



GUILSBOROUGH ACADEMY

FIRST AID POLICY

Policy Name	First Aid Policy
Policy Owner	First aid coordinator and Health and Safety Lead
Statutory	Yes
Authorisation	Full Board

Date Ratified	Review Date
October 2025	July 2026



Version	Date	Author	Changes
	7/10/25	RG	Update first aiders and add ambulance procedure to appendix.

Legislative Guidance

--

Linked Policies

Health and Safety Policy
Safeguarding Policy
Equality Plan
Inclusion Policy
Supporting students with medical needs



Contents

1.	Statement of intent:	2
2.	Legal Framework:.....	2
3.	Responsibilities for Health and Safety	2
4.	Definitions	5
5.	Procedures.....	9
	Appendices	11



1. Statement of intent:

Guilsborough Multi Academy Trust (the Trust) has overall responsibility for the provision of first aid to the principals, teachers, non-teaching staff, pupil and visitors (including contractors). The Trust understands that decision about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy.

Together, we are committed to achieving the following objectives:

- To provide an accessible first aid policy;
- To ensure all first aid policies and procedures are based on an up-to-date risk assessment;
- To ensure all first aid equipment and facilities are suitable for purpose and readily accessible;
- Ensure all Pastoral team colleagues as well as key teaching and other non-teaching staff are first aid trained.

2. Legal Framework:

At Guilsborough Multi Academy Trust we believe this policy should be a working document that is fit for purpose, represent the trust ethos, enables consistency and quality across the academy and is related to the following legislation:

- Health and safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulation 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit – Summary of findings from the Ethnicity Fact and Figures Website (Cabinet Office)

3. Responsibilities for Health and Safety



3.1 Overall and final responsibility for health and safety

The Board of Directors and the Principal carry the key responsibility for assessing, recording and implementing the correct first aid procedures. They do this by:

- Leading by example on all matters relating to First Aid,
- Promoting and following the First Aid Policy,
- Dedicating budget to the academies First Aid provision (including appropriate training)
- Communicating effectively with parents, staff and pupils,
- Monitoring and reviewing First Aid procedures and practice,
- Ensuring the academy has a nominated member of staff to take charge of first aid arrangements
- Ensuring the academy complies with The Health and Safety (First Aid) Regulations 1981 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Ensuring all academy personnel and visitors to the school are aware of and comply with this policy
- Ensuring the academy complies with all equality legislation
- Ensuring that funding is in place to support this policy
- Ensuring that this policy and all policies are regularly updated and maintained
- Ensuring that all policies are made available to parents

3.2 Responsibility for ensuring this policy is put into practice

The Board of Directors and Principal have assigned health and safety responsibilities as follows:

Senior Leadership Team have the following responsibilities:

- To lead by example
- Ensuring that all new employees are given the appropriate first aid training relating to their role in the school
- Ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to first aid in terms of the wider school policy
- Keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- Ensuring that all the relevant checks are done on equipment
- Ensuring the competency of contractors that come into the academy
- Ensuring that all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training
- Managing their particular budgets to cover first aid maintenance, check and provision for activities under their department



All other members of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the academies first aid policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own first aid responsibilities
- co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance
- co-operate in the implementation of the requirements of all relevant legislation, related codes of practice and safety procedures /instructions

Pupils

While academy staff carry the main responsibility for the first aid provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole-school and themselves in order for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, pupils are expected to:

- take personal responsibility for themselves and others
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their first aid
- behave sensibly around the school site and when using any equipment
- report first aid concerns or incidents to a member of staff immediately
- act in line with the school code of conduct / school behaviour policy

Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be



required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

4. Definitions

4.1 Risk assessment

A suitable and sufficient risk assessment needs to be undertaken to assess what provisions need to be in place. The Trust will take steps to ensure that a risk assessment is carried out by a competent person or persons, and that the risks are recorded and communicated.

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after serious accidents, incidents and/ or near misses
- after any significant changes to workplace, working practices or staffing
- following any identified trends or accident statistics

Risk assessment will be based on the size and location, any specific hazards or risks on site, specific needs and accident statistics.

