

**LANCASTER ROYAL GRAMMAR SCHOOL  
POLICY STATEMENT**

Number 41	Date approved: December 2025
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**FIRST AID POLICY**

This policy is based on guidance from the Department of Education First aid in schools, early years and further education (updated February 2022) and adheres to the Health and Safety (First Aid) Regulations 1981.

**1. Aims of the policy**

This policy will outline the first aid provision in place for LRGS employees, pupils, and visitors, so that they may receive immediate attention should they become ill or injured whilst at school or on an off-site activity, with the best possible outcomes.

To ensure that all school staff and pupils are aware of procedures to be followed in the event of an accident, illness or injury and instill confidence in which to do so.

To outline school departmental and organisational responsibilities to ensure adequate, safe, and effective First Aid is available.

**2. Introduction**

First aid provision must be available while people are on the school premises. It should also be available when staff, pupils and students are working elsewhere on school activities including off-site activities such as educational visits.

The Trustees and the Headmaster hold overall responsibility for meeting the legal standards for first aid provision.

The Operations and HR Manager is the appointed Health and Safety Officer (HSO)

The HSO supported by School Nursing Sister have the delegated daily responsibility for ensuring there are adequate and appropriate first aid equipment, facilities and qualified first aid personnel.

A First Aid needs assessment informs the school first aid policy, and this will be reviewed annually by the HSO and School Nursing Sister to ensure provision remains appropriate.

The School Nursing Sister collates important medical information for each pupil and ensures that this is accessible to staff.

Any member of school staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students, are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Head teachers should ensure that staff, pupils, students and parents/carers are aware of the schools' first aid arrangements.

The Medical centre acts as first aid point of contact and the School Nursing Sister is the appointed person for minor illness and injuries during school hours.

### 3. First aiders and First aid training

Due to the complexity of our school site and high-risk activities, LRGS has an enhanced number of first aid trained staff.

All departments should consider and identify their nearest first aider. Staff taking on other responsibilities such as outdoor activities should also have appropriate first aid training.

First aiders will be expected to

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- When appropriate, ensure that an ambulance or other professional medical help is called.

A list of first aid trained staff is held by the HSO and available on the Health and Safety drive of the school Intranet under the 'Accident reporting and First Aid' section.

Named staff will have completed one of the following courses (depending on the assessed need) and will hold a valid certificate of competence.

- HSE approved First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)
- Outdoor Activities First Aid

It is recommended that additional training relating to first aid for non-employees i.e. pupils, should be discussed with a training provider in advance so that courses can be tailored to the school's needs.

First Aid Certificates are usually valid for 3 years. School should arrange retraining before first aid certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

### 4. Accident recording and reporting

Any Incident or accident involving staff, pupils, students and visitors that require first aid should be documented on an **LRGS Accident Report Form** (Appendix 2), forms can be obtained from the 'Accident reporting and first aid' folder on the Health and Safety drive.

This includes:

- All accidents **on school premises** (all school buildings, grounds and sports field injuries).
- All accidents that occur **off site** while on school trip/activity/business/sporting fixture.
- All accidents involving visitors, contractors and members of the public on school grounds/premises.

Completed accident forms should be sent to the HSO as soon as reasonably practicable.

Dangerous incidents or near miss accidents must be reported directly to the Health & Safety Officer (HSO).

The HSO will ensure that accident reporting is monitored and investigated where necessary. This will help identify trends in accidents and areas for improvement.

Accident and incident information will form part of the regular reporting of H&S matters to the Governing Body, via the HR & Welfare Committee.

The HSO is responsible for reporting accidents or incidents to the Health & Safety Executive that fall within the **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) requirements.

## 5. Information for Staff

First-aid arrangements operate efficiently in an emergency only where everyone in the workplace is aware of them and understands and accepts them.

Induction for new staff should include

- Information provided in this policy as appropriate to their department and level of responsibility
- the procedure for reporting accidents and administering first aid
- The locations of first aid boxes, emergency equipment (defibrillator and adrenaline pen kits).

Reminders and refreshers for first aid, accident reporting and medical conditions in schools' updates to take place annually.

The National College provide CPD in medical matters including First Aid, Resuscitation, Anaphylaxis and Medicines Management.

First aid notices will be displayed in areas that hold a first aid kit.

## 6. Procedure for responding to accidents and administering first aid:

If an accident or injury occurs, the first member of staff on scene will take charge. That person will assess the situation and decide on the next course of action depending upon the seriousness and nature of the injury:

- Arrange for treatment to given by qualified First Aider
- Direct or take individual to the Medical Centre or contact the Medical Centre Sister to attend the scene.
- Dial 999 & request an Ambulance

If an Ambulance is called to school, staff should notify the Medical Centre Sister or a member of the Senior Leadership Team or the HSO as soon as possible.

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff.

