



RESPECT. RESILIENCE. INTEGRITY.

First Aid Policy

DATE APPROVED

13 October 2026

NEXT DOCUMENT REVIEW

July 2027

Policy Owner:	Ryan Osbaldeston, First Aid and Allergy Lead
Confirmed by	Life Changing Education Ltd, acting through Krystian Liptrot, Chair of the proprietor board and company
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Applies to:	All pupils aged 11-16, staff, visitors, educational visits and commissioned provision associated with the proposed school site at Unit 4, Howarth Court, Oldham Gateway, Gateway Crescent, Chadderton, Oldham, OL9 9XB.

LCE ACADEMY

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1 Purpose

The purpose of this policy is to set out the arrangements for first aid provision at LCE Academy, ensuring that pupils, staff, and visitors receive appropriate care in the event of illness or injury. This policy supports the school's duty of care and its wider safeguarding and health and safety responsibilities.

2 Statutory and guidance context

This policy is informed by and aligned with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 and Health and Safety (First-Aid) Regulations 1981
- DfE guidance on first aid in schools, early years and further education
- *Keeping Children Safe in Education 2026*
- The school's safeguarding, health and safety, and risk assessment policies

First aid is recognised as both a health and safety and a safeguarding function.

3 Scope

This policy applies to:

- All pupils on roll at LCE Academy
- All staff, volunteers, and visitors
- All school activities, including educational visits and any separately commissioned alternative provision

The Academy retains safeguarding and oversight responsibilities for pupils on educational visits and when it commissions alternative provision; provider responsibilities must be set out in writing and verified.

4 First aid provision

LCE Academy ensures that first aid provision is risk-led, proportionate, and responsive to the needs of the school community.

The school ensures that:

- Appropriately trained first aiders are available during the school day and during school-led activities
- First aid provision reflects the size, layout, and risk profile of the school, including the needs of pupils with SEMH
- First aid kits are clearly labelled, accessible, and regularly checked

- The designated medical accommodation is ground-floor First Aid Room 001 and the first-floor First Aid/ Medical Room, separate from the electrical DB room. The medical accommodation has washing facilities. The premises checklist covers equipment, washing facilities, nearby toilets, privacy and readiness.

Provision is reviewed regularly to ensure appropriate coverage at all times, including during off-site activities and alternative provision.

5 Integration with risk assessment

First aid arrangements at LCE Academy are directly informed by the school's health and safety risk assessment processes.

Risk assessments are used to identify:

- Environmental hazards
- Activity-related risks
- Pupil-specific risks, including those linked to SEMH needs, dysregulation, or medical conditions

Risk assessments inform:

- The number and deployment of trained first aiders
- The location and contents of first aid kits
- Supervision and staffing arrangements
- First aid provision for off-site activities and alternative provision
- Additional provision required for pupils with identified needs

First aid records are reviewed alongside accident logs and safeguarding records to identify patterns, repeated injuries, or emerging concerns. Where risk increases are identified, first aid provision and wider controls are reviewed and adjusted accordingly.

6 Roles and responsibilities

The Headteacher

- Holds overall responsibility for ensuring adequate first aid provision
- Ensures appropriate staffing, training, and resources are in place
- Maintains oversight of first aid arrangements through risk assessment and safeguarding systems

Trained First Aiders

- Provide first aid in line with their training
- Act in the best interests of the pupil or individual requiring support
- Seek further medical assistance where necessary

All Staff

- Are aware of first aid arrangements and procedures
- Know how to summon first aid support
- Report concerns promptly and accurately

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Pupils and medical needs

- Parents and carers are informed promptly of significant illness, injury, head injury, emergency medication or transfer for medical treatment.
- Medication is administered in line with the Supporting Pupils with Medical Conditions and Administration of Medicines Policy.
- Individual healthcare plans are followed where in place.
- Pupils are supported in a calm, trauma-informed manner that reflects their SEMH needs and supports emotional regulation.

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Recording reporting and safeguarding

All first aid treatment is recorded accurately and stored securely.

Records are:

- Monitored to identify patterns, repeated incidents, or emerging risks
- Reviewed alongside safeguarding information where appropriate

Where concerns indicate potential safeguarding issues, these are escalated promptly to the Designated Safeguarding Lead and managed in line with the school's safeguarding procedures.

