

# First Aid Policy

2026 - 2027



# Purpose & Our Commitment



## 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. The school is committed to providing safe, timely and effective first aid support so that immediate needs can be addressed and further medical assistance sought where required.

This policy forms part of the school's wider safeguarding and health and safety framework. It ensures that clear procedures, trained staff and appropriate resources are in place to respond to accidents or medical incidents quickly and responsibly.

## Scope

This policy applies to:

- **All pupils on roll at LCE Academy**
- **All staff, volunteers, and visitors**
- **All school activities, including off-site provision and Alternative Provision**

Safeguarding and duty of care responsibilities remain with LCE Academy at all times, including when pupils are educated off site.

# Statutory Context

This policy is informed by and aligned with:

- ◉ **The Health and Safety at Work etc. Act**
- ◉ **The Management of Health and Safety at Work Regulations**
- ◉ **Statutory guidance on first aid in schools**
- ◉ ***Keeping Children Safe in Education***
- ◉ **The school's safeguarding, health and safety, and risk assessment policies**

## Important Note



First aid provision at LCE Academy operates alongside the school's Safeguarding, Health and Safety, and Medical Needs policies. Staff must remain vigilant to the possibility that injuries or medical presentations may indicate a safeguarding concern and must report any such concerns immediately in line with safeguarding procedures.

# Table of Contents

## About the Policy

|                                 |    |
|---------------------------------|----|
| ➤ Purpose & Scope Of The Policy | 02 |
| ➤ Statutory Context             | 03 |

|           |                            |    |
|-----------|----------------------------|----|
| <b>01</b> | <b>First Aid Provision</b> | 06 |
|           | 1.1 First Aid Provision    | 07 |
|           | 1.2 Review                 | 07 |

|           |   |    |
|-----------|---|----|
| <b>02</b> | <b>Health &amp; Safety Risk Assessments</b> | 08 |
|           | 2.1 Identification Through Risk Assessment  | 09 |
|           | 2.2 Risk assessments inform                 | 09 |

|           |                                   |    |
|-----------|-----------------------------------|----|
| <b>03</b> | <b>Roles and Responsibilities</b> | 10 |
|           | 3.1 Roles and Responsibilities    | 11 |

|           |  |    |
|-----------|--|----|
| <b>04</b> | <b>Pupils Care &amp; Recording</b>       | 12 |
|           | 4.1 Pupils & Medical Needs               | 13 |
|           | 4.2 Recording, Reporting, & Safeguarding | 13 |

# Table of Contents

|           |  |    |
|-----------|--|----|
| <b>05</b> | <b>Training &amp; Assurance</b>                        | 14 |
|           | 5.1 Training   | 15 |
|           | 5.2 Safeguarding Assurance                             | 15 |
| <b>06</b> | <b>Off-Site Activities &amp; Alternative Provision</b> | 16 |
|           | 6.1 Off-Site Activities & Alternative Provision        | 17 |
| <b>07</b> | <b>Conclusion</b>                                      | 18 |

# 01

## First Aid Provision





## 1.1 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**
  - **A designated first aid or medical room is available for the treatment of pupils**
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## 1.2 Review

Provision is reviewed regularly to ensure appropriate coverage at all times, including during off-site activities and Alternative Provision. This policy is reviewed annually, or sooner if required, to ensure it remains effective, proportionate, and compliant with statutory guidance.

# 02

## Integration with Health & Safety Risk Assessments





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## 2.1 Identification Through 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**

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## 2.2 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.



# 03

## Roles and Responsibilities

## 3.1 Roles and Responsibilities

01.

### 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



02.

### 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



03.

### All Staff

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



**Clear roles and responsibilities ensure that first aid is delivered safely and effectively. Staff understand how to access first aid support, respond appropriately to incidents and ensure that concerns are reported and recorded accurately.**

# 04

## Pupils Care & Safeguarding Recording





## 4.1 Pupils & Medical Needs

- Parents and carers are informed of injuries or illnesses requiring first aid treatment.
- Medication is administered in line with the Supporting Pupils with Medical Needs 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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## 4.2 Recording, Reporting, & 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.

# 05

## Training & Assurance





## 5.1 Training

Staff receive first aid training appropriate to their role to ensure they can respond safely and effectively to accidents, illness or injury. Training is refreshed at regular intervals so that staff maintain confidence and competence in delivering first aid when required. Where necessary, paediatric first aid training is also provided to ensure appropriate care for younger pupils. The school keeps accurate records of all first aid training and certification, enabling leaders to monitor compliance and ensure that sufficient trained staff are available at all times during the school day and school activities.

## 5.2 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.

# 06

## Off-Site Activities & Alternative Provision





## 6.1 Off-Site Activities and 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.



# CONCLUSION

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LCE Academy is committed to ensuring that effective first aid provision is in place to protect the health, safety and wellbeing of pupils, staff and visitors. Through clear procedures, appropriate training and accessible resources, the school ensures that accidents, injuries and medical needs are responded to promptly and responsibly.

This policy reflects the Academy's commitment to maintaining safe environments and high standards of care. First aid arrangements operate alongside safeguarding and health and safety systems, ensuring that incidents are managed effectively and that pupils remain supported within a safe and well-supervised school environment.

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