



Accidents & First Aid Policy

Approved by:
The Directors of Strive Alternative Provision

Signed on behalf of the Directors by:
Stacey Hickey, Head of Operations

Date Approved: July 2025
Review Date: July 2026

1. Purpose and Rationale

Strive Alternative Provision is committed to ensuring the health, safety and welfare of all children, young people, staff and visitors.

While Strive takes all reasonable steps to minimize risk, accidents and incidents may occasionally occur. This policy sets out clear procedures to ensure that:

- Children and young people receive prompt and appropriate care
 - Parents/carers and relevant agencies are informed
 - Incidents are recorded accurately
 - Risks are reviewed and reduced wherever possible
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2. Legal and Statutory Framework

This policy aligns with the following legislation and guidance:

- Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Health and Safety (First Aid) Regulations 1981
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Keeping Children Safe in Education (KCSIE 2025)
 - Working Together to Safeguard Children (2023)
 - Children Act 1989 and 2004
 - Equality Act 2010
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3. Scope

This policy applies to:

- All children and young people attending Strive Alternative Provision
 - All staff, volunteers and contractors
 - All Strive sites, off-site activities, trips and external placements
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4. Principles

Strive ensures that:

- The child's welfare is the first priority
 - All accidents and incidents are treated seriously
 - Safeguarding considerations are applied at all times
 - Staff act promptly, calmly and professionally
 - Learning is taken from incidents to reduce future risk
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5. Roles and Responsibilities

All Staff

- Respond immediately to accidents and incidents
- Provide reassurance and comfort to the child
- Seek first aid or medical support as required
- Record incidents accurately and promptly

Trained First Aiders

- Administer first aid within the scope of their training
- Escalate concerns to senior staff where required

Senior Leadership / DSL

- Review serious incidents and patterns
 - Decide on escalation to external agencies
 - Ensure RIDDOR and safeguarding reporting is completed where required
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6. Accident and Incident Procedures

When an accident or incident occurs, staff will:

- Reassure and comfort the child
- Assess the extent of injury
- Administer first aid by a trained first aider
- Call emergency services if required
- Inform a senior member of staff
- Complete an Accident/Incident Report Form as soon as possible

The staff member who witnessed the incident, or first found the child, is responsible for completing the report. Witness statements may be requested for serious incidents.

Parents/carers will be informed as soon as reasonably possible and provided with a copy of the report.

7. Recording and Reporting

- All accidents, incidents and near misses are recorded
 - Records are stored securely and retained in line with legal requirements
 - Accident records relating to children are retained until the child reaches **21 years and 3 months**
 - Patterns or recurring incidents are reviewed to inform risk management
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8. Serious Incidents and External Reporting

Serious incidents may require reporting to:

- Health and Safety Executive (HSE) under RIDDOR
- Local Authority Children's Social Care
- Other relevant regulatory bodies

Reports are made as soon as reasonably practicable and within statutory timescales.

Buckinghamshire Children's Social Care:

01296 383962

Out of hours: 0800 999 7677

RIDDOR reporting:

<https://www.hse.gov.uk/riddor/>

9. Head Injuries

All head injuries are treated with particular caution.

Staff will:

- Comfort and reassure the child
- Assess the injury and determine if emergency treatment is required
- Administer first aid in line with training

- Contact parents/carers immediately
- Complete an accident report and attach a head injury advice sheet
- Monitor the child closely until collected or medical advice is obtained

Guidance from the NHS is followed for all head injuries:

<https://www.nhs.uk/conditions/minor-head-injury/>

10. Transporting Children to Hospital

- Staff **must not** transport an injured child in personal vehicles
 - An ambulance will be called for serious injuries
 - Parents/carers will be contacted immediately
 - A suitable staff member will accompany the child with relevant documentation
 - Staffing arrangements will be adjusted to maintain safe supervision of remaining pupils
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11. First Aid Provision

- First aid boxes are located throughout Strive sites
 - Boxes are accessible and appropriate for children and young people
 - Contents are checked monthly by the appointed first aid lead
 - Only approved first aid items are stored in first aid kits. Medication is stored separately in accordance with Section 12 of this policy.
 - Paediatric first aid training is refreshed at least every **three years**
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12. Storage and Administration of Medication

Strive Alternative Provision does not routinely administer medication to students. However, medication may be administered during sessions where it is necessary for a child or young person's health and wellbeing.

Medication will only be administered where:

- Written parental/carers consent has been obtained
- The medication is provided in its original packaging

- The medication is clearly labelled with the student's name and dosage instructions

Medication that needs to be stored on site will be kept in a secure location that is accessible to staff when required.

A record will be kept whenever medication is administered, including:

- The name of the student
- The medication given
- The time and dosage
- The staff member administering the medication

Emergency medication (for example inhalers or epi-pens rescue medication) may be carried by the student where appropriate and agreed with parents/carers. Staff must be aware of the location of such medication and understand the procedure for use in an emergency.

Where students have specific medical conditions requiring medication or emergency intervention, staff will be informed and appropriate risk assessments or care plans will be put in place where necessary.

13. Personal Protective Equipment (PPE)

Strive provides appropriate PPE for tasks involving:

- Bodily fluids
- Cleaning and domestic duties

Staff must:

- Use PPE as required
- Dispose of PPE safely
- Report any concerns or allergies

14. Dealing with Blood and Bodily Fluids

All blood spills are treated as potentially infectious.

Staff must:

- Wear disposable gloves

- Clean spills using approved disinfectant
 - Dispose of waste safely and immediately
 - Bag soiled clothing securely and return it to parents/carers
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15. Training and Awareness

Strive provides:

- First aid training
- Health and safety training
- Safeguarding training

Training is reviewed regularly and updated in line with legislation and best practice.

16. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Behaviour and Relationships Policy
 - Educational Visits and Off-Site Activities Policy
 - Attendance and Engagement Policy
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17. Monitoring and Review

This policy is reviewed:

- Annually
 - Following any serious incident
 - When legislation or guidance changes
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18. Policy Update Summary (2025 Edition)

Area Updated	Change	Reason
Legal Framework	Updated legislation references	Compliance
Head Injuries	Strengthened procedure and NHS link	Best practice

Recording	Clarified retention and escalation	Legal accuracy
Safeguarding	Clear DSL oversight	KCSIE 2025
Transport	Clarified ambulance-only requirement	Risk management
PPE & Blood	Strengthened infection control	H&S guidance