First Aid



CPR Training



Defibrillator Awareness



Anaphylaxis Awareness



Asthma Awareness

Training records will be maintained and reviewed annually.

First Aid Needs Assessment

Reconnect Learning will undertake and review a First Aid Needs Assessment annually and whenever significant changes occur to staffing, learner numbers, locations or activities. The assessment will consider the nature of the work, the number of staff and learners, the locations where provision is delivered, and any specific needs of learners. The assessment will be documented and retained by the Managing Director.

Mental Health First Aid

Reconnect Learning works with learners who may have SEND, SEMH, EBSNA or other vulnerabilities. Staff will respond appropriately to mental health crises and seek emergency assistance where there is an immediate risk of harm to the learner or others. Staff will be supported to develop awareness of mental health and wellbeing as part of their ongoing professional development.

Medical Information & Medication

Gathering Medical Information

Reconnect Learning will gather relevant medical information before learners commence provision. This may include:

- Medical conditions
- Allergies
- Medication requirements
- Emergency contact details
- Healthcare plans
- Dietary requirements where relevant

 Information will be handled in accordance with the Data Protection Act 2018 and UK GDPR.

Administration of Medication

Reconnect Learning does not routinely administer medication. However, emergency medication may be administered where necessary to preserve life or prevent serious harm.

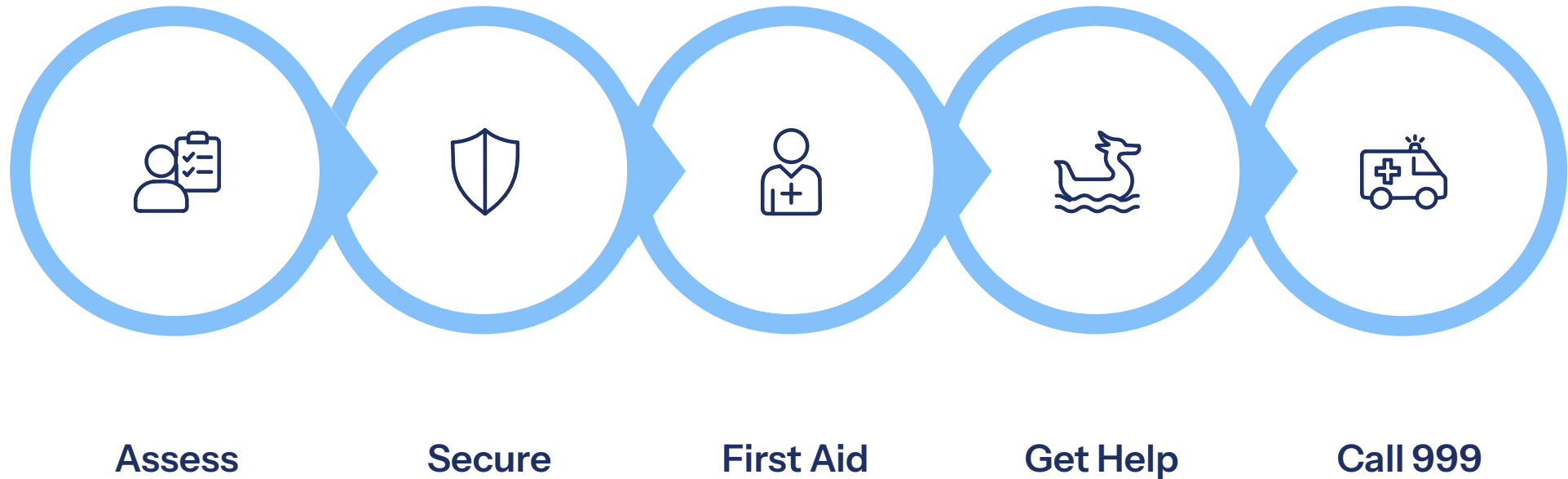
Where medication support is agreed:

- Written parental consent will be obtained
- Records will be maintained
- Staff will only administer medication where appropriately trained and authorised

Examples include: Asthma inhalers · Adrenaline auto-injectors (EpiPens) · Emergency diabetic medication

Responding to Illness or Injury

Where an individual becomes unwell or injured, staff will follow this structured response:



This structured approach ensures that every incident is handled calmly, safely and consistently, with appropriate escalation at each stage.

Emergency Procedures

Emergency services will be contacted **immediately** where any of the following are present:

- Loss of consciousness
- Significant bleeding
- Difficulty breathing
- Seizure lasting more than five minutes
- Severe allergic reaction
- Any life-threatening condition
- Suspected heart attack or stroke
- Serious head injury or suspected fracture

⊗ Where an ambulance is called: staff will remain with the injured person, parents/carers will be informed as soon as possible, and relevant medical information will be shared with emergency responders.

