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1.0 INTRODUCTION

At Lamledge School, we are committed to ensuring the safety and wellbeing of all staff, pupils, visitors, and contractors on site. In line with The Health and Safety (First-Aid) Regulations 1981, we have a duty to provide adequate first aid equipment, facilities, and suitably trained personnel to render first aid to employees.

While the Regulations focus on employees, our school recognises the importance of safeguarding all individuals within our care. We therefore extend our first aid provision to pupils, visitors, contractors, and any other non-employees present on site.

First aid needs are assessed regularly to ensure that we have the right resources and trained staff available to respond effectively to accidents, injuries, and medical emergencies. This includes ensuring an appropriate number of staff are trained in:

- **Emergency First Aid at Work (EFAW)** – enabling staff to provide immediate first aid in emergency situations.
- **First Aid at Work (FAW)** – equipping staff to provide first aid for a wide range of injuries and illnesses.
- **Paediatric First Aid** – ensuring the ability to respond to incidents involving children, particularly those under the age of 5, in line with statutory requirements and good practice in education settings.

Our approach reflects both our legal obligations and our duty of care to the children and young people we support, many of whom have additional needs that may require a tailored response in a medical emergency.

2.0 DEFINITIONS

First aid is defined as:

The provision of treatment for the preservation of life and minimising the consequences of injury and illness until medical help is obtained, and the treatment of minor injuries which would otherwise receive no treatment or which does not require professional medical treatment.”

A first-aider is

Someone who has undertaken suitable training and has an appropriate First Aid qualification and remains competent to perform their role. This means that they must hold a valid certificate of competence.

Appointed Person is

A person to take charge of the first-aid arrangements, including looking after the equipment and facilities (e.g. checks and, as appropriate, replenishing the first aid boxes), and calling the emergency services when required. Typically an appointed person would be used in low-level hazards areas such as those that might be found in offices and shops.

An appointed person is not required to have any formal training.

3.0 SCOPE

This policy should be read in conjunction with relevant OFG Group policies and procedures, which provide the overarching framework for health and safety management. Lamledge School’s policies and procedures align with these requirements while reflecting the specific needs, environment, and operations of our school.

4.0 RESPONSIBILITIES

Headteacher and School Business & Facilities Manager

are responsible for;

- Undertaking the first aid risk assessment to ensure that adequate first aid can be provided during all work hours including assessing the first aid requirements for off-site activities where there may be an increased risk on injury
- Ensuring provision of relevant and adequate first aid supplies stored in suitable containers
- Ensuring the provision of adequate number of staff trained in first aid as per the mandatory requirements (FAW/EFAW/Paediatric first aid/Appointed persons) throughout the times that the premises are in use.
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned. These should be reviewed and amended regularly.
- Adequate access to a telephone is always available to call emergency services when required.
- Ensuring that all employees are aware of first aid arrangements in the event of an accident or illness.
- A suitable first aid room is available when the need is identified.

- Visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site.
- Records are maintained of:
 - o checking of first aid boxes by nominated person;
 - o all first aid administered must be recorded as part of the electronic accident/incident reporting system.
- Maintaining details of Certified First Aiders, Appointed Persons, their training records on Learning Management system (LMS), and training renewal dates.

First Aiders

First aiders are responsible for

- Administering first aid to employees in accordance with their training, when required to do so, and to refer staff for specialist help, when required.
- To record all treatment provided, including the nature of first aid given, together with the date and time it was given.
- To present themselves for training at the appropriate time and inform Learning & Development of any external training (this must be agreed by Learning & Development prior to any bookings made).

Other Nominated Persons

- Nominated person(s) are responsible for maintaining stocks of first aid kits and appropriate signage is in place as directed by the site Managers.

5.0 FIRST AID ARRANGEMENTS

Lamledge School is committed to ensuring that adequate and appropriate first aid provision is available at all times to safeguard the wellbeing of pupils, staff, visitors, and contractors. This includes providing the necessary equipment, facilities, and trained personnel to respond effectively if anyone becomes injured or unwell while on site.

