

Mary Pugsley MBE

Director, Hair at the Academy



First Aid and Medication Policy

Written by Mary Pugsley MBE

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1. Introduction

Hair at the Academy is committed to achieving the highest standards of health, safety and wellbeing. Providing appropriate and effective first aid provision will help to save lives and minimise the potential impact of illness or injury to those affected. People at work can suffer injuries or fall ill whether or not the injury or illness is caused by the work undertaken. It is important that people receive immediate attention. Staff, students, contractors, visitors, service clients and other persons present at Hair at the Academy will be considered when determining first aid arrangements.

This policy sets out the arrangements by which Hair at the Academy will meet applicable health and safety requirements and the Department for Education guidance relevant to first aid in educational settings and alternative provision.

The purpose of this policy is to ensure that appropriate and effective first aid arrangements are available to anyone who may fall ill or be injured whilst on Hair at the Academy property, taking part in an organised off-site activity, or undertaking duties or activities on behalf of Hair at the Academy.

Hair at the Academy will comply with applicable legislation and guidance by:

- Ensuring a suitable and sufficient first aid needs assessment is completed and reviewed when circumstances change.
- Considering employees, students, visitors, contractors and other non-employees who may be present, including students attending as alternative provision.
- Providing an appropriate number of trained first aiders and/or an appointed person, as identified by the needs assessment, with suitable cover for foreseeable absence.
- Providing suitable and sufficient first aid equipment, facilities and information.
- Ensuring first aid arrangements are communicated clearly to staff, students and relevant parents/carers and commissioners where appropriate.
- Ensuring off-site activities have suitable first aid arrangements based on the risks of the activity and location.

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2. Context

The Health and Safety (First-Aid) Regulations 1981 [Health and Safety \(First-Aid\) Regulations 1981](#) require employers to provide adequate and appropriate equipment, facilities and personnel so that employees receive immediate attention if they are injured or taken ill at work. What is adequate and appropriate depends on the circumstances and must be informed by a first aid needs assessment.

DfE first aid guidance for schools, early years and further education expressly includes alternative provision academies and pupil referral units within its definition of school. Although the First-Aid Regulations are primarily concerned with employees, DfE strongly recommends that educational settings consider pupils, students and visitors when making first aid provision. First aid must also be available for school activities away from the premises.

Hair at the Academy will therefore use a needs-based approach that considers the age and needs of students, the nature of the alternative provision, activities undertaken, hazards, site arrangements, lone working, travel and off-site activities, staff/student numbers, foreseeable medical emergencies and the availability of emergency services.

Alternative provision and student welfare

This policy is intended to operate within the wider safeguarding, health and safety and medical-conditions arrangements applicable to the setting. Alternative provision should be safe, suitable and responsive to the needs of the children and young people placed there. The setting will work with the commissioning school/local authority and, where appropriate, parents/carers and health professionals to obtain relevant health information and ensure that identified medical needs can be managed safely.

Relevant legal and government framework

- [Health and Safety at Work etc. Act 1974](#) — Core employer health and safety duties.
- [Health and Safety \(First-Aid\) Regulations 1981](#) — Employer duties for adequate and appropriate first aid provision.
- [Management of Health and Safety at Work Regulations 1999](#) — Risk assessment and management arrangements.
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) — Workplace facilities and welfare requirements.
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#) — Statutory reporting of specified work-related incidents.
- [First aid in schools, early years and further education – DfE](#) — DfE guidance covering AP academies and PRUs; includes medication/self-administration guidance.
- [Alternative provision – statutory guidance](#) — DfE statutory guidance applying to settings providing alternative provision.
- [Non-school alternative provision: voluntary national standards \(2025\)](#) — DfE non-statutory standards for non-school/unregistered AP.

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3. Responsibilities

The Hair at the Academy Director is responsible for ensuring that this policy is implemented and managed effectively within the organisation's wider Health, Safety and Wellbeing arrangements. The Senior Leadership Team and Director are responsible for policy development, oversight and monitoring.

Managers / senior staff are responsible for ensuring that:

- Suitable and sufficient first aid needs assessments and related risk assessments are completed and reviewed.
- First aid arrangements take account of students attending under alternative provision arrangements, including relevant medical, SEND and safeguarding information provided by the commissioner or family.
- Actions arising from risk assessments are implemented.
- First aid training is suitably coordinated and certificates remain current.
- Staff are aware of first aid arrangements, including how to summon emergency assistance.
- Facilities and first aid equipment are maintained and checked.
- First aid arrangements are reviewed after significant changes, incidents or identified gaps.
- Appropriate funding is available for first aid equipment and training.
- Where hazardous substances or activities create specific first aid needs, suitable controls and emergency arrangements are in place.

Managers / supervisors must:

- Liaise with the person responsible for premises and health and safety to support the needs-assessment process.
- Communicate first aid arrangements to staff and students.
- Consider the impact of changes to staffing, premises, activities or student needs on first aid provision.
- Ensure first aiders receive any additional training identified by the first aid needs assessment.
- Ensure incidents are recorded and, where legally required, reported under RIDDOR.