Accident Reporting & RIDDOR

Accident Records Must Include

01	Date and time of the incident
02	Location where the incident occurred
03	Name of the injured person
04	Description of the incident and nature of injury
05	Treatment provided and actions taken
06	Name of staff member completing the report

Accident records will be stored securely and retained in accordance with data protection requirements.

Accident Book

All accidents will be recorded in the Reconnect Learning Accident Book and retained in accordance with the Data Protection Act 2018 and UK GDPR. The Accident Book is held securely by the Director and is available for inspection upon request.

Near Miss Reporting

Near misses will also be recorded and reviewed to help prevent future incidents. Staff are encouraged to report all near misses, however minor, so that patterns can be identified and risks reduced. Near miss records will be reviewed termly alongside accident data.

 Accident records, first aid records, near miss reports, medical information, healthcare plans, training records, first aid needs assessments and related documentation will be retained in accordance with Reconnect Learning's Records Retention Schedule, the Data Protection Act 2018 and UK GDPR.

RIDDOR Reporting

Reconnect Learning will report incidents to the Health and Safety Executive (HSE) where required under RIDDOR 2013. Reportable incidents may include:

- Fatalities
- Specified serious injuries
- Dangerous occurrences
- Certain work-related illnesses

 The Managing Director will determine whether RIDDOR reporting is required in each case.

Reporting and Monitoring Trends

Reconnect Learning will review accident and incident data termly to identify patterns, trends and opportunities to improve health and safety arrangements. This ensures the organisation learns from incidents rather than simply recording them.

Specialist Provisions

Educational Visits & Off-Site Activities

Prior to any educational visit or off-site activity, a risk assessment will be completed, first aid arrangements considered, medical information reviewed, emergency procedures established, and appropriate first aid equipment taken. Additional trained staff may be required depending on the nature of the activity. A qualified first aider will accompany all educational visits where identified through risk assessment.

Infection Prevention & Control

Staff providing first aid will follow infection control procedures, use personal protective equipment where appropriate, wear disposable gloves when dealing with bodily fluids, wash hands before and after treatment, and dispose of contaminated materials safely. Significant infection control concerns will be reported immediately.

Defibrillators (AEDs)

Where an Automated External Defibrillator (AED) is available, staff will be informed of its location, emergency service guidance will be followed, and the AED may be used by trained individuals or as directed by emergency call handlers. Where Reconnect Learning operates from venues owned by third parties, staff will identify the location of the nearest available AED before provision commences.

Learners with Medical Conditions

Where a learner has a known medical condition, information will be gathered before provision begins, appropriate risk assessments completed, staff informed on a need-to-know basis, individual healthcare arrangements implemented, and emergency procedures agreed with parents/carers.

Safeguarding Considerations

Any injury, illness or incident that raises a safeguarding concern — including unexplained injuries, repeated injuries, injuries inconsistent with explanations, or concerns relating to neglect or abuse — must be reported immediately in accordance with the Reconnect Learning Safeguarding and Child Protection Policy. First aid must never replace safeguarding procedures.

Emergency Contact Information

Emergency contact details for all learners will be obtained before provision begins and will be accessible to staff delivering learning activities. Contact details will be stored securely and in accordance with the Data Protection Act 2018 and UK GDPR.

Monitoring, Review & Related Policies

Monitoring

The Managing Director will monitor:

- Accident records
- Near misses
- First aid incidents
- Training records
- Risk assessments

Policy Review

This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, health and safety requirements, safeguarding practice, organisational arrangements or learning identified through incidents, audits, inspections, complaints, monitoring or service reviews.

 Next review date: **September 2027**

Related Policies

This policy should be read alongside:

Safeguarding and Child Protection Policy	Health and Safety Policy
Risk Assessment Policy	Supporting Learners with Medical Conditions Policy
Educational Visits Policy	Behaviour Policy
Online Safety Policy	Lone Working Policy
Emergency Procedures Policy	Whistleblowing Policy

Approved by: Ellen Kerr · **Position:** Managing Director, Reconnect Learning · **Date:** September 2026 · **Version:** 1.0

Reconnect Learning is committed to ensuring that all learners, staff and visitors receive appropriate care, support and protection should illness or injury occur whilst participating in our provision.

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval and will be reviewed following significant legislative or regulatory changes.

Version Control

Version	Date	Author	Changes
1.0	September 2026	Ellen Kerr	Initial Issue