



Lake Haven School

First Aid Policy 2026/27

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Headteacher	Imogen Warwick
DSL	Sarah Hill
Nominated person responsible for this policy	Sarah Hill
Approved by	Alexandra Marshall
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The health and safety of all members of the school community and visitors to Lake Haven School is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by Lake Haven's Proprietors and Senior Management Team and is put into practice in conjunction with the school's **health and safety policy**. The school expects all staff and pupils to be familiar with this policy. Lake Haven will ensure that this policy and all individual healthcare plans will be reviewed regularly and be readily accessible to parents and school staff.

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 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 Aiders

All staff have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in this. First aiders receive updated training every year.

Bec Farmer has completed a Level 3 in Outdoor First Aid as part of being a Forest School Practitioner and a Level 3 in Paediatric First Aid.

In addition all staff annually complete the Allergy Awareness training with High Speed Training.

First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. ***First aiders are not paramedics.***

There will be at least one first aider on the school site when children are present. During an educational visit off site, there will always be a member of staff who is first aid trained on the visit with the pupils.

School staff

School staff have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep the Senior Leadership Team informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury

- co-operate fully with Lake Haven to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Where this is the case, staff will receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

All First Aiders receive updated training every 3 years and must ensure their certificates do not lapse. The Leadership Team lead for First Aid will ensure there will be at least one First Aider on the school site whenever students are present during the school.

Appointed Persons

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

Lindsay Taylor – Proprietor

Alex Marshall - Proprietor

Sarah Hill – Family Support Lead

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

First Aid Provision

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

- 5 first aid kits on the premises, located in:
 - School house by the first aid chair
 - Nook kitchen
 - Lodge kitchen
 - Nest kitchen
 - Forest School area classroom
- Each classroom has a portable one in their emergency grab bag along with emergency contacts which are taken out whenever they leave the building for any reason.
- For more serious treatment and first aid needs, we have a first aid area within the school's second pastoral area where 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 and has access to a sink.
- The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'. First aid logs and wrist bands are supplied at each area.
- The emergency asthma inhalers and Adrenaline devices are kept in the school house by the first aid chair.
- The nearest Defibrillator is at the golf course across from the entrance to the fisheries and school.

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.

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 evenings and 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.

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.

Reporting incidents

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.

Major incidents will also be recorded, and reviewed by senior leaders. The Proprietors will review cases of major incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future.

The First Aiders should report to the Appointed person on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

Reporting to HSE

Lake Haven is legally required to report all major injuries/incidents, diseases and dangerous occurrences to the HSE using their online form

<https://notifications.hse.gov.uk/RiddorForms/>

In the event of a major incident, call 0345 300 9923.

Involving staff

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health).

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Involving pupils, parents, or school visitors

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

Incident investigations

An investigation may be launched by the Local Authority in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.