The level of first aid provision within the school is determined through a formal first aid needs assessment, taking into account:

- The size and layout of the school site
- The age range and specific needs of our pupils, including those with medical or additional needs
- The activities carried out, including higher-risk areas such as science laboratories, design technology workshops, physical education, and off-site educational visits
- The availability of trained first aiders during all operational hours, including arrangements for cover during staff absence, annual leave, or off-site duties

Lamledge School will ensure that:

- A suitably stocked first aid kit is available in accessible locations across the site, with contents checked and replenished regularly

- Sufficient staff are trained in **Emergency First Aid at Work, First Aid at Work, or Paediatric First Aid** in line with identified needs
- There is a nominated person responsible for overseeing first aid arrangements and taking charge in the event of an emergency
- Additional first aid provision is available in higher-risk areas and for off-site activities, as identified through risk assessment

This approach ensures that first aid provision is not only compliant with the Health and Safety (First-Aid) Regulations 1981 but also tailored to the unique environment and needs of Lamledge School.

6.0 LEVEL OF FIRST AID PROVISION

First Aid Roles and Staffing Levels

The number of first aiders and/or appointed persons at Lamledge School is determined through a formal first aid needs assessment. This assessment takes into account the specific circumstances of our school, including:

- The size and layout of the site
- The age range and specific needs of our pupils, including those with medical or additional needs
- The activities undertaken, including higher-risk areas such as science, design technology, and PE
- Supervision ratios and the need for first aid cover during off-site trips, sporting events, and residential visits
- The availability of staff to provide first aid cover during all operational hours, including arrangements for cover during absence or leave

While there are no fixed rules on exact numbers, Lamledge School will ensure that provision is sufficient to meet the outcomes of the needs assessment and that suitably trained staff are available at all times when pupils are present.

First Aid Roles

- **First Aider (FAW)** – Holds a current First Aid at Work certificate following approved training.

Responsibilities include:

- Providing first aid treatment in line with their training
- Summoning an ambulance or other medical services when required
- Maintaining first aid kits to the required stock levels
- Recording all cases treated via the school's accident and incident reporting systems (e.g. Sleuth, Info Exchange, or other approved systems)

Emergency First Aider (EFAW) – Holds a current Emergency First Aid at Work certificate (minimum one-day course).

Responsibilities include:

- Providing basic emergency first aid in line with their training
- Requesting assistance from a FAW where available

- Summoning an ambulance or other medical services
- Maintaining first aid kits to the required stock levels
- Recording all cases treated via the school's reporting systems

Paediatric First Aider (PFA) – Holds a current Paediatric First Aid certificate in line with the Early Years Foundation Stage (EYFS) Statutory Framework.

Responsibilities include:

- Providing first aid for babies and young children in line with EYFS requirements
- Ensuring at least one PFA-qualified member of staff is present on site whenever Early Years pupils are in attendance
- Accompanying children on outings, ensuring first aid provision is maintained off-site

Insurance

All suitably trained staff providing first aid are covered by Lamledge School's insurance arrangements.

7.0 FIRST AID MATERIALS, EQUIPMENT AND FACILITIES, INCLUDING AED

Following the completion of the school's first aid needs assessment, Lamledge School will ensure that the required materials, equipment, and facilities are in place to provide the identified level of cover at all relevant times. This provision applies to all employees, pupils, visitors, and contractors on site.

First Aid Kits

- First aid equipment will be clearly marked, easily accessible, and located in all areas identified by the needs assessment.
- The contents of each first aid kit will be determined by the needs of the area in which it is located, taking into account the activities carried out there.
- Where appropriate, first aid kits will comply with British Standard BS 8599; however, all kits will be stocked according to the outcomes of the needs assessment.
- Each kit will contain only first aid materials — no medication, tablets, creams, or other non-first aid items will be stored inside.
- Body spill kits will be available where required, particularly in areas where there is a higher likelihood of body fluid contamination.
- All kits will display a white cross on a green background and, where possible, be located near hand washing facilities.

Inspection and Restocking

- First Aiders and Emergency First Aiders are responsible for checking their allocated kits regularly using the school's First Aid Kit Checklist.
- Kits will be restocked immediately after use to ensure they remain fully equipped.

Automated External Defibrillators (AEDs)

In line with Department for Education guidance, Lamledge School has an Automated External Defibrillator (AED) on site. This equipment is available for use in the event of a cardiac arrest and can be used on both adults and children.

