



Lawrence House School

First Aid Policy

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1. Introduction

This Policy covers areas of First Aid and outlines how the school will fulfil its duty to provide a safe place of work, with suitable arrangements, including welfare, under Section 2 of the Health and Safety at Work Act 1974.

As an independent school, Lawrence House School must have a written first aid policy under The Education (Independent School Standards) Regulations 2014 part 3 (13). Provision for First Aid is also a requirement under the Health and Safety (First Aid) Regulations 1981. The DFE publication 'Guidance on First Aid For Schools' has also been considered.

It deals with the following areas:

- Arrangements for securing first aid provision
- First aid needs assessment
- First aiders and training requirements
- Consent for first aid treatment
- Medication
- First aid boxes
- Recording of accidents
- Reporting requirements under RIDDOR
- Facilities

Current records of training for First Aiders within their School are recorded on the training matrix on the school server accessed by SLT and Head Office.

2. Policy Statement

Lawrence House School is committed to maintaining the health of staff and students at all times. The following document gives details of the emergency first aid facilities available and the procedures to follow in the event of an accident. We are committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.

3. Arrangements for securing first aid provision

First aiders

First Aiders are qualified personnel who have received training in accordance with Health and Safety Executive requirements. There needs to be refresher training at regular intervals to ensure that their skills are maintained. All teachers regularly employed by Lawrence House School are First Aid trained. Everyone will complete online training as part of induction and will also complete face-to-face training when the next course is available. Where a First Aid trained teacher is not available (for example due to cover by agency or new staff) there will always be a first aid trained member of staff on duty in the care homes or Hill House.

It is the First Aiders responsibility, when on site, to give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others.

If a student becomes unwell or is injured during the school day, they will be accompanied by a teacher or carer to the first aid room for initial assessment and the teacher will liaise with the home manager to decide if the student needs to return home. They will consider the nature and severity of the injury or illness as well as the medical history of the student and any other relevant factors. The student will be sent home as soon as is practically possible if considered to be too unwell to continue with the school day or potentially contagious to others.

Occasionally there may be incidents of self-harm by students. Teachers need to be aware of any agreed risk management plan in place for addressing this.

4. Consent for First Aid Treatment

Obtaining Consent

The school aims to gain consent before giving first aid to staff and students. Consent can be given verbally, and in the moment that first aid is required. However, this is not always possible – for example, if there's no time, or if the person is unconscious or choking.

In these scenarios, consent can be implied. The Key Leaders

Advance Consent

While there is no requirement to get consent in advance, the school asks for consent when students and staff join the school. The Key Leaders Parents/carers are asked to complete a consent form as part of the admission process.

If Consent is Refused

If a staff member or student's parents/carers do not consent to first aid treatment, the school will meet with them to discuss their reasons, so we can help them if there's an emergency. The school respects the right to The Key Leaders

In emergency situations where first aid is required but consent has been refused:

- Staff will call 999 immediately
- Medical professionals will be informed of the refusal of consent
- The person's safety and wellbeing remain our priority

Students with Complex Medical Needs

If a student has medical needs, the school agrees what to do in an emergency with their parents or carers in advance, and this is recorded in the student's individual healthcare plan. Parents and carers might refuse consent to first aid because their child's medical needs are complex. Staff

5. First Aid Boxes

If a person requires the use of any provisions held within a first aid box, then they should contact their nearest First Aider. The first aid boxes are kept in the school medical room on site.

All boxes to contain the minimum supplies which are recommended by Health and Safety Executive:

- Leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings, assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves.

Disposable gloves and aprons should be provided near the first-aid box. These will be used to

protect the first aider from contact with body fluids.

6. Prescribed Medication

Prescribed medication should nearly always be given to a child by their carer. Sometimes this is not possible, for example on school outings.

Some students can self-administer and carry with them their medication e.g. inhaler for asthma. This should be recorded on their Risk Assessment.

Prescribed medication can only be given to students by teachers when it is provided by carers, and where the teacher has completed Administration of Medication Training. The Medication Authorisation Record must be completed by carers and passed on to the teacher if education is taking place out of the home. It must include details of symptoms, severity and frequency of symptoms and full details (name, dose, frequency) of prescribed/recommended medication needed. This record must be completed by teachers on administration of medication.

Carers are responsible for updating the school with any changes to prescribed medication or medical conditions when they happen.

Teachers are not trained in complex health needs and where there are specific needs that a student may need support with then an appropriate professional will be brought in to provide training to support meeting the young person's health needs while in school. Where a student has complex health needs, these need to first be identified in the Passport and EHCP.

