



Bridging Futures

Empowering every child through inclusion, opportunity and support

First Aid and Administration of Medication Policy

Version: September 2026

Review Date: September 2027

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Statement of Intent

Bridging Futures is committed to providing a safe environment where students, staff and visitors receive prompt and appropriate first aid if they become ill or injured.

As a small therapeutic alternative provision, we recognise that many of our students may have individual health needs. We will work closely with parents, carers, commissioning schools and health professionals to ensure these needs are understood and appropriately supported.

Purpose

The purpose of this policy is to ensure that:

- appropriate first aid arrangements are in place;
- medication is administered safely and appropriately;
- accidents and illnesses are managed consistently; and
- students receive the support they need to access learning safely.

Responsibilities

The Education Director and Therapeutic Director are responsible for ensuring suitable first aid arrangements are maintained, first aid supplies are available and staff receive appropriate training.

All staff are expected to respond appropriately to accidents or illness, seek assistance where required and report all incidents in accordance with this policy.

At least one suitably trained first aider will be available whenever Bridging Futures is operating or supervising off-site activities.

First Aid Arrangements

First aid equipment will be checked regularly and kept in clearly identified locations.

In the event of an accident or illness, staff will assess the situation, provide appropriate first aid within the limits of their training and seek further medical assistance where necessary.

Emergency services will be contacted immediately if there is any concern that a serious injury or medical emergency has occurred.

Parents, carers and commissioning schools will be informed of any significant accident, injury or illness as soon as reasonably practicable.

Administration of Medication

Where possible, medication should be administered by parents or carers outside Bridging Futures' operating hours.

If medication needs to be administered during the day, it must be provided in its original labelled container and accompanied by written consent from a parent or carer.

Medication will only be administered by authorised members of staff and a written record will be maintained.

Students may carry and self-administer medication, such as asthma inhalers or adrenaline auto-injectors, where this has been agreed with parents and appropriate risk assessments are in place.

Medical Needs

Bridging Futures will work with parents, carers, commissioning schools and relevant professionals to understand individual medical needs and make reasonable adjustments where required.

Where appropriate, Individual Healthcare Plans or risk assessments will be used to ensure staff understand how best to support students.

Accidents and Record Keeping

All accidents requiring first aid, together with any medication administered, will be recorded appropriately.

Accident records will be reviewed periodically to identify any recurring issues and to help improve health and safety arrangements.

Educational Visits and Outreach

Suitable first aid provision will be available during educational visits, community activities and outreach work.

Staff will consider medical needs and emergency procedures as part of the planning and risk assessment process before activities take place.

Related Policies

This policy should be read alongside the:

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Behaviour and Relationships Policy

Monitoring and Review

This policy will be reviewed annually, or sooner if legislation or guidance changes.

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