- The AED is located in the **main reception office** to ensure it can be accessed quickly in an emergency.
- The location is clearly signposted, visible, and securely fixed to prevent tampering, while still allowing immediate access when required.
- The AED operates on a lithium battery and does not require charging. It has an inbuilt self-check function to indicate when maintenance or battery replacement is needed.
- A designated staff member will carry out a monthly check using the AED Monthly Checklist to confirm the unit and its accessories are in full working order.
- Trained staff will be familiar with the AED's operation, and information on its use will be included in first aid training sessions.

8.0 ACCIDENT/INCIDENT REPORTING

Any events where attention is required by an appointed person, First Aider or qualified person to deliver first aid must be reported following the accident/incident reporting policy and report via the appropriate online reporting system:

- Sleuth – Students
- Info Exchange – Staff

9.0 Training

Lamledge School ensures that sufficient staff are trained in first aid, based on the findings of the school's first aid needs assessment. Training is arranged by the school through approved training providers, and refresher courses are scheduled to ensure that qualifications remain valid.

The main training courses used in our setting are:

- **Emergency First Aid at Work (EFAW)** – Enables a staff member to provide emergency first aid to someone who is injured or becomes unwell while at school, including pupils, staff, visitors, and contractors.
- **First Aid at Work (FAW)** – Equips the first aider to provide first aid for a wide range of specific injuries and illnesses, beyond immediate emergencies.
- **Paediatric First Aid (PFA)** – Focuses on child-related incidents, particularly for Early Years and primary-aged pupils, in line with the Early Years Foundation Stage (EYFS) requirements.

Any staff member attending first aid training who has a medical condition that may affect their ability to complete all elements of the course must inform their line manager in advance. The manager will carry out a risk assessment and share relevant details with the training provider before the course begins. Staff who cannot take part in all required elements will not meet the qualification requirements and therefore cannot be designated as a fully trained first aider.

Appointed Persons – An appointed person does not need formal first aid training but is responsible for overseeing first aid arrangements in the absence of a qualified first aider, including contacting emergency services and managing first aid equipment.

Defibrillator Use – The school’s Automated External Defibrillator (AED) is designed so that anyone can use it in an emergency, without prior training, by following the device’s clear, step-by-step instructions.

10.0 INFECTION CONTROL

At Lamledge School, we take steps to minimise the risk of cross-contamination and infection during the administration of first aid. While all situations carry some level of risk, first aiders may be most at risk when providing resuscitation or dealing with bleeding.

To reduce these risks:

- A suitable resuscitation mask or shield will be provided where there is a potential risk of infection during resuscitation.
- First aiders must ensure that any cuts, grazes, or abrasions on their own skin are covered with a waterproof dressing before administering treatment.
- Hands must be washed or sanitised before and after giving first aid.
- Disposable nitrile or vinyl gloves and disposable aprons must be worn whenever handling blood or other body fluids.
- All first aiders must follow the school’s infection prevention and control procedures, including safe cleaning and disposal of materials when dealing with spillages of blood or body fluids.
- If contact is made with another person’s body fluids, the affected area should be washed immediately and medical advice sought.

Any injuries incurred while providing first aid — including sharps injuries — must be reported through the school’s accident and incident reporting systems (e.g. Sleuth or Info Exchange).

Further guidance is available in the school’s Control of Infection Policy.

11.0 TRANSPORT TO HOSPITAL OR HOME

The Headteacher & SLT will determine the appropriate action to be taken in each case, in conjunction with the advice given by the first aider. Where the injury requires urgent medical attention an ambulance will be called and the student’s parent or carer will be notified. If hospital treatment is required, then the student’s parent/carers will be called for them to take over responsibility. If no contact can be made with parent/carers or other designated emergency contacts then the Headteacher & SLT may decide that school staff are to transport the student to the hospital.

Where the Headteacher & SLT makes arrangements for transporting a child then the following points will be adhered to:-

- Only company vehicles or staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the student in a vehicle;
- A second member of staff will be present to provide supervision of the injured student.

12.0 APPENDICES

This policy is to be read in conjunction with the following:

- OFG First Aid Policy
- OFG Health and Safety Policy
- [List of first aid trained staff and locations of equipment](#)

13.0 VERSION HISTORY

Version	Date	Summary of Changes	Author
1.0	Jun 2017	Initial policy	OFG
1.8	Aug 2023	Annual updates	H. Morgan
1.9	Aug 2024	Annual updates	H. Morgan
1.10	Aug 2025	Full restructure, additions for clarity & compliance	H. Morgan