ALMA EDUCATION

First Aid Policy

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Approved by:	 Melanie Steel, Director of Education
Approved by:	Laura Kay, Advisory Board

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Statement of Intent

Alma Education is committed to providing prompt, effective first aid provision during every session, in every setting where learning takes place. Sessions are delivered in community settings, family homes and Alma hubs, and first aid arrangements are designed around each of these settings.

All learning mentors hold or are working towards a current paediatric first aid (PFA) qualification. Alma Education ensures that at least one person with a valid first aid certificate is present at every session, and that first aid equipment is carried to all session locations.

The welfare of every learner is the priority in any incident. Staff act swiftly, record accurately and communicate with families, commissioning schools and, where required, the emergency services without delay.

Legislation and Statutory Guidance
Health and Safety at Work etc. Act 1974
Health and Safety (First Aid) Regulations 1981
Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
DfE: First Aid in Schools, Early Years and Further Education
DfE: Supporting Children and Young People with Medical Conditions and Allergy (2023)
Children's Wellbeing and Schools Act 2026
Non-School AP Voluntary National Standards (Aug 2025)

1. Definition and Background

First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery. It includes both the initial help and the provision of basic lifesaving procedures.

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate first aid equipment, facilities and personnel to ensure their employees receive immediate attention in the event of injury or illness at work. Alma Education extends this duty of care to all learners present during sessions.

Because Alma Education works across community settings, family homes and Alma hubs, first aid arrangements are portable and responsive. A first aid kit is carried to every session location, and at least one staff member with a current first aid qualification is present at all times.

2. Roles and Responsibilities

The Advisory Board

The Advisory Board is responsible for:

- Overseeing the development and implementation of this policy and all related procedures.
- Ensuring a first aid needs assessment is conducted and informs policy and practice.
- Ensuring that all learning mentors hold or are working towards a current first aid qualification.
- Ensuring adequate first aid equipment is provided and replenished for all session locations.
- Ensuring insurance arrangements provide appropriate cover for first aid incidents during sessions.

The Director of Education

The Director of Education is responsible for:

- The day-to-day implementation of this policy and its related procedures.
- Ensuring all learning mentors are aware of first aid procedures and the location of first aid equipment.
- Ensuring that at least one staff member with a current first aid certificate is present at every session.
- Maintaining a register of first aid qualifications and renewal dates.
- Reporting to the Advisory Board on first aid incidents and any changes to provision.

Learning Mentors

All learning mentors are responsible for:

- Knowing the contents of this policy and the procedures to follow in the event of illness, accident or injury.
- Carrying the first aid kit to every session location and ensuring it is adequately stocked before each session.
- Administering appropriate first aid and contacting the emergency services where necessary.
- Recording any incident in which first aid is administered and reporting promptly to the Director of Education.
- Keeping their first aid qualification current and completing renewal training before expiry.

Appointed First Aid Lead

The appointed first aid lead is Melanie Steel, Director of Education (Qualsafe Level 3 Paediatric First Aid, July 2026). The appointed lead is responsible for:

- Overseeing first aid arrangements across all session locations.
- Maintaining and restocking first aid kits.

- Keeping the register of first aid qualifications up to date.
- Calling the emergency services where necessary.

3. First Aid Provision

First Aid Needs Assessment

Alma Education regularly assesses its first aid arrangements, taking into account:

- The range of settings in which sessions take place (homes, community venues, Alma hubs).
- The individual needs of each learner, including any known medical conditions or allergies.
- The number of staff and learners present at any one session.
- Any risks identified through session-level risk assessments.

Risk assessments are conducted before new session locations are used, after any serious incident, and at regular intervals. The Director of Education reviews arrangements at least annually.

First Aid Equipment

A portable first aid kit is carried by the learning mentor to every session. Each kit contains as a minimum:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- Individually wrapped moist cleansing wipes

All first aid kits are identified by a white cross on a green background. The appointed first aid lead will check and restock kits regularly and after any use.

First aid kits must be checked before every session

Learning mentors must confirm the kit is present and adequately stocked before leaving for a session location. Any missing or expired items must be reported to the Director of Education immediately and replaced before the next session.

Information for Staff

All learning mentors will be informed of:

- The contents and key procedures set out in this policy.
- How to access and use the first aid kit.
- Who holds current first aid qualifications within the team.
- The procedure for reporting and recording first aid incidents.

First aid information is provided during induction and reviewed at least annually with all staff.

4. First Aiders

First aiders are expected to:

- Provide immediate first aid to any person who is injured or taken ill during a session.
- Ensure that an ambulance or other professional medical help is called when appropriate.
- Remain calm, act within their competence and record the incident accurately.

