



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: October 2026
Review Date: October 2027

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

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 2026)
- Working Together to Safeguard Children (2026)
- Children Act 1989 and 2004
- Equality Act 2010
- DfE: Allergy safety in schools (2026) – used as relevant best-practice guidance for allergy and anaphylaxis safety
- DfE: Supporting pupils at school with medical conditions (where relevant)
- DfE: First aid in schools, early years and further education (current guidance)

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

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

5. Roles and Responsibilities

Head of Operations / Health & Safety Lead

- Ensures suitable first aid arrangements are in place following a first aid needs assessment.
- Ensures sufficient trained personnel, equipment and information are available across Strive activities and sites.
- Reviews serious incidents, trends and corrective actions and ensures RIDDOR reporting is considered where required.

Designated Safeguarding Lead (DSL)

- Reviews accidents or injuries where there is a safeguarding concern, an unexplained injury, a concerning pattern or a disclosure.
- Determines safeguarding escalation in line with Strive's Child Protection and Safeguarding Policy.

Trained First Aiders / Appointed Persons

- Provide first aid within the scope of their training and competence.
- Escalate to emergency services or medical advice when required.
- Support checks of first aid equipment and arrangements as allocated.

All Staff

- Respond promptly, summon an appropriately trained first aider and keep the student safe.
- Record and report accidents, incidents and near misses accurately and without delay.
- Follow individual healthcare plans, emergency protocols and safeguarding procedures where relevant.

6. Accident and Incident Procedures

When an accident or incident occurs, staff will:

- Make the area safe and prevent further harm where this can be done safely.

- Reassure the child or young person and assess the immediate situation.
- Summon a trained first aider and provide first aid within the responder's level of competence.
- Call 999 where there is a life-threatening or serious emergency or seek NHS/medical advice where appropriate.
- Inform the Site Lead or senior member of staff as soon as practicable.
- Complete the relevant Accident/Incident Report Form as soon as possible and on the same working day wherever practicable.

The staff member who witnessed the incident, or first became aware of it, should ensure the record is completed. Witness accounts may be requested following a serious or disputed incident.

Parents/carers will be informed promptly where a student is injured or becomes unwell. The information shared will be proportionate to the incident and any follow-up care required. Serious incidents will also be communicated to the commissioning school or local authority where appropriate.

Where an injury is unexplained, inconsistent with the account given, repeated, deliberately inflicted, or otherwise raises concern, staff must report this immediately to the DSL as a safeguarding matter.

7. Recording and Reporting

- Accidents, first aid treatment, incidents and relevant near misses are recorded using Strive's agreed systems.
- Records must be factual, clear, dated and identify the action taken and people informed.
- Records are stored securely and retained in accordance with Strive's retention schedule, data protection requirements and any applicable statutory or insurance requirements.
- Serious incidents and recurring patterns are reviewed by the Head of Operations / Health & Safety Lead so that risk assessments, supervision, equipment or procedures can be amended where necessary.

- A safeguarding record must also be made on the safeguarding system where the circumstances raise a child protection or welfare concern.

8. Serious Incidents and External Reporting

Serious incidents may require notification or reporting to the Health and Safety Executive (HSE), Children's Social Care, the commissioning body, insurers or another relevant authority depending on the circumstances.

RIDDOR does not make every accident involving a student reportable. For a person who is not at work, a report will generally be required where an accident arises out of or in connection with the work activity and results in death, or an injury for which the person is taken directly from the scene to hospital for treatment. Diagnostic checks or precautionary attendance alone do not make an incident reportable.

For employees and other workers, the separate RIDDOR criteria for specified injuries, occupational disease and periods of incapacity will be considered.

The Head of Operations / Health & Safety Lead will determine whether a RIDDOR report is required and ensure any report is made within the applicable statutory timescale. Where responsibility for reporting rests with a host venue or another employer, Strive will cooperate and provide relevant information.

Any safeguarding concern arising from an accident or injury will be referred to the DSL without waiting for a health and safety reporting decision.

Buckinghamshire Children's Social Care: 01296 383962 | Out of hours: 0800 999 7677

RIDDOR reporting and guidance: HSE RIDDOR service.