Specific needs include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities

Temporary hazards, such as building or maintenance work, should also be considered and suitable short term measures put in place.

4.2 First aiders and appointed persons

The risk assessment will determine the minimum number of trained first aiders required and the Trust will monitor this to ensure that these standards are being met. Where references are made to first aiders, this also includes appointed persons.

First aiders will be recruited on a voluntary basis although some positions will have first aid as part of their employment contract. The Trust will seek to advertise the position of first aiders to members of staff. Principals should ensure schools have enough volunteers to cover the minimum requirements of the assessment.

The Trust will ensure that all voluntary first aiders have undertaken the appropriate training with an appropriate organisation (i.e. First Aid at work certificate). If required training will also include resuscitation procedures for children. First Aiders will also be required to have an understanding of the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.



The Trust will monitor the expiration date of each first aider qualifications and seek to arrange refresher training prior to this date.

All volunteer first aiders must report to a school Health and Safety representative / Principal with any questions or concerns in relation to their post.

This list will be displayed in the main reception of the academy and other appropriate areas (i.e. near a first aid box) and updated when necessary. The roles and responsibilities for first aiders are as follows:

- a) acting as first responder to incidents that require first aid;
- b) administering immediate and appropriate treatment;
- c) ensure the emergency services have been contacted when the situation requires;
- d) the lead first aider on each school site will be responsible for ensuring that the first aid boxes are adequately supplied with in date components;
- e) ensuring their first aid qualifications are up to date;
- f) keeping their contact details up to date;
- g) ensure an accident report is completed as soon as possible after the incident they have attended;
- h) make sure the incident is reported to the HSE if required (see paragraph 3.6 below);
- i) consenting to having their names displayed around the school on the first aid list.

4.3 Equipment

The Trust will ensure that, based on the needs of the Academy have fully stocked first aid containers, which will be marked with a white cross on a green background.

The location of first aid equipment will be clearly displayed around the site.

The first aid box will contain a contents list which will mandate what should be in it.

Automated external defibrillator (AED) - teachers and staff working in the school should be trained in their use and their location should be clearly displayed.

4.4 Facilities

The Trust will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of pupils during academy hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.



Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to always follow basic hygiene procedures. Disposable gloves and handwashing facilities will be made available.

4.5 Reporting an incident

A first aid and accident record will be completed by a first aider or other relevant member of staff without delay after an incident. Not all incidents or accidents will be reportable and first aiders will be trained to identify when a statutory report is required. In most cases a statutory report will be made by a Health and Safety Representative of the Board or the Principal.

Lead first aider will check all reports weekly,

When an incident is reported the following information must be included:-

- the date;
- method of reporting (if required) e.g. via HSE website for RIDDOR;
- time and place of the event;
- personal details of those involved; and
- a brief description of the nature of the event or disease (factual account only).

This record can be combined with other accident records.

The records will be kept for a minimum of 3 years.

4.6 RIDDOR notifications

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to academies. Most incidents that happen in academies or on academy trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Please see Incident reporting in schools

Injuries to pupils and visitors who are involved in an accident at academy or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Incidents involving contractors working on academy premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in school premises



and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (Operations Manager) will be the responsible person.

The following work-related accidents must be reported to the HSE:

- accidents which result in death, or a specified injury must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable specified injuries include:

- 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), which cover more than 10% of the body; or
- cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia.

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

4.7 Occupational health conditions

Employers and self-employed people must report diagnoses of certain occupational health conditions, where these are likely to have been caused or made worse by their work: These conditions include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;



Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

5. Procedures

5.1 On-Site procedures

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Any pupil reporting an illness during the academy day should be encouraged where possible to remain in class until the end of the lesson. If the pupil still reports the illness at the end of the lesson, they should report to student reception.

In the event the student continues to report feeling unwell during the lesson the member of staff should contact the first aid support by emailing the first aid email address (firstaid@guilsborough.northants.sch.uk), stating the nature and location of the first aid concern or issue.

