The Gallery Trust First Aid Policy

Orion Academy
(central policy)

2026/2027

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Author	Alison Cox	Role	Designated Safeguarding Manager
Chair of trustees	Chris Scrivener	Safeguarding trustee	Helen Barter
Executive Headteacher	Julia Hyde	Medical Needs Lead	Gail Phillips

For the purpose of this policy reference to staff applies to:

- all staff employed by The Gallery Trust directly.
- all staff employed by the individual schools within the Trust.
- supply and agency workers, volunteers, trustees, LAB and RIB members.

1. Introduction

The Gallery Trust strives to ensure, so far as is reasonably practicable, a safe, healthy and supportive environment for all its students, employees, volunteers, visitors and other workers, both physically and psychologically. We fully comply with the Health and Safety (First Aid) Regulations 1981, Health and Safety at Work Act 1974, and DfE guidance including "Supporting pupils at school with medical conditions." The School's paramount responsibility is for the safety and welfare of every child in our care.

The health and safety of all members of the Trust and school community and visitors to the school is of utmost importance. This policy outlines the provision of first aid in Mabel Prichard and across The Gallery Trust ensuring the safety and well-being of students, staff, and visitors, particularly in our special educational needs (SEND) community.

This policy is created with the aim of ensuring that all staff members, visitors to the school, students and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.
This includes:

- Ensure adequate and appropriate first aid provision at all times.
- Meeting the needs of students with complex medical requirements.
- Complying with statutory requirements and best practice guidance.
- Ensuring that staff and governors are aware of their responsibilities with regards to health and safety
- Providing a framework for responding to an incident and recording and reporting the outcomes

Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.

This policy should be read in conjunction with:

- The Health & Safety Policy
- The Child Protection & Safeguarding Policy
- The Code of Conduct
- The Gallery Trust Supporting Pupils with Medical Needs Policy
- The Intimate Care Policy
- The Educational Visits Policy
- The Moving and Handling Policy

2. Roles and responsibilities

The Board of trustees:

The Board of Trustees has ultimate responsibility for health and safety matters, including first aid across the trust, but delegates operational matters and day-to-day tasks to the Headteacher and staff members at each school.

The Board of Trustees will:

- Ensure first aid provision meets statutory requirements.
- Review the policy regularly

Appointed person(s)

The school's appointed person(s) are:

Role	Name	Responsibilities
Executive Headteacher	Julia Hyde	Ensures implementation, monitoring, and review of this policy.
Health and Safety Officer	Gethin Williams (in partnership with Luke Franklin)	Maintains and audits first aid equipment and training; oversees reporting and post incident reviews
First Aid lead	Gail Phillips	Oversee daily first aid and ensure regular equipment checks. First Aiders/Appointed Persons:
Lead for children with medical needs	Gail Phillips	Ensure this policy is implemented in line with The Gallery Trust Supporting Pupils with Medical Conditions Policy

Responsibilities include:

- Taking charge when someone is potentially seriously injured or becomes ill (they are not required to provide first aid treatment unless they are also a first aider)
- Ensuring that the environment is appropriate for the patient and that all other students are moved to another area and are appropriately supervised
- Ensuring that when emergency services are summoned that arrangements are in place for meeting and escorting them
- Sending students and staff home to recover or seek further assistance, where necessary.
- Ensuring first aid training for staff is kept up to date.
- Ensuring that there are adequate ratios of first aiders on site and on trips.

The Headteacher (or Executive Headteacher)

The Headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The Headteacher (or their nominated representative) will ensure that all individual healthcare plans are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing and minimises disruption.

The Headteacher will ensure that all staff are aware of The Gallery Trust Supporting Pupils with Medical Conditions Policy and understand their role in its implementation. Headteachers will also ensure that all staff who need to know are aware of the student's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Headteacher has delegated responsibilities for First Aid and Medical Conditions to Gail Phillips.

First aiders:

In addition to the school nurse, the school has 26 first aid trained members of staff.

First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First aiders including paediatric receive updated training every 3 years and first aiders must make sure that their certificates are kept up to date through liaison with the school first aid coordinator. First aiders are required to give immediate first aid to staff, students and visitors to the school when it is needed and ensure that emergency services are called when necessary.

- The first aider/member of staff will assess the injury or illness and decide if further assistance is needed from a colleague or the emergency services (999 or 111)
- If required, the first aider/member of staff will request for someone to call the emergency services from the scene of the incident (so that they can continue to liaise with the first aider/patient while on the phone) unless there is a specific procedure to be followed for a student or member of staff that involves the office
- The first aider will also decide whether the injured person should be moved to a more appropriate place or placed in a recovery position
- The first aider/member of staff will undertake any necessary first aid treatment

The list of current school first aiders (and the location of First Aid Boxes) can be found in reception and all key areas of the school.

There will be at least one first aider on the school site when students are present. First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury, then they should arrange for access to appropriate medical care without delay.

Staff:

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's Health and Safety Policy, and basic first aid.

Staff should:

- ensure that they are familiar and up to date with this policy and expected procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations.
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used
- be aware of the needs of students with medical conditions in line with The Gallery Trust Supporting Pupils with Medical Conditions Policy
- know what to do and respond accordingly when they become aware that a student with a medical condition needs help

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Please note: All staff are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the staff and students. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

It might not be possible to get the immediate assistance of a first aider or it may delay emergency/life-saving treatment seeking one. Therefore, all staff should be prepared to treat a student or staff member, even if not first aid trained, if urgent help/treatment is required e.g. if the student is choking. If there is someone else present, they can be sent off to get a first aider while a member of staff treats the student.

