



Lumen Academy

Embrace

Educate

Empower

First Aid Policy

Policy Date: September 2024

Review Date: September 2027

Document History

Version	Status		Date	Author	Summary Changes
V1			Aug 26	S Clark	Changed roles

Contents

1. Aims
2. Legislation and guidance
3. Roles and responsibilities
4. First aid procedures
5. First aid equipment
6. Record-keeping and reporting
7. Training
8. Links with other policies

Appendix 1: list of appointed persons for first aid and/or trained first aiders]

Appendix 2: accident report form

Appendix 3: first aid training log

1 Aims and Objectives

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2 Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, plan to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3 Roles and Responsibilities

3.1 Appointed Person(s) and First Aiders

Lumen Academy appointed persons are listed in Appendix 1. Their names will also be displayed prominently around the academy. They are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits;

- Ensuring that an ambulance or other professional medical help is summoned when appropriate First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
 - Sending pupils home to recover, where necessary;
 - Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
 - Keeping their contact details up to date

3.2 Director

Director has ultimate responsibility for health and safety matters in the academy, but delegates operational matters and day-to-day tasks to the Senior staff members.

3.2.2 The Health & Safety Supervisor

The Head & Safety supervisor of the academy will support the Director by co-ordinating the day-to-day health and safety management for the academy at the strategic level. They will ascertain specialist advice in relation to health and safety as necessary:

- ◇ Visibly support the academy's health and safety arrangements, work with trade union and is accountable for, their specific health and safety responsibilities and duties;
- ◇ Ensure any RIDDOR incidents are reported to the HSE in a timely manner, review reports and statistics, and utilise information on trends and patterns;
- ◇ Arrange health and safety monitoring and audits as required;
- ◇ Make the Director aware of necessary resources required to achieve health and safety compliance;

3.3 The Principal

The principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the academy;
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of pupils;

- Reporting specified incidents to the HSE when necessary (see section 6).

3.4 Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in the academy are;
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called;
- Informing the Principal or the Senior Leaders of any specific health conditions or first aid needs.

4 First Aid Procedures

4.1 In-academy procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in the academy, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Principal /Senior Leader in charge will contact parents immediately.
- The first aider/Principal or senior leader will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- If required, the HSE representative will report to RIDDOR.

4.2 Off-site procedures

When taking pupils off the academy premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments in place

Risk assessments will be completed by the qualified person organising the school trip e.g. Pastoral Lead/ Group teacher prior to any educational visit that necessitates taking pupils off academy premises.

There will always be at least 1 first aider on academy trips and visits, as required by the statutory framework

5 First Aid Equipment

A typical first aid kit in our academy will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The reception (at the desk)
- The construction office
- Food and Nutrition classroom

6 Record-keeping and Reporting

6.1 First Aid and Accident Record Book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by a relevant member of staff such as the First Aider.
- The allocated staff member will ensure that all accidents are reported to H&S representative.
- The H&S representative will make the principal aware of the reports and subsequent actions to be taken including reporting to RIDDOR if required.
- Records held in the first aid and accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of

the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The principal in conjunction with the Health & Safety representative will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The principal along with the Health and Safety Representative will report to RIDDOR as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
 - Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to academies include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
 -

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher/Principal/First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The principal in conjunction with the Health & Safety representative will notify DfE of any serious accident, illness or injury to, or death of, a pupil while in the academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The principal in conjunction with the Health & Safety representative will also notify Social Care of any serious accident or injury to, or the death of, a pupil while in the academy's care.

7 Training

All academy staff can undertake first aid training if they would like to. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

8 Links with Other Policies

This First Aid Policy is linked to the:
Health and Safety Policy.
Risk Assessment Policy.
Medical Needs Policy

Appendix 1: list of appointed person(s) for the first aid and/or trained First Aiders

Staff Member's Name	Role	Contact Details
Monika Sethi	Principal	
Jav Malik	DSL, Health & Safety Officer	
Bianca Bond	DDSL	
Bailey Clark	Tutor	
Abbie Cantrell	Tutor	

Abigail Moy-Brand	Tutor	
Harry Roe	Tutor	
Dannielle Dagnan	Tutor	
Asia Riley	Tutor	

Appendix 2: Accident Reporting

There is an accident reporting book in reception where all accidents are recorded.

Reviewed By: Summer Clark September 2026

Next Review Date: September 2027

Approved by Director: 1st September 2026

Signed:



Monika Sethi
Principal and Director