



Edfords Care Farm First Aid Policy

Last reviewed: 01 September 2026

Next review date: 31 August 2027

Signed off by Chris Howes - Director

First Aid Policy

Purpose

Edfords Care Farm is committed to providing a safe environment for all students, staff, volunteers, and visitors. This policy sets out how first aid is provided to ensure prompt and appropriate treatment in the event of illness, injury, or accident while on site or participating in Edfords activities.

This policy should be read alongside the following Edfords Care Farm policies and procedures:

- Medical Administration Policy
- Medication Administration Form
- Health and Safety Policy
- Accident and Incident Reporting Procedures
- Safeguarding and Child Protection Policy
- Risk assessment for overall site plus individual RAs for animal care and tool usage

Aims

Edfords Care Farm aims to:

- Provide immediate and appropriate first aid when required.
- Ensure suitable first aid equipment is available and maintained.
- Ensure an appropriate number of trained first aiders are available during activities.
- Record all accidents, injuries, and first aid treatment provided.
- Promote the health, safety, and wellbeing of everyone attending the provision.

First Aid Personnel

Edfords Care Farm will ensure that:

- At least one (ideally 2) suitably qualified First Aider is present during student sessions whenever reasonably practicable.
- Staff know who the designated first aiders are.
- First aid qualifications are renewed in accordance with current requirements.

First Aid Equipment

Suitable first aid kits will be available in accessible locations and checked regularly to ensure contents are complete and within expiry dates.

Additional first aid equipment may be carried during off-site visits or activities around the farm.

Providing First Aid

All injuries and illnesses will be assessed by a trained member of staff where possible.

Minor injuries will be treated using appropriate first aid procedures.

Where an injury or illness requires further medical attention, staff will:

- Contact parents/carers as appropriate.
- Seek advice from NHS 111 where necessary.
- Call emergency services (999) immediately if there is a serious injury or medical emergency.
- Continue to supervise and reassure the student until appropriate medical care is available.

Students will never be given medication as part of first aid unless this is in accordance with the Edfords Care Farm Medical Administration Policy.

Medication

The administration of prescribed or non-prescribed medication is covered separately within the Edfords Care Farm Medical Administration Policy.

Accident Recording

All accidents, injuries, illnesses requiring first aid, and significant incidents will be recorded as soon as possible after the event.

Records will include:

- Date and time.

- Name of the injured person.
- Details of the injury or illness.
- Treatment provided.
- Name of the person administering first aid.
- Whether parents/carers were informed.
- Any further action taken.

Records will be stored securely in line with data protection requirements.

Emergency Procedures

In the event of a serious accident or medical emergency:

1. Ensure the immediate safety of everyone present.
2. Administer emergency first aid.
3. Call 999 if required.
4. Inform the student's emergency contact as soon as possible.
5. Record the incident.
6. Report the incident in accordance with safeguarding and health and safety procedures where applicable.

Individual Medical Needs

Students with medical conditions such as asthma, epilepsy, diabetes, severe allergies, or other ongoing health needs will be supported in accordance with:

- Their referral information.
- Any healthcare plans provided.
- The Medical Administration Policy.
- The completed Medication Administration Form where medication is required.

Staff will familiarise themselves with relevant medical information before students begin their placement.

Training

Edfords Care Farm will ensure that staff receive appropriate first aid training relevant to the activities undertaken on the farm and that refresher training is completed before qualifications expire.

Monitoring and Review

This policy will be reviewed annually or sooner if legislation, guidance, or Edfords Care Farm procedures change.