



FIRST AID AND MEDICATION POLICY (Non-school Alternative Provision)

Policy title	First Aid & Medication Policy (Non-school Alternative Provision)
Applies to	All students, parents/carers and staff
Policy owner	Directors
Approved on	February 2026
Next Review	February 2027

PURPOSE

The purpose of this policy is to outline how Applewood Learning Ltd supports the health, wellbeing and physical safety of young people and staff in the event of illness or injury. This includes the management and administration of medication required during provision hours.

For significant incidents, Applewood Learning Ltd will inform parents/carers and the commissioning school or local authority on the same day and will record all actions and outcomes in the first-aid/incident record.

SCOPE

This policy applies to all activity delivered by Applewood Learning Ltd, including provision delivered in students' homes, libraries, community venues, public spaces, and virtual environments where relevant. It applies to all staff (employees, contractors, agency workers, casual staff and volunteers).

Visitors do not administer first aid or medication and must follow any safety instructions provided by staff.

SAFEGUARDING COMMITMENT

Applewood Learning Ltd prioritises the safeguarding of children and vulnerable people and is committed to providing a safe environment across all provision. First aid and medical procedures form part of the organisation's wider safeguarding culture and zero tolerance approach to abuse or neglect.

Any first-aid incident that raises a safeguarding concern is reported to the Designated Safeguarding Lead (DSL) on the same day and managed in line with the Safeguarding and Child Protection Policy.



RESPONSIBILITIES

Provision Lead

The Provision Lead is responsible for:

- overseeing the implementation and review of this policy;
- ensuring a documented first-aid needs assessment is completed and reviewed annually, taking account of lone working, off-site delivery, travel and individual learner needs;
- ensuring sufficient trained first-aid cover is available for all provision models;
- determining whether short-term medication may be administered;
- liaising with parents/carers, commissioners and support services;
- ensuring same-day notification to parents/carers and commissioners for significant injuries, illnesses or ambulance call-outs;
- overseeing the development and review of Individual Healthcare Plans (IHPs);
- maintaining confidentiality of medical records in line with our Data Protection Policy;
- maintaining a central register of first-aiders, training and expiry dates;
- monitoring first-aid and incident records for patterns and reporting themes to Directors.

First Aid Trained Staff

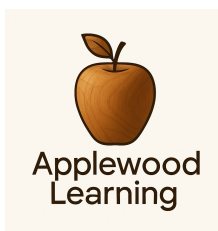
First Aid trained staff are responsible for:

- providing first aid to students, staff and visitors during provision;
- carrying a portable first-aid kit during off-site delivery;
- completing first-aid and incident records promptly and accurately;
- administering medication in line with this policy and any Individual Healthcare Plan;
- ensuring medication and equipment are stored and transported safely;
- informing parents/carers of injuries or illnesses;
- escalating safeguarding or welfare concerns to the DSL the same day;
- using appropriate infection-control measures, including PPE and hand hygiene.

Teachers and Support Staff

All teaching and support staff are responsible for:

- safeguarding the welfare of students in their care;
- reporting medical concerns to the Provision Lead;
- familiarising themselves with relevant Individual Healthcare Plans;
- following lone-working and emergency procedures;
- reporting safeguarding concerns immediately to the DSL.



Parents/Carers

Parents/carers are responsible for:

- providing accurate and up-to-date medical information;
- supplying prescribed medication in date, clearly labelled and with written instructions;
- informing Applewood Learning Ltd of any changes to medical needs or circumstances;
- supporting the development and review of Individual Healthcare Plans.

FIRST AID ARRANGEMENTS IN A NON-PREMISES CONTEXT

Dispersed and Lone Working Model

Applewood Learning Ltd operates without fixed premises and delivers provision in a range of off-site environments. Staff may work on a one-to-one basis and may be lone working.

In these circumstances:

- staff must carry a basic portable first-aid kit;
- staff must have immediate access to a charged mobile phone;
- emergency contact details for the pupil must be accessible at the point of delivery;
- staff must undertake dynamic risk assessments of the environment;
- staff must follow Applewood Learning Ltd lone-working procedures;
- in an emergency, staff will contact emergency services directly and then notify the Provision Lead as soon as it is safe to do so.

