

First Aid Policy

1. Policy Statement

LSI Portsmouth is committed to providing a safe and healthy environment for all staff, students, and visitors.

This First Aid Policy forms part of our overall Health and Safety framework and sets out the arrangements in place to ensure that anyone who becomes ill or injured while on the premises or involved in school activities receives prompt and appropriate first aid care.

Our aims are to:

- Provide adequate and appropriate first aid equipment, facilities, and trained personnel.
- Ensure all incidents are managed effectively, recorded accurately, and reported where required.
- Promote awareness of first aid arrangements among staff, students, and visitors.

This policy is reviewed annually or whenever circumstances change.

2. Responsibilities

- The **Building Manager**, in coordination with the **Operations**, is responsible for ensuring first aid provisions and facilities are adequate and properly maintained.
- All staff and students are expected to take reasonable care of their own health and safety and to cooperate with the school's health and safety arrangements.

3. Qualified First Aid Staff

LSI Portsmouth has several members of staff trained in *Emergency First Aid at Work* (approved courses renewed every three years).

Posters around the school display the names and locations of current qualified first aiders.

First aiders are selected based on:

- Personal qualities (reliability, calmness under pressure, communication skills)
- Ease of accessibility
- Ensuring adequate cover for on-site and off-site activities


4. First Aid Equipment and Facilities

Two first aid kits are provided on-site, located in:

- Reception area (1st floor)
- Staff kitchen (2nd floor)

The **Building Manager** is responsible for ensuring that all first aid kits are checked and restocked monthly with the correct supplies.

5. Administration of Medication



While LSI Portsmouth has a professional duty to safeguard health and safety, **staff, including teachers, are not permitted to administer any medication** to students or colleagues.

This includes over-the-counter remedies such as paracetamol, which could be dangerous to individuals with allergies or medical conditions.

If a student requests medication:

- Staff should direct them to the nearest pharmacy.
- In more serious cases, staff should accompany the student to **Student Services**, who will contact the local doctors' surgery or other appropriate medical services.

Students who require prescribed medication (for example inhalers or EpiPens) are responsible for managing their own medication. Where relevant for emergency purposes, staff should be informed of the student's condition and of any agreed emergency procedure.

6. Induction and Awareness

All new staff and students receive relevant health, safety, and first aid information during their induction.

First Aid notices are displayed in every classroom and public area, outlining:

- Locations of first aid equipment
- Names of trained first aiders

7. Incident Procedure

When an accident or illness occurs:

1. The nearest first aider should be summoned immediately.
2. The first aider will assess the situation and provide treatment in line with their training.
3. The first aider will decide whether further medical assistance is required, including calling an ambulance (dial 999).
4. In serious cases, the injured or ill person must be accompanied to the hospital emergency department, or an ambulance should be called as appropriate.
5. For less serious cases, students should be advised to attend **St Mary's NHS Treatment Centre, Milton Road, Portsmouth, PO3 6DW**.

In serious incidents, the **Principal** or **Welfare Officer** will contact the individual's emergency contact or host family (if applicable).