In the event of an emergency the closest member of staff present will seek the assistance of a qualified first aider, the member of staff should seek support from an additional member of staff if appropriate.

If assistance from a first aider is required immediately this will be obtained by calling main or student receptions (100/201), requesting they radio for first aid assistance stating "first aider needed in...."

If required a pupil runner could be additionally sent to communicate the need for support to either student or main reception

If emergency services are called for, phone 999 from the nearest phone, in the absence of a nearby phone, communication via radio to reception to contact emergency services. Once communication has been established change the radio channel to 9 (emergency channel), Ensure you speak clearly and slowly when responding to questions or relaying details with both staff and emergency services.



5.2 Off-Site procedures

When staff take pupils off the academy premises, they should ensure they have the following:

1. A first aid container consistent with appendix G
2. A mobile, on which they can contact the academy and the academy can contact the member of staff
3. A list of specific medical needs of the pupils and any required equipment
4. Emergency contact details for the pupils

5.3 Notifying Parents

Students do not contact their parents directly in the event of them feeling unwell or if they are injured. The first aider, relevant member of staff will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

The following events must be notified to parents/carers:

- i. Potential contagious rash
- ii. A sting or bite from an animal or insect
- iii. An injury to the head
- iv. A non-accidental injury

There is no need to inform parents for:

- v. Minor cuts and grazes
- vi. A headache that goes away

Students are also expected to take responsibility for their own health. They are also expected to be resilient and responsibly assess their need for adult assistance in terms of first aid. Students are then expected, if possible, to inform an adult if they need first aid assistance. Where the school does not contact parents (see above), the student is expected to inform their parent/carer of any minor injury/illness that has occurred during the school day.

6. Monitoring and implementation and effectiveness of the policy:

The practical application of this policy will be reviewed annually or when the need arises by the Finance Audit and Risk committee, in consultation with the Principal.



Appendices

A. List of first aiders

Name	Location	Renewal date
Ayling Bruce	Humanities	
Cat Ayrton	DT	06/10/2026
Patricia Baker	Science	21/07/2028
Vicki Brennan	Careers	
Andy Bunney	AP	21/07/2028
Sam Boyer	PE	11/12/2026
Rob Charlton	PE	21/11/2027
Liam Cope	PE	16/01/2027
Angela Copping	Student Reception	23/11/2026
Olivia Dean	PE	09/02/2028
Tony Dixon	DT	21/07/2028
Kathrine Eames	Admin	02/08/2026
Rebecca Easton		07/11/2026
Steve Flanagan	Life Skills	27/02/2027
Rhiannon George	AHoY	29/06/2028
Linda Goode	Exams office	21/01/2028
Chris Hancock	PE	17/05/2026
Max Hart	PE	27/11/2027
Lucy Hazlewood	Science	21/01/2028
Rachel Hutton	Science	21/07/2028
Alex Jefferies	PE	28/02/2027
Cara Jones	English	06/10/2026
Rebecca Kelly	AhoY	24/10/2027
Nicky Lauder	DT	06/10/2026
Pippa Lonergan	SEND	21/07/2028
Ellie McFall	HR	12/06/2027
Dan Meakin	Site	
Dean Mills	PE	11/12/2026
Louisa Nixon	HR	22/08/2026
Deborah Ormond	Science	21/01/2028
Keeley Page	DT	06/10/2026
Catherine Ritchie	Admin	06/10/2026
Jo Runiewicz	AHoY	29/06/2028
Clare Sabin	SEND	29/06/2028
Sam Sharp	Humanities	21/01/2028
Stacey Shirley	AHoY	09/01/2028
Nicky Shiels	Humanities	21/07/2028
James Spiller	DT	06/10/2026



Edwina Stanger	Science	24/04/2026
Kaye Stephenson	Humanities	06/10/2026
Adam Tapley	DT	06/10/2026
Sarah Vickers	Humanities/PE	19/01/2027
Ben Whittaker	Site	13/08/2026
Heather Wilson	Admin	21/01/2028
Kit Woolridge	PE	09/01/2028
Louise Young	6th Form	24/01/2027

