LIMITLESS ALTERNATIVE PROVISION

# EMERGENCY & FIRST AID POLICY

Adopted: Feb 2026
Review: Feb 2027
H&S Lead: Dwayne Paul

## 1. POLICY STATEMENT

Limitless Alternative Provision (LAP) is committed to ensuring the health, safety and welfare of all students, staff, and visitors. As a gym-based alternative provision, we recognise that physical activity environments carry increased risk of injury. We maintain robust emergency and first aid procedures to ensure rapid, safe and appropriate responses, aligning with HSE regulations and Ofsted expectations.

## 2. AIMS

- Ensure immediate and effective response to emergencies and adequate first aid provision at all times.
- Define clear staff responsibilities, safe management of injuries, and accurate recording/reporting.

## 3. RESPONSIBILITIES

**Proprietor (Dwayne Paul):** Ensures adequate trained first aiders, appropriate insurance, risk assessments, and RIDDOR compliance.
**Health & Safety Lead:** Maintains first aid supplies, monitors accident records, coordinates drills, and reviews risk assessments.
**First Aiders:** Respond promptly, assess injuries, administer first aid within training limits, record treatment, and decide if medical assistance is needed.
**All Staff:** Know emergency procedures, report accidents immediately, supervise appropriately, and act calmly.

## 4. FIRST AID PROVISION

- At least one qualified first aider on site at all times with kits in the main activity area, reception, and mobile kits for off-site trips.
- Access to defibrillator (where available), ice packs, emergency contacts, and individual healthcare plans.

## 5. PROCEDURES FOR MINOR & SERIOUS INJURIES

- **Minor Injuries:** Assessed by first aider, treated, recorded in Accident Log, and parents/carers informed same day. No student returns to activity unless safe.
- **Serious Injury:** Stop activity, call first aider and 999 immediately. Inform DSL, Proprietor, and parent/carer. Complete accident report and RIDDOR if applicable. Staff member accompanies student to hospital if parents absent.

## 6. HEAD INJURY PROTOCOL

Given the gym environment, any head injury is treated seriously. Students are removed from activity immediately, observed for concussion signs (dizziness, nausea, confusion), parents informed immediately, written advice provided, and no return to physical activity until medically cleared.

## 7. MEDICAL CONDITIONS & EMERGENCY SITUATIONS

Students with medical needs have Individual Healthcare Plans (IHP), securely stored medication, and trained staff administration. Emergency procedures cover fire evacuation (termly drills), lockdowns for external threats, missing student searches, and safeguarding emergencies.

## 8. GYM-SPECIFIC CONTROLS & ACCIDENT REPORTING

Equipment is risk-assessed regularly with strict supervision ratios and warm-up/cool-down procedures enforced. All accidents are recorded on the same day, signed, and reviewed by the H&S Lead.

**Signed:**



**Name:** Dwayne Paul | **Role:** Proprietor / H&S Lead **Date:** 23/03/2026