



Moss Hall Schools Federation

First Aid Policy

Date policy last reviewed: March 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of intent

Moss Hall 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.

This policy aims 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.

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.

NB: Throughout the policy “Head teacher” refers to Executive Headteacher, unless otherwise stated .

1. Legal framework

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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy (including administering medications)
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.

- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The executive headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Moss Hall Schools Federation has one appointed person to oversee the first aid provision across the Federation.

Julienne Salumu

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements and provision

- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements, at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

To achieve the aims of this policy, The Moss Hall Schools Federation will have suitably stocked first aid cupboard and mobile boxes in line with the assessment of needs. The cupboard is located in the medical room. It contains provision of first aid items taking into consideration that the Moss Hall Schools Federation is a low-risk environment.

- Boxes disposable gloves (size Medium & Large)
- Boxes of assorted plasters
- Boxes of moist wipes alcohol free
- Boxes of single use instant cold packs
- Re-usable, frozen cold packs located in the medical room fridge freezer.
- Sick bags
- Head bump stickers
- Head Bump red letters
- Boxes of individually wrapped sterile adhesive dressings, of assorted sizes
- Boxes of sterile eye wash
- A selection (at least 2) of individually wrapped triangular bandages, preferably sterile
- 2 Infrared thermometer
- Boxes of individually wrapped sterile unmedicated wound dressings
- PPE items for C-19 and infection control such as disposable aprons, visors, goggles, disposable gowns, surgical face masks and N95 face masks
- A booklet giving general advice on first aid
- Equivalent or additional items are acceptable

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of the first aid cupboards, including any mobile first aid boxes 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.

First aid boxes are in the following areas:

The First Aid cupboard are located in the following area:

- Medical Room MHJ
- Medical Room MHI

Essential First Aid boxes / pouches are located in the following area:

- Swimming pool
- Library
- Classrooms
- Junior and Infant Offices

They contain a selection of plasters, moist wipes (alcohol free), sick bags, tissues and 3 pairs of disposable gloves, a box of eye wash & aluminium emergency blanket,

4. First aiders

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.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Senior Leadership Team in each school and Welfare Officer.

It is every first aider's responsibility across the Federation to make sure that First Aid pouches in classes are kept stocked up and maintained.

The Lead First Aider person(s) will be responsible for maintaining supplies across the Federation.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
<u>Julienne Salumu</u>	<u>jsalumu@mosshall.school</u>	<u>Medical room</u>	<u>February 2025</u>
	<u>Tel: 0208 445 7965 Ext 2222/1205</u>		

The school will ensure that there is always a sufficient number of first-aid personnel available on site to provide adequate cover to all areas of the school.

In line with government guidance, and considering staff to child ratios, the MHI school will ensure that there is at least one member of staff with a current and full Paediatric First Aid

(PFA) certificate on the premises and available at all times when pupils are present and accompanying pupils on any and all outings taken.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Julienne Salumu (Federation Welfare officer) , **Andrea Nash** (Senior Learning Mentor) and **Zarka Zaheer** (MHI) are trained Mental Health First Aiders.

5. Automated external defibrillators (AEDs)

The schools have procured 2 AED's through the NHS Supply Chain, which are located in the medical rooms in each school.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Emergency procedures

If an incident, 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.

If called, a first aider will assess the situation and take charge of first aid administration. 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.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

1. A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
2. Where an ambulance is required, a staff member accompanies the pupil (if necessary) in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital / or at school until a parent arrives.
3. Where an ambulance is required, call ...
 - a. site team so they are prepared to assist the ambulance (Walkie Talkie)
 - b. inform SLT
 - c. inform the office to expect the ambulance
 - d. inform parent
4. Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
5. The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.

6. Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Deputy Head/Assistant Heads
- The Executive Head
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [‘Promoting and supporting mental health and wellbeing in schools and colleges’](#).

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable.

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

MHI: Sticker red letter (depending on the seriousness) and text/phone call as appropriate.

MHJ: Sticker, Red letter and text/phone call as appropriate.

