

Beacon Alternative School CIC (and Alternative Provision)

First Aid Policy



Date: January 2026

Written by: O'Connell/Field

Review Due by: January 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration.

This policy applies to all Beacon AP sites, including home-based teaching locations and approved off-site venues. It applies to all students, staff, volunteers, and visitors while under Beacon's duty of care.

1. Introduction

Beacon Alternative Provision is committed to ensuring the health, safety, and wellbeing of all young people, staff, and visitors. This policy sets out how first aid provision is organised and delivered to meet legal requirements and respond appropriately to injury or illness.

Beacon recognises that many young people accessing Alternative Provision may have additional medical, emotional, or behavioural needs, and first aid arrangements are designed to be responsive, calm, and safeguarding-led.

2. Purpose

This policy aims to:

- Ensure appropriate first aid provision is in place
- Provide clear guidance for staff responding to injury or illness
- Ensure compliance with relevant health and safety legislation
- Support the safeguarding and wellbeing of young people

3. Scope

This policy applies to:

- All students attending Beacon provision
- All staff, including temporary and sessional staff
- Volunteers, visitors, and contractors

It applies during:

- On-site provision
- Off-site activities and educational visits
- Travel where Beacon staff retain responsibility

4. Legal Framework

This policy is informed by:

- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety at Work Act 1974
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- Independent School Standards (where applicable)
- DfE Guidance on First Aid in Schools

5. First Aid Provision at Beacon

Beacon ensures that:

- Appropriate first aid equipment is available and accessible
- At least one appointed person is available during provision hours
- First aid arrangements are informed by risk assessment

- Medical needs of individual students are known to relevant staff

The level of provision reflects Beacon's small-group, flexible model and is reviewed regularly.

6. First Aiders and Appointed Persons

Beacon designates:

- An **appointed person** to take charge in the event of injury or illness
- **Qualified first aiders** where required by risk assessment

Responsibilities include:

- Providing immediate first aid within training limits
- Maintaining first aid supplies
- Recording incidents accurately
- Escalating concerns and calling emergency services where required

Training is refreshed in line with guidance.

7. First Aid Equipment and Facilities

Beacon provides:

- Clearly marked first aid containers
- Portable first aid kits for off-site activities
- A suitable space for recovery or rest where needed

First aid supplies are checked regularly and restocked as required.

8. Responding to Injury or Illness

Staff will:

- Assess the situation calmly
- Provide first aid within their level of training
- Seek further medical assistance where required
- Call emergency services if there is any doubt

Young people will never be sent home unaccompanied if unwell or injured.

9. Recording and Reporting Incidents

All injuries, illnesses, and near misses are recorded in the First Aid Incident Log, including:

- Date, time, and location
- Details of the injury or illness
- Action taken
- Name of staff member involved
- Whether parents/carers were informed

Records are stored securely in line with data protection requirements.

10. Serious Incidents and RIDDOR

Beacon complies with RIDDOR requirements.

Serious incidents, including significant injuries or dangerous occurrences, are reported to the relevant authority by the Head of Provision or delegated lead. Safeguarding procedures are followed where relevant.

11. Parental and Carer Communication

Parents/carers are informed:

- On the same day of any first aid treatment
- Immediately in cases of serious injury or illness
- As soon as possible if emergency services are involved

Staff do not provide consent for medical treatment beyond first aid.

12. Infection Control and Bodily Fluids

Beacon follows basic infection control procedures.

Staff use appropriate PPE when dealing with blood or bodily fluids, dispose of waste safely, and wash hands thoroughly after any incident.

13. Off-Site Activities and Visits

For off-site activities:

- A risk assessment is completed
- First aid provision is planned in advance
- Emergency contact details are carried by staff
- At least one appointed person is present

14. Roles and Responsibilities

Head of Provision

Overall responsibility for first aid arrangements and compliance.

Staff

Follow this policy, act within training, and report incidents promptly.

Students

Are encouraged to report injuries or illness to staff immediately.

15. Review of the Policy

This policy is reviewed annually or sooner if:

- There are changes to legislation or guidance
- There is a significant incident
- Provision arrangements change