



LIONHEART EDUCATIONAL TRUST

First Aid Policy

2025-27

Date	Detail
March 2016	Original, based on Beauchamp College Policy
July 2017	Amended
Sept 2017	Approved by Lionheart Academies Trust
Sept 2019	Approved by Lionheart Academies Trust
Sept 2022	Approved by Lionheart Educational Trust
December 25	Updated removal of Health & Wellbeing Officer

This Lionheart Educational Trust policy refers to the Health & Safety (First Aid Regulations) 1981.

DEFINITION

FIRST AID IN THIS POLICY MEANS:

In cases where a person or persons will need help for the purpose of preserving life and minimising the consequences of injury and sudden illness until help from a medical practitioner or nurse can be obtained.

Treatment of minor injuries that would otherwise receive no treatment or which would not require a medical practitioner or nurse.

STATEMENT OF POLICY

The Operations Manager will ensure that adequate provision is made for all staff/students during school working hours for the treatment of injury and sudden illness in school.

ARRANGEMENTS

HR are responsible for overseeing the administration and provision of first aid training for staff.

First Aid equipment bought by the Operations Manager is the property of the school and not of individual persons.

All reported accidents and near miss incidents will be reported by the Operations Manager to the appropriate authority and a record of these submissions filed in Health and Safety and First aid room files.

DUTIES OF MANAGERS AND SUPERVISORS

Managers and supervisors must ensure that:

- Any First Aid equipment is not misused.
- Employees working away from premises have an adequate and appropriate First Aid provision.
- All accidents and near misses are reported to the Operations Manager within the recommended time.
- Encourage any First Aider in their department to continue their First Aid duties.

DUTIES OF EMPLOYEES

Employees must ensure that:

- Any First Aid equipment is not misused.
- They report all accidents or near misses (on the appropriate form) to their manager or supervisor.