

First Aid Policy & Procedures

Last updated May 2026 · Review due May 2027

Purpose of policy

To ensure the health and safety of all staff, pupils and visitors, and that staff are aware of their responsibilities with regard to health and safety. To also provide a framework for responding to an incident and recording and reporting the outcomes.

Responsibilities

Hannah Secouet is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of trained first aid personnel are on site at all times
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- ensuring all staff are aware of first aid procedures
- ensuring appropriate risk assessments are completed and appropriate measures are put in place.

Staff and volunteers are responsible for:

- ensuring they follow first aid procedures
- ensuring they know who the first aiders on site are
- completing accident reports for all incidents they attend, as required
- informing Hannah Secouet of any specific health conditions or first aid needs they might have.

First aid procedures

In the event of an accident resulting in injury:

- The closest staff member or volunteer present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that an individual is too unwell to remain at Base Camp, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, Hannah Secouet will contact parents immediately.

- The first aider will complete an accident report form on the same day, or as soon as is reasonably practical after an incident resulting in an injury.

A small gator vehicle, which can get access through the woodland area, will be on site at all times. Therefore, if a participant has mobility difficulties due to an accident, they can be transported back to the deer shed area, where there is seating and where the pick-up area is.

On-site equipment

When moving around the site for the participation of activities, staff and volunteers will ensure they always have the following:

- a mobile phone
- a portable first aid kit
- information about the specific medical needs of participants.

First aid kits will be regularly checked and restocked where appropriate.

Record-keeping and reporting

An accident form will be completed by the first aider on the same day, or as soon as possible after an incident resulting in an injury. As much detail as possible should be supplied when reporting an accident. This information will be stored securely in a locked storage area and disposed of securely after 3 years.

Parents will be notified of the incident when they pick up the child.