B. Location of first aid boxes

Location	Number
Science b Prep	1
Science b prep	2
Science b staff	3
Science a staff	4
Science a prep room	5
DT Office	6
PE Office	7
DT Prep room	8
Food tech room	9
MFL Office	10
Maths office	11
English office	12
Humanities office	13
Site office	14
Minibus	15
6th form staff room	16
SF Block staff room	17
SEN Office	18
Reception	19
Trip Bag Large	20
Trip Bag small	21
Trip Bag small	22



C. Care Plan

Child's name

Date of birth

Child's address

Medical diagnosis or condition

Date

Parent signature

Reviewed (date)

Reviewed by (member of staff)

Parent confirmation

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

First Aiders



Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information



Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



D. Permission to administer medication

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Guilsborough Academy
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy. If it is an over the counter medicine, it must be in the original packet with the instructions inside



Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Guilsborough Academy staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) of Parent/ Carer

Date

Signature of receiving member of Guilsborough Academy staff:

.....

Date entered on Teams



E. Permission to carry own medication

Request for child to carry own medication

Child's name	
Tutor Group	
Address	

Consent:

I give my permission for my daughter/son to carry her/his own medication in school. The medication will be in its original packaging and will be clearly labelled with her/ his name.

My child will not give the medication to another student.

Signature of parent:

Print name:

Emergency contact (will be available for phone contact throughout the school day):

Name	
Telephone no	
Relationship to child	

For school use only:

Date authorisation received	
Name of staff receiving it	
Date added to TEAMS	



F. First aid box contents list

Conforming Bandage	2
Guidance leaflet	1
Contents list	1
Medium Sterile Dressing	4
Large sterile dressing	3
Triangular bandage	3
Eye Pad Sterile dressing	3
Sterile Plasters	60
Alcohol free wipes	30
Adhesive tape roll	2
Nitrile disposable gloves	9
Sterile finger dressing	3
Resuscitation face shield	1
Foil blanket	2
Burn dressing	2
Clothing cutters	1
Safety Pins	12
Blue sterile plasters	60
Burn sachets	6
Eye wash pods	10
Wash proof plasters	20

Travel first aid kits, provided for off-site visits where no additional risk has been identified, typically contain:

- A leaflet with general first aid advice
- 2 individually wrapped triangular bandages
- 2 safety pins
- Disposable gloves
- Antiseptic wipes
- 6 individually wrapped plasters of assorted sizes
- Sanitary protection
- Sick bags
- Emergency asthma kit



Group Leaders must collect a kit from Reception on the day of departure and return it to Reception upon the trip's return.

G. Defibrillators

An emergency defibrillator is located on the wall next between finance and HR office. This can be used in an emergency by following the verbal instructions and visual prompts on the defibrillator.

A 2nd emergency defibrillator is located in E block. The defibrillators are checked and maintained by the Operations Manager on a termly basis.

H. Ambulance Procedures

If there is an accident or a medical situation (eg epileptic seizure) which you feel requires an ambulance:

Member of staff on the scene - send for First Aider – state that you feel an ambulance may be required

Clear students from the area

First Aider

- Request support from AHoY team by radio or phone
- Two First Aiders should attend initially to support
- Alert Reception by radio that an ambulance will be needed, request moving to channel 9
- If no phone or laptop is readily available in the room with the casualty, request a Trip Phone and/or printout of student's info from Reception
- Call ambulance on 999
- Call parents and ask them to attend
- follow First Aid procedures re blankets etc – two adults should be in attendance at all times, one may be a parent or representative

Reception

- if needed, open student's Bromcom file and print student's info
- liaise with First Aider and other staff to send student's info and Trip Phone if needed
- ensure that Principal and Site Team are informed that an ambulance is being called – use channel 1 to alert Site Team then move to channel 9

Site team

- use channel 9 to liaise with First Aider and Reception
- be aware that ambulance is on the way and be prepared to open gates and direct ambulance as close as possible to casualty