



# 22 Music Academy – First Aid Policy

## 1. Policy Statement

22 Music Academy is committed to ensuring the health, safety, and welfare of all staff, students, and visitors. In line with the Health and Safety (First-Aid) Regulations 1981, appropriate first aid provision will be available at all times when the Academy is open and during activities under its management.

The purpose of this policy is to:

- Provide adequate and appropriate first aid equipment, facilities, and trained personnel.
- Ensure that first aid arrangements are clearly communicated to staff, students, and visitors.
- Respond effectively to accidents, injuries, or health incidents on-site or during off-site activities.

---

## 2. Legal Framework



This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981 and Approved Code of Practice (ACOP L74)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Education (Independent School Standards) Regulations 2014 (where relevant to alternative provision)

---

### **3. Responsibilities**

#### **3.1 Management (Directors of 22 Music Academy)**

- Ensure a suitable number of trained First Aiders are available.
- Provide adequate first aid equipment and facilities.
- Conduct regular risk assessments to determine first aid needs.
- Ensure records of incidents and accidents are maintained and reported where legally required.

#### **3.2 Designated First Aiders**

- Hold a valid First Aid at Work or Paediatric First Aid certificate (as appropriate).



- Provide immediate care for students, staff, and visitors who become ill or injured.
- Record all incidents in the Accident Report Book.
- Restock first aid kits as necessary and notify management if supplies are low.

### 3.3 All Staff

- Familiarise themselves with first aid arrangements, including the location of kits and First Aiders.
- Report all accidents and incidents promptly.
- Support First Aiders when required.

---

## 4. First Aid Provision

- At least one trained First Aider will be on-site at all times when students are present.
- First aid kits will be provided in key areas including:
  - Reception/office
  - Music teaching rooms
  - Therapy rooms
  - Any off-site activity (staff will carry a portable kit)
- First aid kits will meet BS 8599-1:2019 standards.

---

## 5. Procedures



## 5.1 In the Event of an Accident or Illness

1. The nearest staff member should call for a First Aider immediately.
2. The First Aider will assess the situation and administer first aid as appropriate.
3. If necessary, emergency services will be called (999).
4. Parents/carers will be informed as soon as possible if a student is involved.
5. The incident will be recorded in the Accident Report Book and, where required, reported under RIDDOR.

## 5.2 Serious Incidents

- If a child or adult needs hospital treatment, they will be accompanied by a staff member until a parent/carer arrives (for students).
- Emergency contact details for all students and staff will be readily accessible.

---

## 6. Record Keeping and Reporting

- All accidents and incidents will be logged in the Accident Report Book, kept securely in the office.
- Records will include: date, time, person(s) involved, nature of injury/illness, treatment provided, and outcome.
- Serious incidents will be reported to the Health and Safety Executive (HSE) under RIDDOR.
- Patterns of accidents will be reviewed termly to identify potential risks.



---

## 7. Training

- A minimum of one staff member will hold a First Aid at Work qualification.
- Where appropriate (e.g. working with young people with SEN), staff will also hold a Paediatric First Aid qualification.
- Training will be renewed every three years (or sooner, if recommended).
- All staff will receive basic awareness training in first aid procedures and emergency protocols.

---

## 8. Communication of Policy

- This policy will be available on the 22 Music Academy website and in the staff handbook.
- First aid arrangements will be displayed clearly in the building (posters with First Aider names and kit locations).
- Parents/carers will be made aware of first aid arrangements as part of induction materials.

---

## 9. Monitoring and Review

- The First Aid Policy will be reviewed annually, or sooner if legislation changes or following a significant incident.
- The Directors are responsible for ensuring compliance and implementation.

