

South West Learning – First Aid Policy

Policy Review

This policy will be reviewed annually, or sooner if statutory updates require, by the Directors and DSL.

Date Approved: September 2025

Date for Review: September 2026

Introduction and Purpose

South West Learning (SWL) is committed to providing a safe and healthy environment for all staff, learners, and visitors.

This policy outlines the arrangements for the provision of first aid in compliance with the Health and Safety (First-Aid) Regulations 1981 and associated guidance issued by the Health and Safety Executive (HSE).

The purpose of this policy is to:

- Ensure that first aid provision is adequate and appropriate for all SWL activities and teaching environments.
- Ensure that all incidents are dealt with promptly and effectively.
- Promote the safety and wellbeing of learners, staff, and visitors at all times.

This policy applies to all SWL employees, contractors, and tutors delivering education or support services in schools, homes, libraries, community spaces, or online.

SWL will:

- Provide sufficient numbers of appropriately trained first aiders and/or appointed persons to meet its legal and operational obligations.
- Ensure all staff are aware of how to access first aid where needed, and report incidents.
- Ensure first aid equipment is available, accessible, and appropriately maintained when delivering in-person sessions.
- Record, monitor, and review all first aid incidents.
- Review this policy annually or following any significant incident or change in legislation.

Responsibilities

The Directors of South West Learning hold ultimate responsibility for ensuring that appropriate first aid arrangements are in place.

The Health and Safety Lead (currently *Emma Barnard*, DSL) is responsible for:

- Overseeing compliance with this policy.

- Ensuring risk assessments are completed for all operational sites.
- Ensuring that appropriate numbers of staff are trained in first aid.
- Maintaining records of training and certifications.

Staff and Tutors

All SWL staff and contractors have a responsibility to:

- Take reasonable care of their own health and safety and that of others.
- Familiarise themselves with first aid arrangements and emergency procedures.
- Report all accidents, illnesses, and incidents immediately.
- Support first aiders when assistance is required.

Appointed First Aiders

Trained and certified First Aiders are responsible for:

- Responding promptly to all first aid needs.
- Providing appropriate care until medical help is available.
- Ensuring incident reports are completed accurately and submitted to management.
- Checking first aid kits regularly and requesting replenishments as needed.

First Aid Provision

South West Learning delivers education across a range of environments:

- Schools – SWL tutors will follow the host school's first aid and emergency procedures and report any incident to both the school and SWL management.
- Learners' Homes – Tutors must ensure they have access to a basic first aid kit to provide to parent / carers in the event of first aid being required. Parents/carers are expected to be present or immediately contactable during sessions to support in such circumstances.
- Libraries or Community Venues – Tutors must familiarise themselves with the site's first aid arrangements and emergency exits.
- Online Delivery – In the event of a learner illness or medical emergency observed online, the tutor must contact emergency services (999) and notify the parent/carer immediately.

First Aid Equipment

- Each operational site or tutor must have access to a suitably stocked first aid kit appropriate to the risks of the environment.
- First aid kits should be clearly labelled and contain only approved first aid materials.
- First aid kits must be checked termly by the Health and Safety Lead or appointed staff.

Typical contents include:

- Adhesive dressings (plasters)
- Sterile eye pads
- Bandages and gauze
- Sterile wipes and gloves
- Scissors, tape, and safety pins
- Guidance leaflet

Defibrillators (AEDs) are located in many schools and public buildings — staff must familiarise themselves with their nearest location.

First Aid Training

Immediate Response

- The nearest qualified first aider should attend to the injured or ill person.
- Assess the situation calmly and provide first aid appropriate to training and competence.
- Do not attempt treatment beyond your level of training.

Calling Emergency Services

Dial 999 in the following situations:

- Serious injury or illness.
- Loss of consciousness.
- Breathing difficulties or suspected heart attack.
- Severe bleeding or allergic reaction (anaphylaxis).

Provide the following information:

- Location and nature of the emergency.
- Details of the injured/ill person.
- Type of injury and any known medical conditions.

Notifying Parents/Carers and Schools

- For all incidents involving learners, parents/carers and the host school (if applicable) must be notified as soon as possible.
- If the learner is taken to hospital, a member of SWL staff or parent/carers should accompany them.

Recording Incidents

All first aid treatment and incidents must be recorded using the SWL Accident/Incident Report Form.

Reports must include:

- Date, time, and location of the incident.
- Name and role of the injured person.
- Description of the incident and treatment given.
- Names of witnesses (if any).
- Details of follow-up actions.

Records will be retained securely for at least three years (or longer if the individual is under 18, in which case until they reach 21).

Medication Requirements

At South West Learning, we recognise that some young people may require medication during sessions. However, tutors working on behalf of South West Learning are not responsible for storing, administering, or supervising the taking of medication.

Where a young person can self-administer their medication, tutors will make reasonable adjustments to facilitate this. This may include allowing appropriate breaks during sessions or adapting the timing of activities to enable medication to be taken safely and discreetly.

Parents, carers, schools, or the commissioning local authority remain responsible for ensuring that the young person has access to any medication they require and that appropriate arrangements are in place before tutoring sessions commence. Where medication needs may impact a tutoring session, relevant information should be shared with the agency in advance so that reasonable adjustments can be considered.

If a young person becomes unwell or experiences a medical emergency during a session, the tutor will follow South West Learning's First Aid and Emergency Procedures, and then including contacting emergency services where necessary and notifying the appropriate parent, carer, school, or local authority representative.

South West Learning is committed to supporting young people with medical needs by making reasonable adjustments in accordance with its safeguarding and equality responsibilities, while ensuring that tutors do not undertake duties relating to the administration or management of medication.

Infection Control

First aiders must follow basic hygiene precautions to prevent cross-infection:

- Wash hands before and after giving first aid.
- Use disposable gloves and face coverings if needed.
- Dispose of soiled materials in sealed bags.
- Clean surfaces and equipment after use.

Review of Policy and Procedures

This policy will be:

- Reviewed annually or after any significant incident.
- Updated in line with changes to legislation, HSE guidance, or SWL operational practices.
- Communicated to all staff and contractors via induction and annual refresher training.

Monitoring and Review

- South West Learning conducts risk assessments for all placements.
- Tutors must report any concerns, incidents, or risks promptly.
- This policy will be reviewed annually, or sooner if legislation or practice changes.

Communicating this Policy

This policy will be:

- Shared with all staff, tutors, and contractors during induction.
- Available on request to clients, schools, and parents.
- Reviewed annually and updated where legislation or guidance changes.

Contact Details:

- South West Learning
- Email: info@southwestlearning.co.uk
- Designated Safeguarding Lead: Emma Radford
- Deputy DSL: Eleanor Hoggett