First Aiders / Appointed Persons

Hair at the Academy appointed First Aiders are as follows:

Mary Pugsley MBE- Director

Email: mp@hairattheacademy.co.uk

Phone: 01392 574097 or 07974 750699

Tyler Gray- Salon Manager

Email: tg.hairattheacademy@gmail.com

Phone: 01392 574097

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Mary Pugsley MBE

Director, Hair at the Academy
Victoria Fricker- Salon Manager

Email: vf.hairattheacademy@gmail.com

Phone: 01392 574097

First Aiders / Appointed Persons will:

- Act safely and promptly when an emergency occurs.
- Apply the skills gained from appropriate training and work within the limits of their competence.
- Take effective control of the first aid response and call 999/112 or other professional medical help where appropriate.
- Use the designated first aid area where practicable. The main office will normally be the primary first aid location unless a different location is safer or more appropriate.
- Maintain first aid facilities and report shortages or defects promptly.
- Record treatment or assistance provided in accordance with the setting's incident-recording arrangements.
- Maintain confidentiality and handle medical information securely and only on a need-to-know basis.
- Take appropriate precautions against blood-borne infection.
- Understand that first aid does not normally include the administration of medicines.

Staff and students

- Report accidents, injuries and incidents promptly.
- Seek appropriate first aid or emergency assistance when required.
- Follow reasonable health and safety instructions and minimise infection risks.
- Tell a responsible member of staff, where they feel able to do so, about a medical condition that may require emergency support while attending the setting.
- Know how to summon a first aider or emergency assistance.

Medication

Hair at the Academy does not routinely administer medication to students. This is a deliberate operational arrangement and does not remove the setting's responsibility to make reasonable arrangements for students with medical conditions where a statutory or contractual duty applies.

Where a student is able and assessed as competent to manage their own medication, the default arrangement is that the student will carry, store and self-administer their own medication. This must be supported by an individual risk assessment and, where appropriate, an individual healthcare plan or equivalent medical information. The arrangement must be reviewed if the student's condition, medication, maturity, behaviour, attendance pattern, accommodation or other risk factors change.

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Medication – self-administration and storage requirements

- Medication should remain in the original pharmacy/manufacture-labelled container and must be prescribed or otherwise lawfully supplied for the student concerned.
- Students must not share, lend, sell or allow another person to use their medication.
- The student is responsible for taking the medication at the prescribed dose and frequency, unless an individual healthcare plan or other agreed emergency arrangement states otherwise.
- The student must have safe and timely access to medication when required, including during relevant off-site activities where the medication is needed.
- Where a student is permitted to store their own medication, a risk assessment must consider access by other students, loss, theft, misuse, overdose, accidental ingestion, temperature/storage requirements and the consequences of the medication being unavailable.
- If self-storage is assessed as unsafe, the setting will agree an alternative safe-storage arrangement with the student, parent/carer and/or commissioning school and, where appropriate, a healthcare professional. This may include controlled or supervised access.
- Students must not be required to disclose medical information to peers. Staff will only access medical information where necessary for safeguarding, health, first aid or the student's agreed support arrangements.
- The setting will not routinely confiscate a student's medication. If staff reasonably believe that medication is being misused, shared, stored unsafely or presents an immediate risk, they may secure the medication temporarily and seek appropriate advice, record the incident and contact the relevant parent/carer/commissioner as appropriate.

Emergency medication and life-saving medicines

Some students may need access to emergency medication, for example an inhaler or adrenaline auto-injector. The setting must know, through the student's medical information or individual healthcare plan where applicable, what emergency support is required and where the student's medication is kept.

First aid guidance states that first aid does not normally include giving tablets or medicines. A first aider's role will generally be limited, where appropriate, to helping a student who needs to take their own medication. Where a student's condition means they may be unable to self-administer life-saving medication in an emergency, the setting must not rely on this policy as a substitute for an agreed medical-emergency plan. The setting must agree appropriate arrangements, including suitably trained staff where necessary and where staff have agreed to undertake that role.

No routine medication administration

No member of staff is routinely required by this policy to administer a student's medication. Where a statutory duty, individual healthcare plan, commissioning agreement or emergency arrangement requires support beyond self-administration, the setting will assess the circumstances and ensure that any required staff training, consent, instructions, risk assessment and records are in place before undertaking that role.

Medical information, consent and individual planning

For students with known medical conditions, the setting will obtain and maintain relevant information from the commissioning school/local authority and/or parent/carer and healthcare professionals as

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appropriate. Where the statutory medical-conditions duty applies to the setting, arrangements will be consistent with section 100 of the Children and Families Act 2014

<https://www.gov.uk/government/publications/young-persons-guide-to-the-children-and-families-act-2014> and the Department for Education statutory guidance on supporting pupils with medical conditions.

