

Pony Partnerships CIC



First Aid and Medical Needs Policy 2026-2027

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2026

Date of Next Review: 31 August 2027

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1. Policy Statement

Pony Partnerships CIC is committed to promoting the health, safety and wellbeing of all participants, staff, associates, volunteers, and visitors.

We recognise that individuals may have a range of medical needs and that appropriate first aid arrangements are essential to ensuring a safe environment.

Pony Partnerships CIC will take reasonable and proportionate steps to provide first aid, respond to medical emergencies and support individuals with identified health needs.

2. Purpose

This policy aims to:

- ensure appropriate first aid arrangements are in place;
- support individuals with medical needs to participate safely;
- provide a framework for responding to illness, injury, and medical emergencies;
- ensure medication is managed safely and appropriately;
- support communication and planning regarding health needs;
- comply with relevant legal and safeguarding requirements.

3. Scope

This policy applies to:

- children and young people;
- adult participants;
- staff, associates, and volunteers;
- contractors and visitors.

It applies across all Pony Partnerships CIC activities, including:

- Equine Facilitated Psychotherapy;
- Equine Facilitated Learning;
- Equine Enrichment;
- commissioned placements;

- alternative provision placements;
- off-site activities;
- community-based activities.

4. Legal Framework

This policy relates to:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010;
- Children Act 1989;
- Children Act 2004;
- Care Act 2014;
- Supporting Pupils at School with Medical Conditions (where relevant to commissioned educational placements);
- Allergy safety in schools' statutory guidance, where relevant to commissioned education or alternative provision and as recognised good practice;
- Working Together to Safeguard Children;
- Keeping Children Safe in Education 2026, specifically safeguarding children with medical conditions where relevant to commissioned education or alternative provision.

5. First Aid Arrangements

Pony Partnerships CIC will ensure that:

- appropriate first aid equipment is available;
- first aid supplies are checked regularly;
- suitable arrangements exist for obtaining emergency assistance;
- accidents, injuries, and incidents are recorded appropriately;
- first aid provision is proportionate to the activities being delivered.

The level of first aid provision will take account of:

- the nature of activities;
- participant needs;
- location;
- number of individuals present;
- identified risks.

Pony Partnerships CIC will seek to ensure that at least one appropriately qualified first aider is available during participant sessions wherever reasonably practicable, taking account of the nature of the activity, location, and identified risks.

6. First Aiders

Pony Partnerships CIC will ensure that an appropriate number of staff hold recognised first aid qualifications relevant to their role and activities.

First aiders are responsible for:

- providing first aid within the limits of their training;
- responding appropriately to emergencies;
- maintaining accurate records where required;

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- reporting significant concerns.

Individuals should not provide treatment beyond their level of training or competence.

7. Medical Information

Pony Partnerships CIC may collect information about medical needs where necessary to support safe participation.

This may include:

- allergies, including known or suspected food, medication, insect sting, latex, animal-related or environmental allergies such as hay, straw, dust, pollen, or mould;
- asthma;
- epilepsy;
- diabetes;
- anaphylaxis;
- mental health conditions;
- sensory needs;
- mobility needs;
- other relevant health conditions.

Medical information will be treated confidentially and managed in accordance with the Privacy and Data Protection Policy.

Information will only be shared on a need-to-know basis to support safety and wellbeing.

8. Individual Medical Needs

Where appropriate, Pony Partnerships CIC will work with participants, parents, carers, and professionals to understand and support individual medical needs.

This may include:

- risk assessments;
- healthcare plans;
- emergency arrangements;
- reasonable adjustments;
- medication arrangements.

Where relevant, this may include an Individual Healthcare Plan, Allergy Action Plan, Asthma Action Plan, medication consent form, or allergy-specific risk assessment.

Support will be proportionate to the nature of the need, the activities involved and the resources available.

9. Medication

Pony Partnerships CIC does not routinely administer medication unless appropriate arrangements have been agreed in advance.

Where medication is required during activities:

- written consent may be required;
- medication must be clearly labelled;
- instructions must be provided;

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- safe storage arrangements must be followed;
- records may be maintained where medication is administered or assistance is provided.

Emergency medication such as inhalers, adrenaline auto-injectors or other prescribed emergency treatments may be supported where agreed arrangements are in place.

Where emergency medication is required, arrangements must be clear before the session begins, including who holds the medication, where it is located, whether it is in date, and what action staff should take in an emergency.

Medication will only be administered or supported by appropriately authorised individuals.

10. Allergies and Anaphylaxis

This section should be read alongside the Allergy Safety Policy and Allergy and Anaphylaxis Standard Operating Procedure.

Pony Partnerships CIC recognises that allergies can affect safe participation and that anaphylaxis is a life-threatening medical emergency requiring immediate action.

Allergy safety arrangements are set out in the Allergy Safety Policy and the Allergy and Anaphylaxis Standard Operating Procedure. Where relevant, allergy information will be collected before participation and shared with staff on a need-to-know basis. This may include known allergens, prescribed emergency medication, Allergy Action Plans, Asthma Action Plans, Individual Healthcare Plans, or individual risk assessments.

