

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

First Aid Training Policy

Who is trained, to what level, and how training is kept current in an online provision

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Owner	Health and Safety Lead
Approved by	Proprietor

1. Purpose

This policy sets out how The Haven ensures that staff hold the first aid training their roles require, that training is accredited and current, and that training records are maintained and monitored. It is the companion to the Accidents, Incidents and First Aid Policy: that policy describes what happens when an incident occurs; this policy describes who is trained, to what level, and how that training is kept up to date.

The Haven is an online provision with no physical premises. Learners take part from home, where their parent carer or another responsible adult retains primary responsibility for physical first aid. This changes what first aid training must achieve, but it does not remove the duty. Staff need the knowledge to recognise a medical emergency through a screen, to act calmly and correctly when one arises, and to provide competent physical first aid on the limited occasions when The Haven's activity is in person.

2. Scope

This policy applies to all staff, sessional educators, volunteers and contractors engaged in The Haven's provision. It covers:

- First aid awareness training for the online context, required of all learner-facing staff.
- Accredited first aid qualifications held by named first aiders.
- First aid cover for in-person activity, including off-site visits, examinations and assessments.
- The training register, renewal cycles and monitoring arrangements.

3. Legal and regulatory context

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first aid equipment, facilities and personnel. What is "adequate and appropriate" depends on the

circumstances of the organisation — for The Haven, an assessment of first aid needs reflecting a fully online provision with occasional in-person activity. The Haven's assessment of first aid needs is carried out by the Health and Safety Lead as part of the risk assessment cycle and reviewed annually alongside this policy.

KCSIE 2026 places staff training at the centre of keeping children safe. Health-related concerns observed during online sessions can intersect with safeguarding; first aid training at The Haven is therefore designed alongside safeguarding training, not separately from it.

4. Levels of training

The Haven maintains three levels of first aid training, matched to role.

4.1 Online first aid awareness — all learner-facing staff

Every member of staff who works with learners completes The Haven's online first aid awareness training at induction, before working unsupervised with learners, and refreshes it annually. This training covers:

- Recognising potential medical emergencies through online observation — for example seizure activity, breathing difficulty, collapse, fainting, or significant physical distress.
- The immediate response sequence: remain calm, keep the learner on the call where it is safe to do so, reassure them, and summon the responsible adult in the household.
- Contacting emergency services (999) where required, using the learner's registered address, and staying on the call until help arrives.
- The strict boundary on remote practice: staff must not attempt to diagnose, advise on medication, or provide medical treatment remotely.
- Reporting and recording: every health-related incident is reported to the Designated Safeguarding Lead as soon as practicable and no later than 24 hours, and recorded factually and without assumption, in line with the Accidents, Incidents and First Aid Policy.

4.2 Accredited first aid qualification — named first aiders

The Haven maintains at least one named first aider holding a current accredited qualification (Emergency First Aid at Work or First Aid at Work, delivered by a competent training provider). The named first aider provides professional guidance to staff, advises on the assessment of first aid needs, and supports the review of this policy.

Accredited certificates are valid for three years. Renewal training is booked before expiry, and in line with HSE guidance the named first aider is encouraged to complete an annual refresher to keep skills current between requalifications.

4.3 First aid cover for in-person activity

Where The Haven's activity is in person — off-site visits, invigilated examinations, assessment sessions, or any other face-to-face activity — the activity risk assessment determines the first aid cover required. As a minimum, a staff member holding a current accredited first aid qualification is present or immediately available, and the level of qualification reflects the age and needs of the learners involved. Arrangements follow the Off-site Visits Policy and the venue's own first aid provision is established in advance.

5. Training linked to learner needs

Where a learner has a known medical condition, staff working with that learner receive condition-specific briefing in line with the Supporting Medical Conditions Policy — for example, recognising the presentation of a seizure, an allergic reaction or a diabetic emergency for that learner, and knowing the agreed response in their individual health care plan. This briefing supplements, and never replaces, the training levels above.

Mental health concerns arising during sessions are responded to under the Mental Health and Well-being Policy and safeguarding procedures, led by the Designated Safeguarding Lead. First aid training does not qualify staff to make clinical judgements, and staff do not do so.

6. When training happens

- **At induction:** online first aid awareness training forms part of the statutory training modules completed during the first week, before unsupervised work with learners, as set out in the Staff Induction Policy.
- **Annually:** all learner-facing staff refresh the online first aid awareness training. Refresher completion is recorded.
- **Before expiry:** accredited certificates are renewed before their three-year expiry. The Health and Safety Lead tracks expiry dates and books renewal in good time.
- **Before in-person activity:** the activity leader confirms that the required first aid cover is in place as part of the activity risk assessment.
- **As part of CPD:** first aid training counts towards each staff member's professional development record, in line with the Continuing Professional Development (CPD) Policy.

7. Records and monitoring

The Health and Safety Lead maintains the first aid training register, which records for each staff member:

- The training completed, the provider, and the date.
- Certificate expiry dates for accredited qualifications.
- Annual awareness refresher completion.
- Condition-specific briefings received.

The register is reviewed termly by the Health and Safety Lead, and training compliance is reported to the proprietor annually alongside the review of this policy. Training records are held in line with the Data Retention Policy.

8. Roles and responsibilities

- **Health and Safety Lead:** owns this policy; carries out the assessment of first aid needs; maintains the training register; tracks renewals; reports on compliance.
- **Named first aider:** maintains current accredited training; provides guidance to staff; advises on first aid provision for in-person activity.
- **Designated Safeguarding Lead:** receives reports of health-related incidents; ensures concerns that intersect with safeguarding are handled under safeguarding procedures.

- **Head:** ensures staff are released for training and that first aid training is built into induction and CPD planning.
- **All staff:** complete the training required for their role, keep it current, and act within the limits of their training.
- **Parent carers / responsible adults:** retain primary responsibility for physical first aid when learners access online provision from home, and keep The Haven informed of relevant medical needs.

9. Related documents

- Accidents, Incidents and First Aid Policy
- Supporting Medical Conditions Policy (inc. Administration of Medicines)
- Health and Safety Policy
- Risk Assessment Policy
- Off-site Visits Policy
- Critical Incident Policy
- Staff Induction Policy
- Continuing Professional Development (CPD) Policy
- Mental Health and Well-being Policy
- Data Retention Policy and Data Breach Procedure

10. Review

This policy is reviewed annually by the Health and Safety Lead and approved by the Proprietor.

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