This ensures first aid functions as both a responsive and preventative safeguarding measure.

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Training and competence

- Staff receive first aid training appropriate to their role.
- Training is refreshed before certification expires and whenever needs, guidance, devices or assigned responsibilities change.
- Paediatric first aid training is in place where required.
- Records of training and certification are maintained by the school.

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Off site activities and commissioned alternative provision

Where pupils attend off-site activities or alternative provision:

- First aid arrangements are risk-assessed in advance

- Responsibilities for first aid provision are clearly agreed with providers
- LCE Academy retains oversight of safeguarding and first aid arrangements
- Any first aid incidents are reported back to the school and recorded in line with this policy

This ensures continuity of care and safeguarding oversight regardless of where pupils are educated.

11 Safeguarding assurance

Through the integration of first aid provision with risk assessment, recording, and safeguarding systems, LCE Academy ensures that first aid arrangements contribute to pupil safety, wellbeing, and protection. Leadership oversight ensures that concerns are identified early and responded to appropriately.

12 First aid needs assessment and coverage

The Headteacher will approve a written first aid needs assessment before pupils are admitted and review it at least annually and whenever pupil needs, staffing, premises, timetable, activities or off-site use change. It will identify foreseeable injuries and medical emergencies, required qualifications, minimum cover for both sessions and breaks, contingency for absence, kit and automated external defibrillator provision, emergency access and the response time to each area.

A current first-aider register and duty rota will name the appointed person, qualified first aiders, certificate type, expiry date and deployment. Cover will be demonstrably sufficient throughout the school day and for educational visits. First-aid certificates must be obtained from a competent training provider and refreshed before expiry; internal briefing alone is not a substitute for a required qualification.

13 Emergency response

Any member of staff will summon trained help immediately. Staff will call 999 without delay for a life-threatening or potentially serious condition, follow dispatcher instructions, send someone to meet the ambulance and provide the pupil's emergency information. Treatment will remain within the responder's competence. A suitable adult will accompany a pupil to hospital where a parent or carer cannot arrive in time, and responsibility will be formally handed over.

Parents or carers will be informed as soon as practicable of significant illness, injury, head injury, emergency medication or transfer for medical treatment. A head-injury record and advice will be issued even where the pupil remains in school. The Headteacher will ensure that emergency routes, the exact premises address, access point, grid or location information and emergency contact numbers are displayed beside telephones and in visit packs.

First aid accommodation equipment and checks

The current plans identify ground-floor First Aid Room 001 and the first-floor First Aid/Medical Room. The first-floor medical room is separate from the electrical DB room. The medical accommodation has washing facilities. The medical accommodation supports examination, treatment and short-term care, remains available when needed and is excluded from teaching capacity. Ryan maintains the equipment, washing-facility, nearby-toilet, privacy and emergency-access checks.

A location schedule will identify first-aid kits, travel kits, body-fluid spill materials, burns provision where indicated and any automated external defibrillator. Contents will follow the needs assessment; medication will not be stored in first-aid kits. The appointed person will document checks at least monthly and after use, with expiry dates and replenishment recorded. Educational visits and any separately commissioned alternative provision will have written, pupil-specific first-aid and emergency arrangements.

Medicines and individual healthcare plans

First aid and medicines administration are distinct. Prescription and non-prescription medicines will be accepted, stored, administered and recorded only under the Academy's Supporting Pupils with Medical Conditions and Medicines procedures, parental consent and an individual healthcare plan where required. Emergency medicines must remain quickly accessible to the relevant pupil and trained staff, including during visits, transport and evacuation.

Before a pupil with a medical condition starts, the Academy will obtain clinical and parental information, agree an individual healthcare plan, identify staff training and competence, complete risk and emergency planning and brief all staff who need to know. Plans will state triggers, symptoms, actions, medication, dosage, storage, consent, self-carry arrangements, emergency contacts, activity adjustments and review dates.

Appendix A Allergy Safety and Anaphylaxis

The Children's Wellbeing and Schools Act 2026 creates a route for equivalent allergy-safety requirements to be applied to independent schools. The DfE's Allergy Safety in Schools guidance published in July 2026 states that it is not yet a statutory requirement for independent schools, but is intended to inform future regulatory standards. LCE Academy adopts the guidance as its operational standard and update this policy when the independent-school requirements take effect.

