

Compass Learning & Education

First Aid Policy

First Aid, Medication and Medical Emergency Arrangements

Policy owner	Director / Designated Safeguarding Lead
Approved by	Director
Review cycle	Annual, or sooner following a material change, incident or change in guidance
Date of next review	June 2027

1. Purpose and Scope

Compass Learning & Education will provide appropriate first-aid arrangements so that learners, staff and visitors receive prompt assistance when they become ill or injured. The provision will assess its first-aid needs in light of learner needs, activities, staffing, premises and off-site arrangements.

This policy applies to all Compass sessions, including catering activities, off-site visits and shared-premises arrangements. It does not replace individual healthcare plans, emergency medication protocols or medical advice.

2. Principles

- The welfare, dignity, safety and best interests of each learner are central to decision-making.
- Arrangements are proportionate to learner age, maturity, SEND, SEMH presentation, medical needs, trauma history and assessed risk.
- Staff must act promptly, record significant decisions and seek advice or escalate concerns where needed.
- This document operates alongside the Safeguarding and Child Protection Policy, Health and Safety Policy, Risk Assessment Policy, Behaviour and Positive Relationships Policy, and the shared-premises arrangements for the church-house site.

3. Roles and Responsibilities

Director / First Aid Lead

- Ensure sufficient appropriately trained first-aid personnel are available for the size and nature of the provision.
- Maintain first-aid equipment, accident records, staff training records and medical-emergency arrangements.
- Ensure learner medical and emergency-contact information is current and shared on a need-to-know basis.

First-aid trained staff

- Provide first aid within the limits of their training and summon emergency assistance when needed.
- Record treatment and report concerns promptly to the Director / DSL.
- Check and replenish first-aid supplies as allocated.

All staff

- Seek first-aid support immediately where a learner or adult is ill or injured.
- Never administer treatment beyond their competence or use medication unless authorised under this policy and any individual plan.

4. First Aid Provision

- A suitably stocked first-aid kit will be available and clearly identified in the teaching room. A portable first-aid kit will be taken on trips and visits.
- At least one trained first aider will be present whenever learners are on site. Staffing plans will take account of the location, learner needs, catering activities and the risks of shared premises.
- First-aid supplies will be checked at least termly and after use. Expired or depleted items will be replaced promptly.
- The provision will have access to a telephone and will display the site address, nearest access point and emergency contact details where staff can use them quickly.

5. Responding to Illness or Injury

1. Make the area safe and assess immediate danger. Do not move a person unnecessarily where serious injury is suspected.
2. Provide first aid within training limits. Seek another staff member to maintain supervision of other learners.
3. Call 999 or 112 where there is a life-threatening emergency, serious injury, loss of consciousness, breathing difficulty, suspected anaphylaxis, seizure requiring emergency response, serious burn, significant head injury, suspected fracture, serious bleeding, or any situation where urgent medical advice is required.
4. Contact the parent or carer and commissioning school as soon as reasonably practicable. For a serious incident, contact must not delay calling emergency services.
5. A staff member will accompany a learner to hospital where necessary until the parent, carer or another responsible adult arrives, subject to maintaining safe supervision for the remaining group.
6. Record the incident, treatment given, decisions made and notifications. Escalate safeguarding concerns to the DSL immediately.

6. Head Injuries, Allergic Reactions and Medical Emergencies

All head injuries will be treated seriously. The learner will be monitored, the parent or carer and commissioning school informed, and emergency advice sought where symptoms or mechanism of injury indicate this is needed. Learners with a known allergy, asthma, epilepsy, diabetes or other medical condition will have an individual healthcare plan or risk plan where required. Emergency medication, including adrenaline auto-injectors, inhalers or rescue medication, will be stored and administered only in accordance with the learner's plan, consent arrangements and staff training.

7. Medication

- Compass will only administer medication where there is written parental or carer consent, clear instructions, safe storage and an agreed record of administration. For learners aged 16 or over, the learner's own consent will be considered alongside capacity, placement arrangements and parental involvement where appropriate.

- Medication will be kept securely, at the required temperature, and accessible to authorised staff. Controlled medicines will only be accepted and administered under an individual written arrangement.
- No medication will be given from an unlabelled container, beyond its expiry date, or where instructions are unclear. Staff will seek advice rather than guess.
- All medication administered, refused, omitted or returned will be recorded.

8. Accidents, Records and RIDDOR

All accidents, injuries, near misses and medical emergencies will be recorded promptly. The Director will review serious or recurring incidents, identify improvements and consider reporting requirements under RIDDOR where relevant. Information will be shared with the commissioning school and parent or carer in line with the seriousness of the incident and the placement agreement.

References and Linked Documents

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First-Aid) Regulations 1981.
- RIDDOR 2013, where applicable.
- Health and Safety Policy; Food Safety, Allergen and Kitchen Safety Policy; individual healthcare plans.