Current First Aiders

The current first aid qualified staff at Alma Education are:

Name	Qualification	Expiry	Contact
Melanie Steel	Qualsafe Level 3 PFA	July 2029	melanie@alma-education.co.uk

First Aid Training

Alma Education ensures that all learning mentors hold a valid first aid certificate issued by an HSE-approved training provider. First aid certificates are valid for three years; the Director of Education maintains a record of expiry dates and arranges renewal training in good time.

All staff who have sole responsibility for a learner during a session hold a current paediatric first aid (PFA) qualification. PFA training is renewed every three years.

5. Emergency Procedures

If an incident, illness or injury occurs during a session, the learning mentor will:

- Assess the situation and ensure the safety of the learner and themselves.
- Administer appropriate first aid within the scope of their training.
- Call 999 immediately where a moderate to serious injury or medical emergency is apparent.
- Contact the Director of Education as soon as it is safe to do so.
- Contact the learner's parent or carer without delay.
- Record the incident accurately as soon as practicable after the event.

Call 999 first

In any emergency, call 999 immediately. Do not delay emergency action to contact the Director of Education. Follow the instructions of the emergency operator. The commissioning school must also be notified as soon as possible.

Where an ambulance is required, the learning mentor will remain with the learner until the ambulance arrives, providing reassurance and any first aid within their competence. The learner's parent or carer will be contacted immediately.

The learning mentor will attend to the emotional needs of the learner following any incident, and will inform the Director of Education so that any follow-up support can be arranged.

Alma Education is aware that responding to a serious incident can be distressing for staff. The Director of Education will ensure that any staff member involved in a serious incident receives appropriate support.

6. Off-Site Sessions and Community Settings

All sessions take place away from a fixed site. Before each session, the learning mentor will:

- Carry the first aid kit and confirm it is fully stocked.
- Be aware of the nearest hospital or urgent treatment centre to the session location.
- Have the learner's emergency contact details to hand.
- Have a charged mobile phone available at all times.

Where sessions take place in a family home or community venue, the learning mentor will identify the location of any venue first aid provision at the start of the session, but will rely on the Alma portable first aid kit as the primary resource.

Where a session involves community activities that present additional risk, the learning mentor will complete a session-level risk assessment in advance and confirm first aid arrangements accordingly with the Director of Education.

7. Medicines

Alma Education does not routinely administer medicines to learners. Where a learner has a medical condition that may require medication during a session, arrangements will be agreed with the commissioning school, the learner's family and the Director of Education before sessions begin, and documented in the learner's individual plan.

Where a learner's individual plan identifies that emergency medication (for example an EpiPen or asthma inhaler) may be needed, the learning mentor will be briefed on its use and the medication will be carried by the learner or made available at the session location by the family.

Medication must never be stored in the first aid kit

Prescription and emergency medication is always stored separately from the first aid kit and in line with the individual requirements of the learner's medical plan.

Medicines brought to sessions by learners will not be administered by Alma Education staff unless express written consent has been provided by the parent or carer and the arrangements are documented in the learner's individual plan. Any administration of medication will be recorded.

8. Illnesses and Allergies

Where a learner becomes unwell during a session, the learning mentor will:

- Provide appropriate first aid and a calm, quiet space for the learner to rest.
- Contact the learner's parent or carer to agree next steps.
- Contact the Director of Education.
- Call 999 if the learner's condition is serious or deteriorating.

Where a learner has a known allergy, this will be recorded in their individual plan and shared with the relevant learning mentor before sessions begin. Emergency procedures for severe allergic reactions (anaphylaxis) will be agreed with the commissioning school and the learner's family in advance.

9. Consent

Parents and carers are asked to provide medical and emergency contact information when their child begins sessions with Alma Education. This information is held securely and shared only with the relevant learning mentor.

Learning mentors will administer emergency first aid in line with their training in all cases where a learner's wellbeing is at risk. In non-emergency situations, staff will seek to contact the parent or carer before providing treatment beyond basic first aid.

10. Reporting and Recording

The learning mentor will record any incident in which first aid is administered as soon as practicable after the session. The record will include:

- The date, time and location of the incident.
- The name of the learner.
- Details of the injury, illness or incident and the first aid provided.
- What happened to the learner after the incident (for example, returned to session, taken home, taken to hospital).
- The name of the learning mentor who administered first aid.

Records are submitted to the Director of Education on the same day as the incident. The parent or carer is notified of any incident in which first aid was administered, even where the learner appears to have recovered fully.

Where an incident must be reported to the Health and Safety Executive (HSE) under RIDDOR, the Director of Education will ensure the report is made promptly. RIDDOR-reportable incidents include specified injuries, over-seven-day incapacitation injuries, occupational diseases and dangerous occurrences.

All records are stored securely in line with Alma Education's Data Protection and Privacy Policy.

11. Monitoring and Review

This policy is reviewed annually by the Director of Education and the Advisory Board, or sooner if required by changes in legislation or statutory guidance. Any necessary amendments will be communicated to all staff. This policy was approved by Melanie Steel, Director of Education, in August 2026 and is due for review in August 2027.