In the event of a serious injury or an incident requiring emergency medical treatment, the **First Aider on duty and/or the Office Staff** will telephone the pupil's parents as soon as possible.

A list of emergency contacts is located on Arbor.

- MHI and MHJ First Aiders will have access to the pupil emergency contacts file , in the medical room , to retrieve contact details. Office staff can also help to retrieve details as required.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The executive headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

9. Offsite visits and events

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. If any items are used on the visit, these items will be replaced by the first aider. The first aider will update the medical record about the incident in order to keep a record of it.

The school will take a first aid kit on all off site visits which contains at a minimum:

- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

For more information about the school's educational visit requirements, please see the **Educational Visits and School Trips Policy**.

10. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

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.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

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 and inhalers.

The Federation has acquired 2 spare EPIPENS per site and 2 spare inhalers per site. Spares will be kept in the respective medical room, clearly labelled.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's **Administering Medication** process in the **Supporting Children with Medical Conditions Policy**.

Illnesses and allergies

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

Pupils will be collected from class and they will wait in the foyer area close to the office.

Pupils will be monitored during this time by the Office Staff and/or the First Aider on duty depending on the severity.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

11. Emergency care plans and treatment boxes

The appointed person ensures that staff is made aware of any pupil with an emergency care plan. The children with specific care plans are displayed in the staff room and the Office (MHJ-MHI) A copy is also kept in the medical room.

Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency treatment boxes must always be taken if the pupil is out of school. The boxes are kept in the medical room.

Pupils with medical conditions

A list is available in the staff room, the medical room, the office and an electronic copy is sent to all staff of all the students with a serious allergy or medical condition.

This information is useful for lesson planning and for risk assessments prior to a school trip.

Emergency boxes should be returned on completion of the trip and medication put back in the box. If staff become aware of any condition not on these lists, they should inform the Federation Welfare Officer.

12. Consent and ad-hoc medical consent

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 updated at the start of each school year.

Parents will be asked to complete and sign a consent form if their child has been prescribed medication to be taken during school hours. The form to be clearly completed with their name, class, dosage, frequency and reason with a brief explanation of the child's condition. Medication will be clearly labelled with name and dosage.

Consent forms will be kept in the Consent Folder located in the medical room.

The Ad-hoc medication will be labelled and stored safely in the medical room in the cupboard designated to the child's class and year group.

Antibiotics can be administered in school if they are prescribed as 4 doses a day. Three or less, parents are encouraged to administer the medication at home before and after school. Every case will be considered unique depending on the child's needs.

Staff will 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.

13. Monitoring and review

This policy will be reviewed **annually** by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is **Spring 2026**

Appendix 1:

Headbump procedure:

Low-risk head bump - no wound/lump, child presenting as well and coherent.	Action: First Aid administered if required, generic Arbor text sent to say that child bumped head at school today.
Medium-risk head bump – possible wound/lump, child presenting as well and coherent.	Action: First Aid administered, family telephoned to advise of injury and discuss option to collect.
Serious head bump - wound/lump, child presenting as incoherent, sleepy, vomiting, etc.	Action: First Aid administered, call to parent to inform if an ambulance has been called/needed or child taken to A&E

Dear Parents/Carers

We are writing to let you know that *child name* has had a minor head bump today.

At the time of the incident, there were no wound/lump and your child was presenting well and coherent. They will be monitored.

As a precaution, we always inform parents/carers of the signs to look out for after a head bump injury:

Worsening headaches

Nausea/vomiting

Increase drowsiness

Weakness in the arm and legs

Speech problem, dizziness

Fluid discharge from ears, nose, visual problems seizure or confusion.

Your child has not display any of the above symptoms so this is why we have not called you to discuss collecting your child.

However, if your child complaints of any of the above symptoms, these are all the signs of a possible concussion and we advise that you should arrange for your child to be seen by a healthcare professional.

If you wish to talk to us, please call the main office.

For further information please visit the link:

[Head injury and concussion - NHS](#)

Kind regards