7. Facilities

Lawrence House School has accommodation for medical examination and treating students, which is also used for first aid. The school facilities in each setting have a medical treatment room, which is equipped with a bed or foldaway bed, washing facilities, drinking water and is near a toilet, for students who are unwell. If a student is unwell they must be supported at all times either by a teacher or a member of care staff (there are always care staff on rota during the day).

- A fully-equipped First Aid box is always available at Head Office.
- A first aid box should be taken on outings.
- There is an accident tab on Iris in which full details of accidents are recorded and notify SLT.
- The paper accident book must also be completed
- Students must have unrestricted access to their asthma medication at all times.

8. Procedures In the Event of An Accident

The first adult at the scene must take initial control of the situation.

In case of minor injury - grazed knees, minor cuts, nosebleeds:

- Any adult present can attend to a minor injury using equipment in the first aid box.
- Consider if the student needs to use the rest bed in the medical treatment room.

In case of major injury - bad fall, choking, major cuts, severe bleeding, possibility of fracture:

If the situation appears to be an emergency (breathing has stopped, unconsciousness, choking, bad head injury, obvious broken limb) the ambulance service should also be called on 999.

1. If you are able, initiate first-aid procedures, such as opening the airways, stopping

the bleeding, placing the casualty in the recovery position.

2. If there is a possibility of broken bones, DO NOT move the casualty.
3. DO NOT leave the casualty.
4. Stay calm and comfort the casualty.
5. Other adults present should remain calm and remove other students from the scene of the accident.
6. If possible, gather any helpful information.
7. When a more qualified person comes, hand over the casualty officially by stating that you are doing so. Give that person all the information you have.
8. Please ensure that the Head Teacher and Home Manager are informed as soon as possible.
9. Make sure to record the accident on Iris Adapt and in the paper book in detail as soon as possible. It is the responsibility of the person who saw the accident to complete these documents as soon as possible after the accident has occurred.

9. First Aid Tips and Recommendations

Prevention

Be on the look-out for dangers and report any accident risks to SLT and Head Office via completion of site checks.

Any teacher can deal with the following:

- Small Cuts: Clean and apply a plaster.
- Grazed Knees: Clean with antiseptic-wipes, wet cotton wool or tissues. Do not use TCP or DETTOL. Apply plaster. (If a student is allergic to plasters, use an alternative.)
- Cut Lip: Wash and apply an ice-pack. If it is a deep cut or bleeding profusely, call upon the qualified First-Aider.
- Nose Bleed: Pinch the soft part of the nose hard for about 10 minutes. If it does not stop - call the qualified First-Aider.

Disposable gloves must be worn when dealing with bleeding.

A qualified First-Aider must be called to the following:

Head Injuries: If in doubt, call 999.

Choking: If it looks serious, call 999 at once.

Twisted Ankles: Follow the Rest, Ice, Compressions & Elevation procedure

10. Recording Accidents and Incidents

Statutory Accident Book

Lawrence House School keeps an accident book in both hard-copy and electronic form (via Iris Adapt). Every time an accident happens, the school records the:

- Full name, address and occupation of the injured person
- Date and time of the accident
- Place where the accident happened
- Cause and nature of the injury
- Name, address and occupation of the person recording the accident, if other than the injured person

The school keeps these records for 3 years after the accident.

What Incidents to Record

The school keeps records of all:

- Incidents that require reporting to the Health and Safety Executive (HSE)
- Work-related injuries that result in a staff member not being able to work for more than 3 consecutive days (excluding the day of the accident)

While not required, the school also records minor accidents and injuries as good practice, as this helps us spot trends and reduce the risk of the same types of incidents recurring in the future.

First Aid Records

In addition to the statutory accident book, the school also keeps first aid records which include:

- Date, time and place of the incident
- Name of the person affected
- Details of the injury or illness, and what first aid was given
- What happened after the incident – e.g. whether the pupil went home or returned to class
- The name and signature of the first aider or person who dealt with the incident

The school keeps records of injuries until the pupil turns 21. This is to help protect the school against personal injury claims made by pupils, as under the Limitation Act 1980, a pupil could make a personal injury claim for up to 3 years after their 18th birthday.

Recording Procedure

It is the responsibility of the person who saw the accident to:

1. Complete the accident record on Iris Adapt as soon as possible after the accident has occurred
2. Complete the paper accident book
3. Inform the Headteacher and Home Manager as soon as possible