United Learning – Health and Safety

First Aid Policy

Lincoln Minster School

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1. Introduction

1.1 This policy applies to all members of our school community, including those in our EYFS setting The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.2 Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.3 This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with a range of policies, procedures and other documentation relating to:

- Child Protection (Safeguarding)
- Supporting Pupils with Medical Needs
- Educational Visits and Activities Off Site – Residential and Non-Residential
- Training records
- Risk Assessment

1.4 This document is reviewed annually by the Deputy Head of Pastoral or as events or legislation change requires.

1.5 This document was drawn up in conjunction with Guidance First aid in schools, early years and further education Updated 14 February 2022 (Department for Education and Skills/ Department of Health)

1.6 The School is fully committed to ensuring that the application of this First Aid, Accident Reporting and Medication policy is non-discriminatory in line with the UK Equality Act (2010).

1.7 It is a statutory requirement for an employer to make adequate first aid provision for all employees. At Lincoln Minster School it is recognised that the provision should cover all staff, pupils (including those in the EYFS setting) and visitors.

1.8 For this reason, all staff must make themselves familiar with:

- The location of the First Aid Rooms
- The name and location of First Aiders and First Aid kits
- First Aider call-out procedures and how to contact them in an emergency – Via phone or radio from reception.

1.9 This Policy forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974 and specifically the Health and Safety (First Aid) Regulations 1981 and the Education (Independent School Standards) Regulations 2014.

2. Aims

2.1 to ensure appropriate first aid treatment is provided for all users of the school with reference to pupils

and staff

2.2 to make provision for having at least one person qualified in First Aid on the school site during school hours and for events organised by the school

2.3 to make provision for having at least one person qualified in pediatric First Aid on the premises when EYFS pupils are present

2.4 to provide for secondary first aid where necessary and appropriate

2.5 to ensure that all those involved in the provision of First Aid at the school treat a casualty, relatives or others involved with care, compassion and courtesy

2.6 to provide a first aid room in accordance with the The Education (Independent School Standards) Regulations 2014. Standards for school premises - GOV.UK

3. Personnel and Training

3.1 The schools Wellbeing Coordinator is responsible for organising training relating to First Aid and management of pupils with chronic health conditions (e.g. asthma, diabetes, etc.), keeping records of such training, management of First Aid boxes and De-Fibs.

3.2 The Trip Coordinator is responsible for the presence of First Aiders on site/trips when necessary. The First Aider on duty takes charge of first aid arrangements and is available to support staff qualified as First Aiders.

3.3 Each First Aider must complete a Health and Safety Executive (HSE) approved training course and hold a valid certificate of competence.

3.4 A record of First Aiders and their certification dates is maintained here: LMS- Register of First Aiders.xlsx This document is also available to be viewed in Reception, on Health & Safety boards in all buildings, Medical Room & through-out school noticeboards.

3.5 Training will include resuscitation procedures for children. Training is provided by a local Independently Accredited Training Provider and gives staff sufficient understanding, confidence and expertise.

3.6 A person with a First Aid at Work qualification must be on site when children are present. When EYFS children are present at school or on an outing a person qualified in paediatric First Aid is present. The person responsible for coordinating this is the Headteacher or Deputy Headteacher.

4. How to access First Aid

4.1 The First Aid Room is situated on the ground floor. It complies with the relevant regulations of the Education (School Premises) Regulations 1999.

4.2 A qualified First Aider(s) is on the site and on call during the school day.

4.3 All users of the school will be able to contact the First Aider(s) on extension 4380(medical room) or 4304(senior reception) or 4201(Prep school reception) or via radios at reception.

4.4 A list of qualified First Aiders can be found at the main reception, the First Aider in the first aid room, the administrative staff in the general office, the Deputy Head (Pastoral) and on signage around the school premises.

4.5 In the event of a pupil feeling unwell during a lesson, they should be sent to the First Aid room accompanied by another pupil. All pupils are encouraged to wait until break times to report illness except in cases of emergency.

4.6 Should the pupil be too ill to go to the first aid room, two pupils should go to the First Aid room (or Prep School office) to inform the First Aider that their assistance is required.

5. First-aid Response

5.1 Once informed of an incident the First Aider(s) will go to the casualty(ies) without delay and provide emergency care.

5.2 Secondary aid i.e., ambulance assistance will be sought if necessary.

5.3 If a First Aider cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.

5.4 The casualty's parent/guardian (or other appropriate adult) will be informed if deemed appropriate by the First Aider and always in the case of an injury to the head.

5.5 All appropriate precautions will be taken by the support staff when cleaning up after an incident involving bodily fluids, blood, vomit, etc. Staff must follow basic hygiene procedures and should take precautions to avoid infection. Staff have access to single use disposable gloves and hand washing facilities and must take care when dealing with the spillage of blood, other body fluids or contaminated dressings/equipment, using disposable gloves, disinfectant and appropriate disposal facilities as provided.

6. Automatic External Defibrillators (AED)

6.1 The school has 3 defibrillators located in Prior, Harper and Prep. These can be used by any member of staff in the event of an emergency.