FIRST AID PROCEDURES

At least one appropriately trained first aider will be available during all Applewood Learning Ltd organised activities. All first aiders will hold a minimum of Emergency First Aid at Work qualification (or equivalent).

If a serious injury is suspected, the pupil must not be moved unless there is immediate danger. Emergency services should be contacted where required.

All first-aid treatment, however minor, is recorded on the same day using Applewood Learning Ltd's central incident recording system.

Parents/carers and commissioners are notified the same day of:

- head injuries;
- significant illness or injury;



- ambulance call-outs;
- incidents requiring medical review.

FIRST AID KITS

All staff delivering off-site provision must carry a portable first-aid kit. Staff are responsible for checking contents before sessions and reporting depleted supplies.

Kits contain single-use items only and infection-control procedures must be followed at all times.

EMERGENCY MEDICAL PROCEDURES

Where urgent medical attention is required:

- emergency services are contacted immediately;
- the Provision Lead is informed as soon as possible;
- parents/carers are contacted without delay;
- the pupil is kept warm, calm and supervised;
- no food or drink is given unless directed by medical professionals.

Where a pupil is transported to hospital without an ambulance, this will be via a licensed taxi or staff vehicle, accompanied by a member of staff. Staff vehicles used for transporting students must have appropriate business insurance and prior authorisation. Students are never transported unaccompanied.

RECORDING AND REPORTING (INCLUDING RIDDOR)

All incidents are recorded centrally. Applewood Learning Ltd complies with RIDDOR reporting requirements where thresholds are met and retains appropriate records. The Provision Lead will determine whether an incident meets RIDDOR reporting thresholds and will submit reports to the HSE where required.

MEDICAL INFORMATION AND INDIVIDUAL HEALTHCARE PLANS

Medical information is collected on admission and reviewed regularly.

Students with ongoing or complex medical needs will have an Individual Healthcare Plan (IHP) agreed with parents/carers. Plans include:

- medical condition and triggers;
- medication requirements;
- storage and access arrangements during off-site delivery;
- emergency procedures;
- staff training needs.



MEDICATION

Medication is only administered where written parental consent has been provided.

Staff will not administer non-prescription medication unless agreed in writing by the Provision Lead and supported by written parental consent.

Medication is stored securely. During off-site delivery, medication may be carried by staff or retained by the student in line with the IHP.

Self-administration is permitted only with written parental consent and recorded accordingly.

COMMUNICABLE DISEASES

Where infectious illness is suspected, the Provision Lead will assess risk, seek public health advice where necessary and inform parents/carers and commissioners as appropriate.

MENTAL HEALTH

Applewood Learning Ltd promotes positive mental health and wellbeing. Concerns relating to anxiety, self-harm or emotional distress are managed in line with safeguarding procedures and escalated to the DSL as required.

POLICY CONTEXT

AP context (non-school AP): Applewood Learning Ltd operates as a non-school Alternative Provision (AP). Commissioning schools/LAs (“commissioners”) retain statutory responsibilities for attendance registers/coding and exclusions. Applewood Learning Ltd provides same-day safeguarding and incident information to commissioners where first-aid incidents raise welfare or risk issues. We follow HSE first-aid requirements (needs assessment, competent first aiders, equipment and information), and adopt DfE ‘first aid in schools’ and ‘supporting students with medical conditions’ as good-practice benchmarks.

This policy relates to the following legislative requirements, standards and internal documents:



Legislation/Standards	<p>This policy aligns with:</p> <ul style="list-style-type: none">• Health and Safety at Work etc. Act 1974• Health and Safety (First-Aid) Regulations 1981• Management of Health and Safety at Work Regulations 1999• RIDDOR 2013• DfE guidance on first aid and supporting students with medical conditions (adopted as good practice for non-school AP)
Related Forms & Documents	<ul style="list-style-type: none">• Health and Safety Policy

VERSION CONTROL

We will review our documentation regularly and we reserve the right to amend our policies and procedures at any time.