

First Aid and Medical Assistance Policy

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

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First Aid and Medical Assistance Policy

1. Aim

To provide timely, competent first aid and emergency assistance proportionate to the Academy's small cohort, staffing, premises and activities.

2. Arrangements

- A documented first-aid needs assessment will determine numbers of trained staff, equipment and cover.
- At least one appropriately trained first aider will be available whenever learners are on site, with additional cover for higher-risk activities or visits.
- First-aid kits will be accessible, clearly marked and checked monthly.
- Emergency contact and relevant medical information will be available securely to authorised staff.
- Staff will call 999 without delay for serious or uncertain emergencies.
- Ice forms for all learners and staff will be held in a secure and will be updated whenever there is a change to medication or diagnosis

3. Response

1. Make the area safe and assess the casualty.
2. Provide first aid within competence; do not exceed training.
3. Call emergency services where necessary.
4. Inform the DSL where safeguarding may be relevant.
5. Notify parent/carers and commissioner/home school as appropriate.
6. Record the incident and consider RIDDOR.
7. Review controls after significant events.

4. Infection control and consent

Staff will use appropriate protective equipment and hygiene measures. Emergency treatment will not be delayed where consent cannot be obtained and action is necessary to preserve life or prevent serious deterioration.

5. Records

Records will include date, time, location, circumstances, injury/illness, treatment, person providing aid, notifications and follow-up. Records will be stored securely.

6. Monitoring and review

This policy will be reviewed annually by the Director.