



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

First Aid Policy for Online Learning

1. Introduction

Orchard Academy is committed to ensuring the health and safety of all students and staff participating in online learning and alternative provision. This policy outlines our approach to first aid in these settings, ensuring that appropriate measures are in place to respond effectively to any medical emergencies.

2. Purpose

The purpose of this policy is to provide clear guidelines for first aid procedures during online learning and alternative provision. Our goal is to ensure that all individuals are safe and supported and that any medical issues are addressed promptly and effectively.

3. Scope

This policy applies to all students, staff, and volunteers engaged in online learning and alternative provision offered by Orchard Academy.

4. Responsibilities

- **Staff Training**
 - Staff involved in online learning will receive training in basic first aid procedures, including how to respond to common medical emergencies.
 - Staff should be familiar with emergency contact procedures and the location of first aid resources.
- **Emergency Contact Information**
 - Students and parents/guardians will be required to provide emergency contact information at the start of the academic year.
 - This information will be kept confidential and accessible to relevant staff.

5. First Aid Procedures

- **In Case of Medical Emergencies**
 - In the event of a medical emergency during an online session, staff should ensure the safety of all students and contact emergency services if necessary.

- Staff should remain calm and provide reassurance to students while waiting for assistance.
- **Injuries or Illness Reported by Students**
 - If a student reports an injury or illness during an online session, staff should provide appropriate advice based on the situation.
 - Students should be encouraged to inform their parents/guardians about any medical issues.
- **Communication with Parents/Guardians**
 - Staff will communicate with parents/guardians regarding any medical incidents that occur during online sessions.
 - Follow-up support will be offered to students as needed.

6. Alternative Provision Settings

- For alternative provision settings, first aid supplies should be readily available, and staff trained in first aid must be present during all activities.
- Each alternative provision location must have clear procedures for responding to medical emergencies.

7. Record Keeping

- All first aid incidents must be documented, including details of the incident, actions taken, and any follow-up required.
- Records will be maintained by the First Aid Officer and reviewed regularly to identify any trends or areas for improvement.

8. Review and Monitoring

- This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with current regulations.
- Feedback from staff, students, and parents/guardians will be considered in the review process.

9. Conclusion

Orchard Academy is dedicated to providing a safe learning environment for all students, both online and in alternative provision settings. This First Aid Policy serves as a guideline to ensure that we are prepared to address any medical needs effectively and promptly.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025