



First Aid Policy

Lake Haven School

Reviewed: August 2025

To be reviewed: August 2026

Lake Haven will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Lake Haven is held by Sarah Hill (Paediatric First Aider) who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Lake Haven there are 3 appointed persons who are as follows:

- Lindsay Taylor – Headteacher
- Sarah Hill – Family Support Lead
- Alexandra Marshall - Proprietor

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Persons) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

At Lake Haven all staff are first aid trained staff.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

Emergency First Aiders (*Those completing the HSE approved 1-day emergency first aid course*)

At Lake Haven there are 3 emergency first aiders who are as follows:

- Sarah Hill – Family Support Lead
- Emma Moore - Squirrels Teaching Assistant
- Bec Farmer - Forest School Lead

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders (*Those completing the HSE approved 3-day first aid course*)

Sarah Hill - Paediatric First Aid

Bec Farmer - Forest School First Aid

Dean Clafferty - Sports Coach

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 4 first aid kits on the premises
- These first aid kits are situated in the school house by the first aid chair. One is in the Nook classroom; one in the Lodge; one in the Nest and one in the Forest School area. A portable one is to be kept in the boot room which can be taken out for trips and fire drills. For more serious treatment and first aid needs, we have a first aid kit located in the staff area within the school. There is also a bed, and screens to offer privacy for those feeling very unwell and will be shielded from views. This is away from children and not in a space used for teaching.

It is the responsibility of the First Aid Manager to undertake a regular check of the contents of all first aid kits at the beginning of each half term.

First Aid Room

The Medical Chair (situated at the main entrance of the school) is designated as the first aid room for treatment, sickness and the administering of first aid and administration of medicines. The first aid room requiring a bed is located in the staffroom next to the Sensory Room has the following facilities:

- Clean running water; first aid kit/supplies; plastic chairs that can be easily disinfected; a fridge; easy access to the telephone; a camp bed and screens for privacy. This space is not used for teaching.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider and/or appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of a serious asthma attack or allergic reaction
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (other than a minor injury)
- Bump to the head (other than a minor bump)
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hours and Trips

The first aid arrangements for all school-managed and organised after school activities (parent's evenings, school fetes and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school has arrangements to let/hire out buildings to external organisations there need to be arrangements in place to coordinate the first aid arrangements with the hirer. This is managed by Sarah Hill (Family Support Lead) or Lindsay Taylor in her

absence who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the risk assessment for each trip. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- A treatment slip will be given to a child where they have received First Aid.