- Medical information will be handled confidentially and shared only where there is a lawful basis and a genuine need to know.
- Where an individual healthcare plan or equivalent plan is appropriate, it should identify the student's condition, medication, signs of deterioration, emergency action, access arrangements and who needs to know.
- Risk assessments will consider SEND, disability, age, maturity, communication needs, behaviour, medication risks and the student's ability to recognise and respond to symptoms.
- The setting will make reasonable adjustments where required by the Equality Act 2010
<https://www.gov.uk/guidance/equality-act-2010-guidance>
- Arrangements will be communicated to relevant staff on a need-to-know basis and reviewed at appropriate intervals and following any significant change.

Incident recording and reporting

- All first aid treatment and significant incidents will be recorded in the setting's first aid/incident record.
- Records should include the date, time, location, person involved, nature of injury/illness, first aid provided, onward action and, where appropriate, who was informed.
- Records containing medical information must be stored securely and retained in accordance with the setting's data-protection and records-retention arrangements.
- Incidents will be reviewed to identify trends, recurring hazards and required improvements.
- Where an incident meets the statutory reporting criteria, it will be reported under RIDDOR and/or any relevant commissioner or safeguarding reporting arrangements.

4. Implementation

This policy applies to all Hair at the Academy services and activities, including organised off-site activities. Managers and supervisors will be provided with relevant guidance and access to appropriate training. Those with responsibilities under this policy will be trained to an appropriate level, have access to competent advice and support, and have sufficient resources and time to carry out the tasks associated with this policy.

5. Audit, monitoring and review

Hair at the Academy must be able to demonstrate compliance with this policy through its health and safety auditing arrangements. Monitoring will include, as appropriate:

- Checking first aid equipment and facilities at planned intervals.
- Checking that first aid training and certificates remain current.

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- Reviewing the first aid needs assessment following significant changes or incidents.
- Reviewing student medical arrangements and self-administration risk assessments where there is a change in need, medication or circumstances.
- Reviewing incident records and RIDDOR/commissioner reporting where applicable.
- Checking that staff and students know how to summon first aid and emergency assistance.
- Reviewing off-site activity arrangements.

6. Equality statement

Hair at the Academy will only commit to policies and practices which eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion or belief, race and ethnicity, sexual orientation or other protected characteristic. The setting will consider reasonable adjustments and the individual needs of students when implementing first aid and medication arrangements.

This policy and related guidance will be considered as part of the organisation's Equality Impact and Needs Assessment arrangements and will be reviewed when legislation, guidance, provision or student needs change.

Appendix 1. Relevant legislation and government guidance

The following sources were checked when this policy was revised on 13 August 2026. Links are provided so the policy can be maintained against current government and legislative requirements. Some duties depend on the legal status of the provision; where a source is marked 'where applicable', the organisation should confirm its applicability with its legal/commissioning arrangements.

- [Health and Safety at Work etc. Act 1974](#) — Core employer health and safety duties.
- [Health and Safety \(First-Aid\) Regulations 1981](#) — Employer duties for adequate and appropriate first aid provision.
- [Management of Health and Safety at Work Regulations 1999](#) — Risk assessment and management arrangements.
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#) — Workplace facilities and welfare requirements.
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) — Statutory reporting of specified work-related incidents.
- [First aid in schools, early years and further education – DfE](#) — DfE guidance covering AP academies and PRUs; includes medication/self-administration guidance.
- [Alternative provision – statutory guidance](#) — DfE statutory guidance applying to settings providing alternative provision.
- [Non-school alternative provision: voluntary national standards](#) — DfE non-statutory standards for non-school/unregistered AP.
- [Supporting pupils with medical conditions at school](#) — Statutory guidance relevant to maintained schools, academies and PRUs; relevant to arrangements for medical conditions.

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- [Children and Families Act 2014 – section 100](#) — Duty applying to maintained schools, academies and PRUs in England, where applicable.
- [Human Medicines Regulations 2012](#) — Medicines law; relevant to lawful handling and administration of medicines.
- [Equality Act 2010](#) — Equality and reasonable-adjustment duties, where applicable.
- [Keeping children safe in education 2026](#) — Safeguarding statutory guidance; 2026 version comes into force on 1 September 2026.
- [SEND code of practice: 0 to 25 years](#) — SEND framework relevant to students with SEND and EHC plans.
- [UK GDPR and Data Protection Act 2018 – ICO guidance](#) — Secure and lawful handling of sensitive medical information.

Important compliance note: This policy has been updated against the government sources available on 13 August 2026. It is designed to support compliance, but it cannot determine the legal status of Hair at the Academy or replace a setting-specific legal, health-and-safety or commissioning review. In particular, whether section 100 of the Children and Families Act 2014 and school-specific statutory guidance directly applies depends on the legal status of the provision. If the setting operates as non-school alternative provision, the DfE's 2025 voluntary national standards should also be considered alongside the commissioning agreement and any local authority requirements.

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