Gateways Education & Wellbeing Ltd

Paving the Way to Success

Gateways Alternative Provision — Learning your way

Gateways Tuition — Confidence through learning

First Aid Policy

Policy owner:	Director
First aid lead:	Director / nominated first aid lead
Approved by:	Director / Leadership Team
Date approved:	21/04/2026
Review date:	21/04/2027
Applies to:	All staff, tutors, volunteers, learners, contractors and visitors

1. Purpose

Gateways Education and Wellbeing Limited is committed to providing a safe environment for children and young people, staff, visitors and contractors. This policy sets out how Gateways provides adequate and appropriate first aid arrangements, including cover, equipment, procedures and recording, in line with health and safety duties and, where applicable, Ofsted and EYFS welfare requirements.

2. Scope

This policy applies to all Gateways provision, including on-site sessions, outreach provision delivered in schools or community venues, home-based provision where commissioned and risk assessed, and Gateways-led trips or outings.

3. Legal and guidance framework

Gateways' first aid arrangements are informed by:

- the Health and Safety (First-Aid) Regulations 1981;
- the Health and Safety at Work etc. Act 1974 and associated regulations;
- Department for Education guidance on first aid in schools, early years and further education; and
- where applicable, EYFS statutory requirements on paediatric first aid and welfare arrangements.

Although first aid law focuses on provision for employees, Gateways includes learners, visitors and other non-employees within its first aid needs assessment, in line with HSE guidance.

4. First aid cover arrangements

4.1 During Steeton Primary School hours (8:30am - 4:10pm)

Gateways is covered by the paediatric first aiders employed by Steeton Primary School between 8:30am and 4:10pm. Gateways staff may access these first aiders at any time during these hours in line with the site procedure. They should use extension 201 from the landline phone to contact the main office.

4.2 Outside Steeton Primary School hours

Outside 8:30am - 4:10pm, Gateways will ensure that an appropriate paediatric first aider is on site whenever children and young people are present.

4.3 Current Gateways paediatric first aid trained staff

- Carly Mason
- Suzanna Qamar
- Tanesha McPherson
- Sofia Malik

Gateways will maintain an up-to-date record of first aid certificates and renewal dates.

5. Responsibilities

5.1 Director / leadership

The Director and leadership team will ensure first aid needs are assessed and reviewed, suitable equipment is available and maintained, appropriate cover is in place, accident and incident systems are followed, and records are monitored for patterns or improvements.

5.2 All staff

All staff must know how to summon first aid support quickly, carry a mobile phone while on duty where required, take reasonable steps to prevent accidents, follow infection control measures, and complete records promptly and accurately.

Staff must know the location of the first aid kit and accident reporting book in the filing cabinet at the back of the room and must return the first aid kit there immediately after use unless it is being used for approved off-site activity.

6. First aid equipment and facilities

- A fully stocked and clearly labelled first aid kit will be available in a known and accessible location.
- First aid supplies will be checked regularly and restocked promptly.
- Disposable gloves and other appropriate personal protective equipment will be available.
- For off-site delivery or trips, a portable first aid kit will be taken and checked before departure.

7. Procedures for illness, injury or emergency

- Stay calm and make the area safe.
- Assess the casualty and the scene.
- Summon a first aider immediately using the relevant site procedure.
- Call 999 immediately where the situation is life-threatening or urgent.
- Provide reassurance and preserve dignity and privacy.

During Steeton Primary School hours, staff should use the telephone located in the room and dial extension 201 to contact the main office, as it enables a faster response.

Parents/carers will be informed as soon as reasonably possible of any accident, injury or significant illness. If hospital treatment is required and a parent/carer is not yet present, Gateways will follow safeguarding and supervision arrangements to ensure the learner is appropriately accompanied and supported.

8. Infection control and hygiene

- Hands should be washed before and after first aid where possible.
- Gloves and other PPE should be used where bodily fluids are present.
- Waste must be disposed of safely and contaminated surfaces cleaned promptly.

9. Recording accidents, injuries and treatment

Gateways will keep a written record of the learner's name, date, time and location of the incident, the nature of the injury or illness, the first aid provided and by whom, whether parents/carers were informed, whether further medical treatment was needed, and any follow-up actions.

10. Medication and medical needs

Gateways will follow any separate procedures relating to medication and supporting children with medical conditions. Individual healthcare plans, where provided, must be followed. Staff will not administer medication unless authorised and appropriately trained or briefed to do so.

11. Trips and off-site activities

Where Gateways organises or leads an outing, an appropriate first aider will accompany the group, a portable first aid kit will be taken, emergency contacts and relevant care information will be available, and a risk assessment will be completed before the activity.

12. Training, monitoring and review

Gateways will ensure paediatric first aiders maintain in-date certification and that first aid arrangements are included in staff induction and refresher training. This policy will be reviewed annually, or sooner if there are changes to staffing, premises, provision type or following a serious incident.

13. Policy approval

Approved by: CARLY MASON

Role: Director

Date: 21/04/2026

Next review due: 21/04/2027