- Parents will be contacted as soon as possible.
- If a spillage of blood or other bodily fluids occurs, the Medical Centre Sister and HSO must be informed. They will then arrange for the proper containment, clear up and cleansing of the spillage site by the maintenance or cleaning staff.
- Complete an LRGS Accident Report Form

In the event of any head injury the **Protocol for informing parents of a pupil sustaining a head injury or possible concussion whilst at school, sports fixture or day trip will be followed** (appendix 3).

## **7. Material, equipment and facilities**

### **First aid boxes**

First Aid boxes are provided and located around the school site at school reception areas, higher risk areas (tech, science) and all sporting areas.

They should be near to hand washing facilities as is practicable. A list of the location of all first aid boxes is available to all staff for reference within the "Accident Reporting & First Aid" folder within the Health & Safety intranet area.

Staff who use the first aid boxes should arrange for replenishments soon after use.

The department in which the first aid kit is held should have an appointed person to regularly check the contents as per Health and Safety Instruction. Replenishments should be arranged by them via the School Medical Centre.

First aid kits are usually tailored to the required department or activities needs in consultation with the school medical Centre.

### **Travelling first aid containers**

First Aid boxes for off-site activities or educational visits can be obtained from the Medical Centre and can be tailored to activities needs

### **School minibus**

The school's minibus should have a prominently marked First Aid box on board which is readily available for use and is maintained in a good condition.

### **PE and Sports arrangements**

A first aid kit/medical bag will be provided for staff/team managers for home and away fixtures.

The Head of PE/Games is responsible for ensuring that the first aid boxes are stocked correctly and arranging for the replenishment of items via the school Medical Centre.

If an incident occurs during an away sporting fixture, medical treatment should be sought from the host school's first aid staff.

If necessary, the pupil should be taken to the nearest A&E department by a member of LRGS staff.

Any incident of treatment must be reported on return to LRGS, and an accident report form completed.

### **Automated External Defibrillators (AED's)**

LRGS has six Automated External Defibrillators on site.

Their locations are as follows:

- School Main Reception -City View
- Lee House (outdoor cabinet) - Community use and registered with The Circuit- the national database, used by emergency services
- Sports Hall entrance corridor
- School Medical Centre
- Cricket Pavilion
- Memorial field changing room hut.

'The use of Automated Internal Defibrillators in Schools- Cardiac Emergency Response Policy' covers training, awareness, responsibilities, and upkeep, by way of regular checks by appointed departments.

### Emergency Adrenaline Injector Kits

In the event of an anaphylaxis emergency, LRGS has spare adrenaline injector pens in school. These are to be administered in line with the school's [Anaphylaxis policy](#).

Designated staff are named within this policy and will be provided with the additional training in recognition and awareness of symptoms and the emergency administration of an Adrenaline Auto-Injector.

Department holders of an emergency kit will have a nominated person to perform regular checks. There are 6 spare injector pen kits. They are kept in an orange anaphylaxis kit box and are located as follows:

- School Main Reception-City View
- Medical Centre
- Memorial Changing hut
- Biology department prep room
- Lee House

### What to do if you think someone is having a heart attack-British Heart Foundation advice

- Send someone to call 999 for an ambulance immediately.
- If you are alone, go and call 999 immediately and then come straight back to the person.
- Get the person to sit in a comfortable position, stay with them and keep them calm.
- If the person is not allergic to aspirin, give them an adult [aspirin](#) tablet (300mg) to chew. If you don't have an aspirin to hand, or if you don't know if the person is allergic to them, just get the person to stay resting until the ambulance arrives.

Aspirin 300mg tb is stocked in the school's medical centre

### Accommodation

LRGS has a purpose-built medical Centre for first aid and short-term care for sick or injured pupils and staff during the school day. Staffed with a qualified nurse and a medical centre assistant. This consists of two offices/treatment rooms plus a waiting area. There is a disabled toilet and washing facility.

## 8. Medicines Administration in Schools

First aid at work does not include giving tablets or medicines.

Whilst some pupils will have long term and complex medical conditions or carry their own medication (for example an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis), the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

In the event of an anaphylaxis emergency, LRGS has spare **Adrenaline** injector pens in school. These are to be administered in line with the school's [Anaphylaxis policy](#).

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

In accordance with the [Administration of Medicines in School Policy](#), parental consent is required upon admission to allow the school nurse to administer over the counter medication to pupils at her discretion.

Boarding staff will receive training and supervision regarding the safe administration of medication to boarding pupils. This applies to both non-prescription and prescribed medication.

Parents should approach the School Nursing Sister should they wish to request for any regular prescribed medication to be held and given at school for day pupils.

To be read in line with the Supporting pupils at school with medical conditions policy.

## **9. Mental Health**

The Deputy Head (Pastoral) holds a strategic oversight of the whole school approach to mental health and wellbeing. Resources, training, and awareness are shared with Head of Departments and key pastoral staff by way of regular meetings to ensure that all aspects of wellbeing and safeguarding of the pupils are appropriately supported.