If there is an emergency requiring the emergency services any member of staff can ring 999 without delay – there is no need to wait for a first aider. The SLT will need to be informed immediately.

Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances
- where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing with evidence from the GP/Nurse.

Parents/carers will need to bring this to the office and complete an 'Agreement to Administer' form. This medicine will be managed by the school office, and locked safely away until required in the Medical Room (The Bridge). It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff.

- where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, e.g. provision of medicines and equipment, ensuring that they or a nominated adult is contactable at all times
- working with the school to instill a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

3. First aid boxes

The school has nine (9) first aid boxes, and these are situated in particular rooms and areas. These are: The Bridge / Medical Room, Staff Room, Science Room, Cooking Room, Construction Room, Life Skills Room, Art Room, the Gym, and the school Office. They will be replenished from supplies kept by Flora Todd. Gail Phillips and Flora Todd are responsible for ensuring that these boxes are within expiry dates and to undertake ongoing monitoring for use. Reusable ice packs are stored in the staff room freezer and medical room freezer.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the school nurse or emergency services to arrive.

For off-site activities, first aid boxes should be taken from the admin office and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the admin office.

For school mini buses and coaches, there will be first aid boxes permanently kept on board. These must be maintained by Gail Phillips and Flora Todd and should be kept in good condition, ready for use at all times.

4. Administering medications

Administration of medicines follows The Gallery Trust Supporting Pupils with Medical Conditions Policy and requires written parental consent.

5. Risk Assessment

Risk assessments are included in the First Aid Policy to ensure the school has identified the specific hazards present in its environment and planned appropriate first aid provision. They help determine the level of first aid training, equipment, and procedures required to keep pupils, staff, and visitors safe. By assessing foreseeable risks, the school can respond effectively to injuries, meet legal duties, and maintain a consistent, safe approach to managing first aid incidents

See Appendix 1 for Example Risk Assessment Table:

6. First Aid Procedures

Off-site procedures:
When taking a class of students off the school premises, the trip lead will follow the school Educational Visits Policy

For Early Years classes there will always be at least one first aider with a current Paediatric First Aid (PFA) certificate on school trips and visits, as required by the Early years foundation stage (EYFS) statutory framework - GOV.UK

For all other classes there will always be at least one emergency first aider on school trips and visits. Any member of staff or student who is working off site (e.g. work placements, work experience) will be covered by the first aid policy and arrangements of the organisation they are working with.

7. Procedure in the event of an illness

See our school attendance policy for further details. In all instances, parents / carers will be contacted, and an appropriate response will be agreed.

8. Procedure in the event of an accident or injury

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether emergency services need to be called. A first aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

First aiders are not paramedics, and if the first aider feels they cannot adequately deal with the injury, then they should arrange for access to appropriate medical care without delay.

First Aid Rooms: Orion Academy has a Medical Room called 'The Bridge' - this room is opposite the classroom. This is where medication is stored.

9. Emergency situations

First Aiders are trained to manage chronic medical conditions (including asthma, epilepsy, diabetes, allergies). All staff have received training on allergy management and anaphylaxis, in light of Benedict's Law, to support best practice.

Emergency medication (e.g. inhalers, EpiPens) are supplied by parents/carers for known allergic reactions and conditions, and stored in accessible, clearly labelled locations. Spare school-purchased medication is also available to staff.

The defibrillator is maintained monthly and staff receive practical training and assessment units use.

10. Emergency services

If an ambulance is called, the member of staff in charge should ensure that access to the school site is unrestricted and that the student can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed while waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to. All accidents and injuries must be reported.

11. Procedure in the event of contact with blood or other bodily fluid

For infection control and hygiene staff always use single-use gloves and appropriate PPE when responding to injuries or incidents involving blood or bodily fluids. Clinical waste is disposed of using approved bags and bins in line with COSHH/local authority guidance. Cleaning procedures for biohazards are followed rigorously. All staff receive annual refresher training in infection and hygiene control. See our Health and Safety Policy for full details.

12. Record-keeping and reporting

First aid incidents are recorded on Smartlog

Records include:

- date/time/place
- name of person
- details of injury/treatment, outcome, and the name of attending staff.
- Body Maps

All records are managed in accordance with GDPR and DPA 2018; only authorised staff have access. Records are kept securely for at least three years after the child leaves the school, or longer if required for legal compliance.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school health and safety policy.

A written record should also be kept of all medicines that are administered to children, including those prescribed for students with individual healthcare plans.

13. Serious incidents

Serious incidents will also be recorded and where necessary investigated and reviewed by senior leaders. The RIB will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed)

14. Reporting to the HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident

Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [http://www.hse.gov.uk/riddor/report.htm] See the schools Health and Safety Policy for full details

15.Incident investigations

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. Senior Leaders, RIB or trust shared services may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

16. Safeguarding

Any concerns arising during first aid treatment (including unexplained injuries disclosures) must be reported immediately to the Designated Safeguarding Lead, who will take appropriate action. All safeguarding matters are recorded separately and held confidentially in line with The licy and KCSIE.

Appendix 1:

Example Risk Assessment Table:

First AId Risk assessment 2026-2027

School name		**Date of Risk assessment**	

Hazard	**Who at risk**	**Controls in place**	**Further action needed**
Epileptic seizure	students with epilepsy	Staff trained in seizure response Medical care plan in place Emergency meds available	Refresher training annually Ensuring in date medication in school
Mobility impairment	Wheelchair users	Accessible first aid room Moving and handling training	Review accessibility termly
Allergic reaction	All students	Epipens in The Bridge - Medical Room. Staff trained in administering epipens	Update medical register Ensure Epipens are in date