Ryan Osbaldeston is the named First Aid and Allergy Lead. The Academy will maintain a confidential allergy register and a readily accessible emergency summary for every known at-risk pupil. Before admission or return following diagnosis, an individual allergy healthcare plan and recognised Allergy Action Plan will be agreed with the pupil, parent or carer and relevant clinician. It will cover allergens, likely routes of exposure, symptoms, asthma, prescribed medication, the location of two prescribed adrenaline auto-injectors where supplied, consent, self-carry, emergency action, food and activity controls, visits, transport and review.

Kathryn McAuley maintains the individual first-aid, fire-safety and allergy competence records and renewal dates. Ryan Osbaldeston maintains the needs assessment, duty and cover rota, kits, medication/allergy arrangements and emergency rehearsal records. Only staff with the required current qualification and pupil-specific competence are relied on for that duty. Training is refreshed before expiry and when the relevant clinical need or procedure changes.

The Academy will procure and maintain spare adrenaline auto-injectors in the sizes and quantities indicated by its risk assessment and current guidance. Prescribed and spare devices will be stored at room temperature, protected from extremes, clearly signed and accessible without delay; they will not be locked away. The Allergy Lead will record batch and expiry dates, monthly checks, replacement and disposal, together with the pupils for whom use is planned and the relevant consent or medical authorisation.

Suspected anaphylaxis is a medical emergency. Staff will administer the pupil's prescribed device or an available spare device in accordance with current law, guidance, the action plan and their training; call 999 immediately; state "anaphylaxis"; keep the pupil in the advised position; and give a second device after five minutes if symptoms have not improved, following dispatcher and action-plan instructions. The pupil must not stand or walk. Parents or carers will be contacted after emergency action has begun. Used devices and the pupil's plan will accompany the pupil to hospital where appropriate.

All food, cooking, reward, science, art and vocational activities will be assessed for allergen exposure. Catering and other food providers must supply accurate ingredient and cross-contact information and follow the pupil's plan. The Academy will not rely on an "allergen-free" claim or blanket food ban as its only control. Visit leaders and AP providers will receive the relevant plan and emergency medication, confirm trained cover and check access to emergency services.

Every allergic reaction, administration of adrenaline and allergy near miss will be recorded on the accident system and notified promptly to the Headteacher and Allergy Lead. Serious incidents will be reported to the proprietor and relevant authorities where required. A documented review will consider the pupil's plan, exposure route, response time, training, equipment and communication, identify lessons and track actions to completion.

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Accident recording reporting and investigation

Every treatment record will include the person, date, time, location, injury or illness, circumstances, observations, treatment, medicines or devices used, responder, parent contact, outcome and follow-up. Records will be stored securely and retained in line with the retention schedule. Safeguarding concerns will be cross-referenced on CPOMS without substituting CPOMS for the accident or medical record.

The Headteacher will determine whether an incident is reportable under RIDDOR or to another authority and will record the decision. Significant injuries, repeated patterns, emergency-service attendance, medication errors, allergy events and near misses will receive a proportionate investigation with actions, owners and deadlines. Krystian Liptrot, Chair of the proprietor board and company, supported by recorded advice and challenge from the governing body, will receive anonymised termly analysis of incidents, response times, trends, training, equipment checks and overdue actions.

Implementation and assurance

The opening-readiness evidence set comprises: the approved first-aid needs assessment; the appointed-person and qualified-first-aider register and duty rota; current certificates and competence records; inspection of each medical room; equipment and kit schedules with monthly checks; emergency, head-injury and parent-contact procedures; accident, near-miss and RIDDOR decision records; medicines and individual-healthcare-plan controls; allergy plans and spare-device records; educational-visit and alternative-provision emergency checks; and a documented emergency scenario test. The Headteacher tracks any incomplete item to closure before the related duty or activity begins.

The Headteacher will sample implementation termly and following any serious incident. The policy will be approved by Krystian Liptrot, Chair of the proprietor board and company, supported by recorded advice and challenge from the governing body, and made available to parents, staff and inspectors.