The school role in supporting and promoting mental health and wellbeing can be summarised as:

- Prevention: creating a safe and calm environment where mental health problems are less likely, improving the mental health and wellbeing of the whole school population, and equipping pupils to be resilient so that they can manage the normal stress of life effectively. This will include teaching pupils about mental wellbeing through the curriculum and reinforcing this teaching through school activities and ethos:
- Identification: recognising emerging issues as early and accurately as possible
- Early support: helping pupils to access evidence based early support and interventions; and
- Access to specialist support: working effectively with external agencies.

### **Resources to support mental health awareness at LRGS**

- Logging and sharing of pastoral information on CPOMS
- Staff trained in Mental Health First Aid
- Local (LCC) “Children and family wellbeing Service” named contact for school
- Staff training in Mental Health issues supported by Lancaster University
- “Who to turn to “poster produced annually for pupils to identify member of staff providing early help
- Initial assessments and ongoing care by the Pastoral Support Assistant
- Suicide awareness training
- National college CPD online courses
- School counsellors
- A.C.E Emotional Health Practitioner
- Values lessons, assemblies and form time to share mental awareness themes

## **10. Legislation and Guidance**

This Policy is based on the Department for Education Guidance First aid in Schools, early years and further education (updated 14.2.2022) and the following legislation:

The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for appropriate information and training

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)

[Social Security \(Claims and Payments\) Regulations 1979](#),

Mental health and behaviour in schools November 2018. Dept for Education guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1069687/Mental\\_health\\_and\\_behaviour\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf)

## Appendix 1

LRGS first aid kit locations

### Lower site

Lee House
Sports Hall
Music
Memorial field
New Building-Geography department
6 <sup>th</sup> Form centre reception

### Upper Site

City View-Reception
Wyresdale House
Ashton Annexe
Technology
Science-Chemistry
Biology
Physics
Medical centre
School House
Ashton House
Food Technology
Storey House

Appendix 2

LANCASTER ROYAL GRAMMAR SCHOOL  
ACCIDENT REPORT FORM

Date of accident		Time	
Location of accident (building, room number, area of school grounds etc)			
Name of person injured			
State if injured person is: <ul style="list-style-type: none"> <li>• A pupil (note form number)</li> <li>• Member of staff</li> <li>• Visitor to school</li> <li>• Contractor</li> </ul>			
Address of person involved (If Boarding Pupil, note which House)			
Describe injury (e.g. cut, broken bone, bang to head etc)  Note if Major or Minor injury			
Was injured person taken to hospital?		Yes / No	
Was First Aid administered?		Yes / No	
Describe what happened. Give as much detail as possible. Use extra sheet if required.			
Please obtain a statement from any witnesses and attach to this form.		State number of statements attached:	
Name of person completing this form (BLOCK CAPITALS)			
Your signature:			
Date form completed			

## **Protocol for informing parents of a pupil sustaining a head injury or possible concussion whilst at school, sports fixture or day trip**

If a pupil received a bump to the head or there may be a possibility of concussion parents **must be informed by telephone** before the pupil leaves school the same day of the injury.

### **Teachers/Support Assistants**

If you notice a pupil with a head injury as a precaution you should always:

- Send the pupil to the medical centre for further assessment or treatment
- If appropriate, arrange for an accident form to be completed and send it to H & S officer, Richard Gittins
- The School Nurses or office staff will then follow the procedure to contact parents

### **School Nurse/ Medical Centre**

When a pupil goes directly to the medical centre or has been sent by staff

The school nurse will:

- Assess the pupil, treat as appropriate and decide whether the pupil may
  1. return to lessons
  2. requires further hospital treatment
  3. should be sent home
- The school nurse will contact parents directly if hospital treatment is required or if the pupil needs to be sent home
- If the pupil can return to lessons the school nurse will inform the Headmaster's PA or City View office staff of the details so they can telephone parents to inform them of the situation
- If the pupil goes to the medical centre after school or over the weekend then the school nurse/matron follow the above procedure and also contact parents.
- Keep a record of the treatment in the accident book kept in the medical centre
- Complete an accident form if appropriate and/or update the H & S officer with details.

### **Office staff**

Will on behalf the nursing sister or sports staff get full details of the injury to include:

1. Brief description of what happened
  2. Approx. time of injury
  3. Details of follow up treatment and/or any medication given
- Contact parents before school ends to inform them of the situation.
  - Make a log of the telephone call and the details given to parents or

- Complete a 'Bump to the Head' letter for the pupil to take home if parents cannot be reached by telephone.

#### **Games/Sports fixtures at LRGS**

If a pupil sustains a head injury during games lesson sports staff will:

- Access the situation and decide whether to take the pupil to the medical centre for observation or whether hospital treatment is required
- If a pupil is taken to the medical centre normal medical procedure shown above will be followed by the school nurse.

#### **Away sports fixtures or day trip**

- If an injury occurs at an away fixture or day trip, the staff with responsibility will assess the situation, take medical advice if available and respond accordingly
- Contact parents as quickly as possible to inform them of the situation or ensure that there is a handover to parents when the coach returns to Lancaster
- Complete an accident form if appropriate and pass to H & S officer.