FIRST AID POLICY

Policy Owner: Head Office
Governance Oversight: Grand Council
Applies to: Staff, examiners, Teacher Members, contractors, learners, visitors and third parties
Review Cycle: Annual or following significant change
Last updated: 9th February 2026

1. Purpose

International Performing Arts & Theatre Limited (I-PATH) is committed to ensuring that appropriate first aid arrangements are in place to support the health, safety and welfare of all individuals affected by its activities.

This policy sets out how I-PATH:

- fulfils its duty of care in relation to first aid
- ensures proportionate and effective first aid provision
- supports safe examination and assessment delivery
- protects learners, staff, examiners and the public
- aligns with Ofqual expectations relating to learner protection, organisational capability and risk management

2. Scope

This policy applies to all I-PATH activities, including:

- office-based work
- examinations and assessments
- training events, meetings and professional activity
- online and remote activity
- visits to third-party premises (e.g. studios, schools, examination venues)

It applies to:

- employees and contractors
- examiners and moderators
- Teacher Members and centres
- learners, visitors and members of the public

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3. Statement of Commitment

I-PATH recognises that effective first aid provision is an essential element of good health and safety management.

I-PATH is committed to:

- providing timely and appropriate first aid where reasonably practicable
- ensuring risks are assessed and managed
- maintaining clear emergency procedures
- ensuring individuals know how to access first aid support
- reviewing arrangements regularly

4. Governance and Responsibilities

4.1 Grand Council

The Grand Council holds overall responsibility for ensuring that appropriate first aid arrangements are in place as part of I-PATH's health and safety governance.

4.2 Head Office

Head Office is responsible for:

- implementing this policy
- ensuring risk assessments consider first aid requirements
- maintaining records of first aid provision
- issuing guidance to staff, examiners and centres
- reviewing incidents and learning from them

4.3 Staff, Examiners and Teacher Members

All individuals must:

- take reasonable care of their own health and safety
- act responsibly in emergency situations
- follow I-PATH procedures
- report incidents, accidents and concerns promptly

Where appropriately trained, individuals may administer first aid within the limits of their competence.

5. First Aid Provision and Risk Assessment

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First aid arrangements are determined through a risk-based approach, taking account of:

- the nature of the activity
- the environment in which it takes place
- the number and age of participants
- the level of physical activity involved
- the duration of the activity

Risk assessments are reviewed periodically and updated where circumstances change.

6. Examinations and Assessments

6.1 Third-Party Venues

Most examinations are delivered in venues not owned or controlled by I-PATH.

In such cases:

- responsibility for first aid provision rests primarily with the centre or host organisation
- centres must ensure suitable first aid arrangements are in place
- examiners may request confirmation of first aid provision
- examinations may be paused or stopped if safety is compromised

6.2 Examiner Authority

Examiners have the authority to:

- pause or stop an examination where there is a risk to health or safety
- request appropriate first aid support
- escalate concerns to Head Office

7. Serious Injury or Illness

In the event of a serious injury or illness:

- emergency services must be contacted immediately where required
- accurate location and casualty details must be provided
- parents, carers or next of kin must be informed as soon as practicable
- Head Office must be notified without delay

Where learners are involved, safeguarding considerations apply.

8. Online and Remote Activity

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For online examinations or remote activity:

- participants must ensure they are in a safe environment
- responsible adults must be present where required
- emergency contact details must be available
- I-PATH guidance on online delivery must be followed

9. First Aid Equipment

Where I-PATH controls premises or events:

- suitable first aid kits are provided
- kits are checked regularly
- contents are appropriate to the activity

At third-party venues, centres are responsible for providing and maintaining first aid equipment.

10. Infection Control and Hygiene

I-PATH promotes good hygiene and infection control, including:

- use of personal protective equipment where appropriate
- safe disposal of waste and contaminated materials
- hand hygiene practices

Individuals administering first aid must follow standard infection control precautions.

11. Recording, Reporting and Confidentiality

- All accidents, injuries and near misses must be recorded
- Records are maintained securely
- Personal and medical information is treated as confidential
- Information is shared only where legally required or necessary for safeguarding

12. Training and Competence

I-PATH ensures that:

- individuals are competent to carry out their roles
- appropriate guidance is provided
- additional training is considered where risks increase

Teacher Members and centres are encouraged to ensure appropriate first aid training is in place for their staff, particularly in higher-risk disciplines.

13. Non-Compliance

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Failure to comply with this policy may result in:

- suspension of activity
- withdrawal of examination approval
- investigation under the Health & Safety, Safeguarding or Sanctions policies

14. Review of Policy

This policy is reviewed:

- annually
- following significant incidents
- following changes to legislation, regulation or operational practice

15. Related Policies

This policy should be read alongside:

- Health & Safety Policy
- Safeguarding Policy
- Emergency, Crisis and Business Continuity Guidance
- Online Examinations Policy
- Malpractice and Maladministration Policy
- Governance Framework

16. Contact

All first aid or health and safety concerns should be reported to: info@i-path.org

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