

# First Aid policy

## 2025 - 2026

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## 1. Aims

The aims of the LAMP first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed person/s and First aiders

LAMP's appointed person is Florence Ellis

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending students home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

LAMP's first aiders names are displayed prominently around the building.

### **3.2 The Directors**

The directors are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of staff are first aid trained and are present at LAMP at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.3 Staff**

Staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders at LAMP are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the directors or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 LAMP Procedure**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a student is too unwell to remain at LAMP, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Education Manager will contact parents immediately
- The first aider, or the member of staff present if the first aider is not called, will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **4.2 Off-site procedures**

When taking students off the LAMP premises, staff will ensure they always have the following:

- A LAMP mobile phone
- A portable first aid kit carrying the minimum contents for a travelling first aid kit
- Information about the specific medical needs of students
- Parents' contact details

Risk assessments will be completed by the Senior Leadership Team prior to any educational visit that necessitates taking students off LAMP premises.

There will always be at least one first aider on school trips and visits.

When transporting students using a minibus or other large vehicle, LAMP will make sure the vehicle is equipped with a clearly marked first aid box.

### **5. First aid equipment**

A typical first aid kit at LAMP will include the following as a minimum:

- A leaflet with general first aid advice
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (Preferably sterile)
- 6 Safety pins
- 3 pairs of Disposable gloves
- 6 medium sized individually wrapped sterile unmedicated
- 2 large sterile individually wrapped unmedicated wound dressings

No medication is kept in first aid kits

First aid kits are stored in; the LAMP office, the Art Room, the small annexe and the minibus

## **6. Record-keeping and reporting**

### **6.1 First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form will also be added to the student's educational record by the Education Manager
- Records held in the first aid and accident book will be retained by LAMP for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Due to GDPR, records once completed in the accident book are removed and stored securely in the students or staff file

### **6.2 Reporting to the HSE**

The directors will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The directors will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

A member of the SLT, primarily the appointed person, will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **6.4 Reporting to Ofsted and child protection agencies**

The Directors will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in LAMP's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The directors will also notify the referring Local Authority of any serious accident or injury to, or the death of, a student while in LAMP's care.

## **7. Training**

LAMP staff undertake regular first aid training for schools. To be classed as a first aider they must have completed a training course, and must hold a valid certificate of competence to show this. LAMP will keep a record of all trained first aiders, what training they have received and when this is valid until.

## **8. Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team every year.

At every review, the policy will be approved by the Directors.

## **9. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting student's medical conditions