First Aid Policy

1. Introduction

Let's Educate is committed to ensuring the health, safety and wellbeing of all children, young people, vulnerable adults, staff and agency workers.

This policy outlines the arrangements for first aid provision across all environments where Let's Educate operates, including schools, alternative provision, EOTAS (Education Other Than At School), home settings and community environments.

Under the Health and Safety (First Aid) Regulations 1981, employers must provide adequate and appropriate first aid arrangements based on risk assessment.

2. Scope

This policy applies to:

- All Let's Educate staff
- Agency workers and tutors
- Any individual delivering services on behalf of Let's Educate

Across:

- Schools
- Alternative provision
- EOTAS placements
- Home settings
- Community environments

3. Policy Statement

Let's Educate will:

- Ensure appropriate first aid arrangements are considered in all placements
- Ensure roles and responsibilities are clearly defined
- Ensure staff understand how to respond to emergencies
- Ensure incidents are reported and recorded appropriately
- Ensure first aid considerations are included in risk assessments

4. First Aid Responsibilities

4.1 Schools and Formal Settings

- The school or setting is responsible for first aid provision
- This includes trained first aiders, equipment and procedures
- Tutors must follow the setting's first aid and emergency procedures

Schools are required to provide **adequate equipment, facilities and trained personnel based on risk assessment**

4.2 EOTAS and Home Settings

In EOTAS or home environments:

- The **parent, carer or responsible adult (18+)** holds primary responsibility for first aid
- A responsible adult must always be present
- Tutors are **not designated first aiders** unless specifically trained and agreed

This is critical for compliance and safeguarding

4.3 Let's Educate Responsibilities

Let's Educate will:

- Ensure risk assessments identify first aid arrangements
- Ensure tutors are aware of emergency procedures
- Ensure safeguarding and escalation processes are in place
- Provide guidance and support where required

4.4 Tutor Responsibilities

Tutors must:

- Take reasonable care of their own safety and that of others
- Be aware of emergency procedures in the setting
- Confirm who is responsible for first aid before sessions
- Ensure access to communication (mobile phone)
- Report all incidents immediately

Tutors must not:

- Provide first aid beyond their level of training
- Administer medication unless formally agreed

5. First Aid Arrangements

First aid provision will vary depending on the environment but must include:

- Access to emergency services
- Access to a responsible adult (EOTAS/home settings)
- Clear communication procedures
- Risk assessment of the environment

Employers must assess first aid needs based on risks, location and activities

6. Emergency Procedures

In the event of an accident or medical emergency:

- Assess the situation calmly
- Call emergency services (999) where required
- Ensure the safety of the child and yourself
- Inform the responsible adult (home/EOTAS) or staff (school setting)
- Inform Let's Educate as soon as possible

Tutors must not:

- Put themselves at risk

Attempt treatment beyond their training

7. Medication

Tutors must not administer medication unless:

- It has been agreed in advance
- Clear instructions are provided
- Appropriate training has been completed

Medication remains the responsibility of:

- The school
- The parent or carer

8. Incident Reporting

All accidents, injuries and medical incidents must be:

- Reported immediately to:
    - The school or setting (if applicable)
    - Parent or carer (home/EOTAS)
    - Let's Educate
- Recorded in line with company procedures

Serious incidents may require escalation to external agencies

9.Risk Assessment

First aid arrangements must be considered within:

- Pre-placement risk assessments
- Dynamic risk assessments (on arrival)

Sessions must not proceed if:

- There is no responsible adult present
- There is no safe way to respond to an emergency
- The environment presents a risk to safety

10. Training and Awareness

Let's Educate expects staff and tutors to:

- Understand basic emergency response procedures
- Be aware of their responsibilities
- Complete relevant safeguarding and safety training

Where required, staff may complete:

- Emergency First Aid awareness
- Paediatric first aid (where relevant to role)

11. Policy Review

This policy will be reviewed annually or following:

- Legislative changes
- Significant incidents

Changes in operational practice

12. Legislation and Guidance

This policy is based on:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- DfE First Aid in Schools guidance
- HSE First Aid guidance

13. Version Control

- Version 1.0 – May 2026 - Initial policy created for EOTAS and external delivery