

FIRST AID POLICY

DOCUMENT CONTROL	
OWNER	Head of Operations
REVIEWER	FIRST AIDERS/HEAD
VERSION	3
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1. FIRST AID: POLICY GUIDANCE

1.1 Scope

This guidance is applicable to all those involved in the provision of first aid related to London Park School Clapham (LPSC) activities.

1.2 Objectives

1.2.1 To ensure that there is an adequate provision of appropriate first aid at all times.

1.2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

1.3 Guidance

1.3.1 The Head of Operations will be responsible for the implementation of this policy.

1.3.2 The Head of Operations will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- (a) Size of the school and whether it is on split sites / levels.
- (b) Location of the school.
- (c) Specific hazards or risks on the site.

Staff or students with special health needs or disabilities.

- (d) Previous record of accidents / incidents at the school.
- (e) Provision for lunchtimes and breaks.
- (f) Provision for leave / absence of first aiders.
- (g) Off-site activities, including trips.
- (h) Practical departments, such as science, technology and PE.
- (i) Out of hours activities.
- (j) Contractors on site and agreed arrangements.

Student Illness

If a student becomes ill during the day the school will contact the parents so that the child can be collected.

- (k) There is access to the medical room which is managed by the Lead School First Aider.

The school will notify parents if a student suffers anything more than a minor injury or becomes ill during the school day.

1.3.3 Specific First Aid Provision

(a) First Aiders

- (i) Denise Waldron/Lottie Davidson are the school's trained first aiders responsible, in the first instance, for the provision of first aid as required. The Head of Operations is to ensure that refresher training is booked for 2026.
- (ii) Sufficient first aiders to cover day-to-day and other school activities will be provided.

A first aider will accompany students on visits out of school. (a minimum of 1:50 students and staff)

- (iii) First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- (iv) The school may also have appointed persons in addition to first aiders. Such persons will have received formal training (normally four hours) and their duties may include:
 - (1) take charge when someone becomes ill or is injured;
 - (2) look after first aid equipment, e.g. restocking of supplies; and
 - (3) ensure that an ambulance or other professional medical help is called when appropriate.
- (v) First aid and appointed person training will be refreshed every 3 years. (It is strongly recommended that you have a half day refresher)

(b) First Aid Boxes

- (i) First aid boxes will be provided in areas of the school where accidents are considered most likely.

A first aid box will also be taken when students leave the school on organised trips or participate in sports events.

- (ii) First aid boxes/bags will be replenished as necessary and checked termly.
- (iii) The contents of a first aid boxes/bags will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

(c) First Aid Notices

- (i) Lists of members of staff who are qualified first aiders and those who are trained appointed persons will be displayed around the school.

(d) Access to First Aid

All students and staff will be given information on the provision of first aid at their induction.

- (e) Records
 - (i) Details of any incident which requires treatment will be recorded on the accident book on Evolve
- (f) Calling an Ambulance

The Lead First Aider will normally be responsible for summoning an ambulance and for escorting the student to hospital. If unavailable a member of staff will always stay with a student in hospital until their parents have been contacted.

- (g) Emergency Medical Treatment
 - (i) In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.
 - (ii) Some schools may choose to have Automated external defibrillators ("AED") available for use. The purchase and usage of an AED is a decision for each individual school. The Department for Education document "Automated external defibrillators, A guide for schools" outlines the relevant considerations.

1.3.4 Medical care

- (a) This procedure is limited to the provision of first aid, but the school has arrangements in place for:
 - (i) dealing with students who have special educational needs or specialist medical needs;
 - (ii) provision of medical examinations and immunisations;
 - (iii) holding medical records; and
 - (iv) dealing with medicines and treatments brought to school for students.

Legal Requirements & Education Standards,

References:

- A: Commentary on the Regulatory Requirements, Section B Part 3 (www.isi.net)
- B: Social Care common inspection framework ([Social care common inspection framework \(SCCIF\) - GOV.UK](#))
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the ISBA Bursar's Guide
- F: DfE "Guidance on First Aid for Schools, Early years and Colleges" ([First aid in schools, early years and colleges - GOV.UK](#))
- G: HSE home page, First Aid at Work (www.hse.gov.uk)
- H: DfE Automated external defibrillators (AEDs) A guide for schools, January 2025