9. Head Injuries

All head injuries are treated with particular caution. Staff will:

- Assess the student promptly and provide first aid in line with training.
- Call 999 for emergency symptoms or where the injury appears serious; otherwise seek appropriate medical advice where needed.
- Contact parents/carers promptly and provide clear information about the injury and any symptoms observed.

- Complete an accident record and provide appropriate head injury advice for monitoring after the student leaves Strive.
- Continue to monitor the student while they remain at Strive and escalate immediately if their condition changes.

A student with concerning symptoms will not be left alone. NHS guidance on head injury and concussion will be followed.

10. Transporting Children to Hospital

- An ambulance will be called where emergency assessment or treatment is required.
- Parents/carers will be contacted as soon as possible.
- Where a student is taken by ambulance and a parent/carer is not immediately available, a suitable staff member may accompany them where this is safe and practicable, taking relevant emergency information and medication where available.
- Staff will not normally transport an injured or acutely unwell student in a personal vehicle. Any exceptional non-emergency arrangement must be authorised by a senior leader, appropriately risk assessed and consistent with insurance and safeguarding requirements.
- Staffing arrangements at the provision will be adjusted so that safe supervision of the remaining students is maintained.

11. First Aid Provision

Strive will maintain adequate and appropriate first aid arrangements based on a first aid needs assessment. This will take account of the nature of activities, student needs, staffing, site layout, off-site activities and the time required for emergency services to attend.

- Suitable first aid kits are available at Strive sites and for off-site activities where required.
- Staff are informed of the location of first aid equipment and the identity of trained first aiders / appointed persons.
- First aid kits are checked regularly, including a recorded monthly check, and replenished after use or when items expire.

- First aid cover is considered when planning trips, external venues and activities away from the main sites.
- First aid training is appropriate to the findings of the needs assessment and is renewed within the validity period of the relevant qualification. Where paediatric first aid is required for a particular activity or age group, appropriately qualified staff will be deployed.

First aid arrangements are reviewed after significant incidents and whenever activities, staffing, sites or student needs materially change.

12. Storage and Administration of Medication

Strive does not routinely administer medication, but will make appropriate arrangements where medication is necessary for a student to access the provision safely.

Before regular or emergency medication is supported, Strive will obtain sufficient information from the parent/carers and, where appropriate, the commissioning setting or healthcare professional. An Individual Healthcare Plan (IHP), risk assessment or emergency protocol will be used where the student's needs require one.

Medication will normally only be administered where:

- Written parental/carers consent and clear instructions have been obtained.
- It is supplied in its original, correctly labelled container, unless a healthcare professional has advised otherwise.
- Staff have received any training required to administer it safely.

Medicines stored by Strive will be kept securely but remain readily accessible to authorised staff in an emergency. Storage requirements, including refrigeration where applicable, will be followed.

A record will be made whenever Strive staff administer medication, including the student, medicine, dose, time, staff member and any relevant outcome or refusal.

Emergency medicines such as inhalers, adrenaline auto-injectors and prescribed rescue medication must be accessible without avoidable delay. Students may carry their own emergency medication where this is appropriate to their age, competence and agreed plan.

Allergy and anaphylaxis risks will be identified at referral and reviewed when information changes. Staff working directly with a student at risk will know the student's emergency arrangements and where their medication is kept. Serious allergic reactions and near misses will be reviewed so that lessons are acted upon.

Strive will have regard to current DfE medical conditions and allergy safety guidance where relevant to its setting and students.

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

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

17. Monitoring and Review

This policy is reviewed:

- Annually
- Following any serious incident
- When legislation or guidance changes
- The Head of Operations / Health & Safety Lead is responsible for coordinating review and communicating material changes to staff.

18. Policy Update Summary (October 2026)

Area Updated	Change	Reason
Legal & safeguarding framework	Updated to KCSIE 2026 and Working Together 2026; added current first aid/medical/allergy guidance	Current guidance
First aid arrangements	Added needs-assessment approach, appointed-person responsibilities and off-site cover	HSE/DfE alignment
RIDDOR	Clarified when student and worker incidents are reportable	Legal accuracy
Medication & allergy	Strengthened IHP, emergency medication, training and anaphylaxis arrangements	Safety / 2026 guidance
Recording & review	Removed fixed retention claim and strengthened trend/near-miss review	Accuracy and risk management