



EduDiverse

First Aid Policy



1. Purpose

EduDiverse is committed to ensuring the health, safety, and wellbeing of all students, staff, and visitors. This policy sets out the organisation's approach to first aid provision, ensuring that adequate and appropriate arrangements are in place, staff understand their responsibilities, and first aid provision reflects the risks of adventurous and outdoor activities.

2. Legal and Regulatory Framework

Health and Safety (First Aid) Regulations 1981; Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; Social Security (Claims and Payments) Regulations 1979; Independent School Standards 2014; DfE First Aid in Schools; AALA Licensing Requirements.

3. First Aid Needs Assessment

EduDiverse completes an annual First Aid Needs Assessment to determine staffing, training, equipment, and emergency arrangements. Reviewed when activities or staffing change.

4. Roles and Responsibilities

Senior Leader/DSL: oversees provision, training, and compliance.

First Aid Trained Staff: respond to incidents, provide treatment, complete reports, maintain kits.

All Staff: follow procedures, report incidents, carry required equipment.

External Specialists: provide medical support and specialist advice.

5. First Aid Provision

5.1 First Aid Personnel: Outdoor First Aid (16hr) for adventurous activities; EFAW/FAW for general provision; water-based staff hold water-specific rescue competencies.

5.2 First Aid Facilities: designated first aid space providing privacy, essential supplies, and accessibility.

6. First Aid Equipment

6.1 Standard Kits: located in classroom, safari tent, vehicle, and activity bags; include bandages, eye pads, triangular bandages, tape, gloves, wipes, plasters, scissors, cold compresses, burns dressings.

6.2 Activity-Specific Kits: water-based (foil blankets, waterproof dressings, throwline); MTB (trauma dressings, haemostatic gauze); bushcraft (burns kit); remote (emergency shelter).

6.3 Inspection: monthly and post-use checks; logged and signed off.



7. First Aid Procedures

7.1 Responding: assess situation, provide treatment, call emergency services if needed, remain with casualty.

7.2 Emergency Action Plans: all adventurous activities follow written EAPs including communication, access points, evacuation routes, water exit points, staff roles.

7.3 Communication: staff carry work mobile, backup communication, and emergency contacts.

8. Record Keeping and Reporting

Accident forms completed same day; stored in Electronic Accident Book; shared with parents/carers and commissioning schools.

RIDDOR: reportable injuries, dangerous occurrences, and near misses logged and reported by DSL.

Records retained for minimum 3 years.

9. Medical Information and Care Plans

EduDiverse maintains up-to-date medical information, including allergies, medication, and healthcare plans. Staff carry relevant information during off-site activities.

10. Training and Competence

All first aiders hold valid certificates; Outdoor First Aid renewed every 3 years; training register maintained.

11. Monitoring and Review

Provision reviewed annually, after serious incidents, or when activities change. Incident trends analysed to improve safety.

12. Policy Review

Reviewed annually or sooner if legislation or operational needs change.

Reviewed: 01/09/2025

Signed: James Ranson (DSL)