Where a participant has prescribed emergency medication, including an inhaler, adrenaline auto-injector or other emergency treatment, arrangements must be agreed in advance to ensure that medication is available, in date, clearly labelled and accessible during sessions, including outdoor, animal-based, or off-site activities.

Staff, associates, and volunteers must not offer or share food with participants unless this has been agreed and allergy information has been checked.

If anaphylaxis is suspected, staff must act immediately, follow the Allergy and Anaphylaxis SOP, call 999 and state that this is suspected anaphylaxis. Emergency action must not be delayed while trying to contact parents, carers, commissioners, or senior staff.

All allergy-related incidents and near misses must be recorded and reviewed. Where there is concern that a child, young person or adult's allergy, medical needs or prescribed emergency medication are not being safely supported, staff must consider whether this also raises a safeguarding concern.

A medical or allergy incident does not automatically require a safeguarding referral. However, where a child is repeatedly sent without essential medication, where relevant medical information is not provided, or where the child may be at increased risk of neglect, abuse or exploitation because of their medical condition, staff must share this with the DSL.

11. Medical Emergencies

In the event of a medical emergency, Pony Partnerships CIC will:

- prioritise the safety and wellbeing of the individual;
- seek emergency medical assistance where required;
- contact parents, carers, or emergency contacts where appropriate;

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- record and review the incident;
- follow safeguarding procedures where relevant.

Staff should not delay seeking emergency assistance where there are concerns about a person's health or safety.

Due to the nature of equine-assisted activities, injuries resulting from kicks, bites, falls, crushing incidents, or other animal-related accidents will always be taken seriously and assessed by a suitably trained first aider, even where injuries initially appear minor. Further medical assessment will be sought where appropriate.

Any significant injury involving a participant, member of staff, volunteer or visitor will be recorded, reviewed, and managed in accordance with organisational incident reporting procedures.

12. Mental Health and Emotional Wellbeing

Pony Partnerships CIC recognises that mental health is an important aspect of overall wellbeing.

Because Pony Partnerships CIC provides Equine Facilitated Psychotherapy and therapeutic support, we recognise that emotional distress, trauma responses, and dysregulation may occasionally present during sessions.

Staff will respond calmly, compassionately and within the boundaries of their role, using safeguarding procedures, risk assessments, and therapeutic boundaries to guide decision-making.

Where concerns arise regarding an individual's emotional wellbeing, appropriate support, communication, and safeguarding procedures will be considered.

Where emotional distress raises concerns about immediate safety, mental health risk or safeguarding, staff will seek appropriate support and follow organisational procedures without delay.

This policy does not replace specialist mental health support but seeks to ensure that concerns are recognised and responded to appropriately.

13. Post-Incident Care

Following any significant accident, injury, medical emergency or restrictive intervention, Pony Partnerships CIC will consider the immediate and ongoing wellbeing of everyone involved.

Where appropriate, this may include:

- first aid or medical assessment for participants, staff, or volunteers;
- monitoring for delayed symptoms or injury;
- emotional support and reassurance;
- communication with parents, carers, commissioners, or other relevant professionals;
- recording and reviewing the incident in accordance with organisational procedures.

Where a restrictive intervention has been used, any participant or member of staff involved will be assessed for injury or adverse effects, with appropriate first aid or medical treatment provided where required. Any treatment, observations and follow-up actions will be recorded in accordance with the organisation's incident reporting procedures.

14. Recording and Confidentiality

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Pony Partnerships CIC will maintain appropriate records relating to:

- accidents and injuries;
- first aid provided;
- significant medical incidents;
- healthcare plans where used;
- medication arrangements where applicable;
- allergy incident and near miss reports;
- Allergy Action Plans, Asthma Action Plans, and allergy-related risk assessments where used;
- emergency medication checks;
- records of emergency medication administered.

Records will be stored securely and managed in accordance with data protection legislation.

Records should distinguish between a medical incident, an allergy or medication near miss, and any safeguarding concern arising from the circumstances.

15. Responsibilities

- Board of Directors: Responsible for ensuring suitable first aid and medical arrangements are in place.
- CEO: Responsible for overseeing implementation of this policy and ensuring appropriate resources are available.
- Allergy Safety Lead: Responsible for coordinating allergy safety arrangements in line with the Allergy Safety Policy and Allergy and Anaphylaxis SOP.
- Staff, Associates and Volunteers: Responsible for following this policy, reporting medical concerns appropriately, acting within their competence, maintaining confidentiality, and responding appropriately to emergencies.
- Parents, Carers and Participants: Responsible for providing accurate and up-to-date information regarding relevant medical needs and emergency contact details.

16. Monitoring and Review

Pony Partnerships CIC will review:

- first aid arrangements;
- accident records;
- medical incidents;
- allergy incidents and near misses;
- emergency medication arrangements where applicable;
- training requirements;
- risk assessments.

Learning from incidents and feedback will be used to improve practice.

17. Review

This policy will be reviewed annually, or sooner if:

- legislation changes;
- guidance changes;
- organisational arrangements change;
- a significant incident identifies a need for review.

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