



Moorlands Schools Federation

First Aid Policy

Date of approval – June 2026

Date of review – June 2027

Approval level - LGC

Responsibility for preparation – Headteacher

Review Date	Summary of amendments made
24.06.26	• Updated list of current First aid trained staff • Deleted specific persons responsible for general training dissemination of information as this could be conducted by various people • Updated that individuals restocked their own bumbags from central supplies

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Statement of intent

Moorlands Schools Federation is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy;
- Relational Behaviour Policy;
- Safeguarding and Child Protection Policy;
- Lone Working Policy;
- Medical Needs Policy;
- Educational Visits and School Trips Policy.

The school's administrative team has overall responsibility for ensuring that the school has adequate and appropriate First Aid equipment, facilities and personnel, and for ensuring that the correct First Aid procedures are followed.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974;
- The Health and Safety (First Aid) Regulations 1981;
- The Management of Health and Safety at Work Regulations 1999;
- DfE (2015) 'Supporting pupils at school with medical conditions';
- DfE (2000) 'Guidance on First Aid for Schools';
- DfE (2018) 'Automated external defibrillators (AEDs)'.

2. Aims/Processes and Procedures

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

2.4. The aims of this policy are to:

- ensure that the school has adequate, safe and effective First Aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor;
- ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- ensure that medicines are only administered at the school when express permission has been granted for this;
- ensure that all medicines are appropriately stored;
- promote effective infection control.

- 2.5. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.
- 2.6. To achieve the aims of this policy, the school will have suitably stocked First Aid bags in line with the assessment of needs. Where there is no special risk identified, a minimum provision of First Aid items will be as follows:
- a leaflet giving general advice on First Aid;
 - 20 individually wrapped sterile adhesive dressings, of assorted sizes;
 - 2 sterile eye pads;
 - 4 individually wrapped triangular bandages, preferably sterile;
 - 6 safety pins;
 - 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
 - 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings;
 - 1 pair of disposable gloves.

Equivalent or additional items are acceptable.

All First Aid containers will be identified by a white cross on a green background.

- 2.7. The lead First Aider is responsible for examining the contents of First Aid bags, including any mobile First Aid bags for offsite use. These will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed. There are 3 first aid boxes for use during school trips - the Medical Manager oversees the resupply of these periodically.
- 2.8. First Aid bags are in the following areas:
- the school office;
 - in every classroom.

- 2.9 All staff are briefed annually (on the first INSET day in September) with an overview of all of the school's first aid and medical procedures
- 2.10 A Class Medical List is provided to each class teacher annually, which includes a summary of all of the medical needs within each class. Each teacher is briefed annually (on the first INSET day in September) regarding all of the medical needs within their class
- 2.11 A list of Medical Alerts is created and contains a brief summary of all of the children within the school, who have significant medical conditions. This list is shared with all staff to raise their awareness of high priority children
- 2.12 All staff are briefed annually on any medical condition, present within the school, that is particularly high risk, e.g. haemophilia / tracheostomy.

In relation to Health Care Plans:

- 2.13 Parents will advise the school when a child has a chronic medical condition or severe allergy so that, where appropriate, an Individual Health Care Plan (IHCP) can be drawn up. The plan will be implemented, and staff will be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. The IHCP is agreed with and signed by parents and the class teachers and includes a disclaimer for parents to sign. All teachers are briefed annually (on the first INSET day in September) regarding all of the Health Care Plans within their class.
- 2.14 IHCPs are reviewed annually and are overseen by the School Business Manager in communication with parents. All changes are communicated with the class teachers and appropriate staff. It is the parent's responsibility to get in contact with any external catering provider to inform them of any medical requirements that may relate to food.

3. First Aiders

- 3.1. The main duties of First Aiders will be to administer immediate First Aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First Aiders will ensure that their First Aid certificates are kept up-to-date through liaison with the School Business Manager.
- 3.3. Each classroom's First Aiders will be responsible for ensuring all First Aid kits are properly stocked and maintained. The First Aid appointed person(s) will be responsible for maintaining supplies.

The current First Aid appointed person is J Best.

Qualified Paediatric First Aiders are E. Holroyd, T. Anderson,, C. Hodges, S. Taylor, M. Hunt, Z. Newberry, K. Merrett, G. Brand, J. Best, M. Plivova, K. Coffey, O. Tataru, P. Davis, S. Hinson, B. Druce, L. Cross.

- 3.4 All staff, who regularly carry out break duties, are supplied with their own fully stocked first aid bag, which they resupply themselves from the main supply stores in the Junior office and Infant Resource cupboard

4. Automated external defibrillators (AEDs)

- 4.1. The school has two AEDs – one in the main Junior Office and one in the Infant SLT office.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed/ spoken on the device.
- 4.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.
- 4.4. Use of the AED will be promoted to pupils during PSHE lessons.
- 4.5. The AEDs are tested weekly by the office team.

5. Emergency procedures

- 5.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a First Aider.
- 5.2. If called, a First Aider will assess the situation and take charge of First Aid administration.
- 5.3. If the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the First Aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
- administer emergency help and First Aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate

action can prevent the accident from becoming increasingly serious, or from involving more victims;

- call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse;
- ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene;
- see to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

5.5. Once the above action has been taken, the incident will be reported promptly to:

- the Headteacher;
- the SBM/ administrative assistant;
- the parents of the victim(s).

6. Reporting to parents

6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

6.2. Parents will be informed by phone call or text of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

6.3. In the event of a serious injury or an incident requiring emergency medical treatment, a member of the office team will telephone the pupil's parents as soon as possible.

6.4. A list of emergency contacts will be kept at the school office.

7. Offsite visits and events

- 7.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of First Aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

8. Storage of medication

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. Each classroom has a Class Medical Rucksack containing any medication required by children within that class and which is safe to keep within the classroom, e.g. asthma inhalers, epi-pens.
- 8.4. All medications kept in classroom rucksacs are transferred over annually by the School Business Manager to the new class rucksacs ready for the first school day in September.
- 8.5. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.6. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen, Piriton and a Reliver Asthma Inhaler.

9 Illnesses

- 9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

- 9.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

10. Allergens

- 10.1 Where a pupil has a serious allergy that has caused anaphylaxis, this will be addressed via the Department for Health Guidelines for Administering Auto Injectors.

11. Consent

- 11.1 Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. These forms will be requested to be updated by parents at the start of each school year.
- 11.2 Staff do not act 'in loco parentis' in making medical decisions, as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind. Guidelines will be issued to staff in this regard.

12. Monitoring and review

- 12.1 This policy is reviewed annually by the Governing Board, and any changes communicated to all members of staff.
- 12.2 Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be annually informed of the arrangements that have been made in connection with the provision of First Aid, including the location of equipment, facilities and personnel and are regularly updated and reminded on procedures throughout the year.