



THE
NEW GUILD
TRUST

First Aid Policy

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2025
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	L. Eagle
Accounting Officer	Mrs K Peters
Signature	K. Peters
Policy Review Period	12 months
Date of Policy Review	February 2026

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial			
	Feb 2022	New Appendix 1 and 2	To supplement policy
	Feb 2023	No change	
	Feb 2024	No change	
	Feb 2025	No change	
	Jan 2026	Removed Head of School and replaced with Head Teacher Standard First Aid Box Contents - (Updated 10/01/2017 with reference to HSE Guidelines issued 03/2015. Checked 01/2026 and list is still accurate)	Accurate title To confirm guidance has been checked again 01/26 and not changed.

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Statement of Intent

The school is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

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

The School Business Manager is responsible for ordering equipment and 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 statutory legislation, including, but not limited to the following:
 - The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance.
 - Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance.

2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
 - Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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 should 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 for the emergency services 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 boxes. Where there is no special risk identified, with minimum provisions available equivalent or additional items are acceptable.
- 2.7. The First Aiders are responsible for examining the contents of first aid boxes and ensure they are restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- 2.8. First aid boxes are located at suitable locations within each school.

3. First Aiders

- 3.1. The main duties of first aiders are to give 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 are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.
- 3.3. The current first aid appointed person(s) are shown throughout the school alongside the first aid box locations.

4. Emergency Procedure in the Event of an Accident, Illness or Injury

- 4.1. 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.
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

- 4.4. 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more 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 accident 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 make the move without making the injury worse.
 - Make sure 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 children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - The Headteacher
 - The Parents/Carers
 - Next of kin

5. Reporting to Parents/Carers

- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's Parents / carers must be informed as soon as practicable.
- 5.2. Parents / carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, a member of staff will telephone the pupil's parents / carers as soon as possible.
- 5.4. A list of emergency contact details is kept by the School Office.

6. Visits and Events Off-Site

- 6.1. Before undertaking any off-site events, the visit leader organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved.
- 6.2. Please see The New Guild Trust's Educational Visits Policy for more information about the school's educational visit requirements.

7. Storage of Medication

- 7.1. Medicines are always securely stored in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them.
- 7.2. All medicines shall 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.
- 7.3. All medicines will be returned to the parent/carer to arrange for safe disposal when they are no longer required.
- 7.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 7.5. Parents/Carers should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of

this include epilepsy and diabetes. A disclaimer will be signed by the parents/carers in this regard.

8. Illness

- 8.1. When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. A suitable area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

- 9.1. Parents/Carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 9.2. Staff do not act in place of the parent in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

10. Monitoring and Review

- 10.1. This policy is reviewed annually by the Headteacher/Head of School in conjunction with the Local Community Governing Body. Any changes made to this policy will be communicated to all members of staff.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

**At each school there is a list of all trained first aiders which is
in the main office and by each first aid kit.**

Standard First Aid Box Contents

(Updated 10/01/2017 with reference to HSE Guidelines issued 03/2015. Checked 01/2026 and list is still accurate)

- 1 First Aid Guidance Sheet
- 20 Individually Wrapped Sterile Adhesive Plasters
- 2 Sterile Eye Pads
- 3 Sterile Medium Dressings
- 2 Sterile Large Dressings
- 4 Individually Wrapped Triangular Bandages
- 3 Pairs of Disposable Gloves
- 6 Safety Pins