7. First-aid Equipment

7.1 All first aid kits are clearly labelled with a white cross on a green background. First aid kits are in many rooms throughout the school. See a list of locations at the end of this policy.

7.2 There is no mandatory list of items to be included in a first-aid container. As a guide, a minimum stock list of first-aid items might be:

- a leaflet giving general guidance on first aid, e.g., HSE's leaflet Basic advice on first aid at work. This is especially helpful should first aid need to be administered in an emergency by a non-trained staff member.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium sterile individually wrapped un-medicated wound dressings
- disposable gloves
- Resuscitation mask

7.3 For school minibuses, a first-aid container is to be carried on-board that meets BS 8599-2 requirements.

7.4 First-aid containers must have their contents checked Termly by the Wellbeing Coordinator to ensure they remain suitably stocked and any out-of-date materials must be disposed of and replaced. This is logged on a spreadsheet in the shared drive. All staff can request a re-stock of their First Aid box should they need one at any time. Trip boxes are routinley checked and re-filled after each use.

7.5 A supply of kits is available in First Aid Room or from Reception for school trips during which a kit should always be carried.

7.6 First aid kits will be kept sealed until used. Used kits must be returned to the First Aider(s) as soon as possible and will be restocked as appropriate. The First Aider(s) will check contents of kits termly and restock as soon as possible after use or expiry. Spare stock is kept in the First Aid room.

8. First-aid on Educational Visits

8.1 In line with OEAP National Guidance, first-aid provision for educational visits is to be determined on a case-by-case basis and the decision recorded in the visit planning documentation. The following needs to be considered,

- The nature of the activity/visit
- The composition of the group
- The likely injuries associated with the activity
- The extent to which the group will be isolated from the support of the emergency services

8.2 For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first-aid certificate accompanies the visit.

9. Medical information

1.1 Details of individual pupils' emergency telephone contact numbers and important medical history (e.g., asthma, severe allergy, diabetes, epilepsy) are available on iSAMS. This information is updated in September each year and as the school is made aware of new information.

1.2 Written parental/guardian consent is required for the administration of medicines. This is completed as part of the student induction pack and can be updated anytime by contacting the school. The schools Administration of Medication Policy can be found here: LMS_Adminofmeds_2025-26.docx

10. Arrangements for pupils with medical conditions

1.3 Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), staff are informed, and training or guidance is provided.

1.4 Where pupils need immediate medical care, the following arrangements are followed: The First Aider onsite is contacted immediately. There should always be a First Aider present on trips or at external events outside of school hours.

An ambulance is called if adequate care cannot be provided by personnel on site (see below).

11. Calling an ambulance

1.5 If in the judgement of the member of staff in attendance there is a serious risk to the injured person, and adequate care cannot be provided by personnel on site, an ambulance should be

summoned immediately. The First Aider may make this decision once she has assessed the injury, but any other member of staff may make this judgement if the nurse is not present.

12. Recording Accidents

1.6 All Accidents, Incidents, Bumps and Scrapes, Dangerous Occurrences and Occupational Diseases are reported on the Group Accident Reporting and Management System (ARMS). This can be accessed on any school desktop PC using the web browser and finding "ARMS" system under the Managed Bookmarks heading.

1.7 The First Aider(s) dealing with the incident are responsible for completing the appropriate entry on to ARMS.

1.8 All reported Accidents will be reported to the Health and Safety Coordinator, via and automatic email alert. This will also go to the UL Health & Safety Manager for input.

1.9 Every term the Health and Safety Coordinator analyses all entries for pupils and staff on ARMS and investigating any trends with Heads of Department and the school's Leadership Team. These are reported on at the health and safety meetings and a copy provided to the Local Governing Body meetings.

1.10 The First Aider(s) are also responsible for recording details of all treatments via iSams.

1.11 Confidential records are kept of First Aid treatment given by First Aiders for any incidents. The following details must be recorded:

- Date, time, place of incident
- Name of injured
- Details of injury/illness
- What first aid given
- Outcome (e.g., went home, resumed normal duties, went to hospital)
- Name of First Aider

1.12 Records are kept for a student's whole time with us at the school.

13. Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

Head Teacher	**Charlotte Brigden**	**06/09/26**
LGB member responsible for Health and Safety	**……..**	

Next Review Date: 06/09/2027

13. First Aid Box Location List:

Location
PRIOR
First Aid Room - Large Bag
Art Department
Electronics Room 304
Science Prep Room
Science 301
Science 302
Science 303
6th Form Common Room
Science 201
Science 202
Science 203
Food Technology 108
Textiles 107
Head of Years Office - Travel Bag
Head of Years Office
Staff Room
Hub
Reception
Reception Trip Box 1
Reception Trip Box 2
Reception Trip Box 3
Reception Large Travel Bag
Reception x2 mini kits
HARPER
Drama Studio
Plant Room - Music
Music Room 1
Plant Rooms Kitchen
HARPER SPORTS
PE Office AGI
PE Office MJO
PE Office JCA
PE Office spares box
Gym
PE Small Bag
PE Mid Bag
OTHER
Minibus (1)
Minibus (2)