



MAGNUS
CHURCH OF ENGLAND
ACADEMY

First Aid Policy

Date policy last reviewed: July 2026

Date of next full review: July 2027

Signed by:

A Martin Principal Date: 8th July 2026

M O'Connell Chair of Governors Date: 8th July 2026

Vision

Developing people of good character who achieve excellence and make a positive contribution to their communities.

Mission

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

Our Core Values...

All our work will be underpinned and driven by the following core values:

- **Determination**

- Have the courage to work hard and keep going with a relentless drive to achieve excellence.

“Run in such a way that you may win” 1 Corin 9 v 24

- **Integrity**

- Have the strength of character to choose honesty and truth at all times and be accountable for our actions.

“ We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of man” 2 Corin 8 v21

- **Ambition**

- Have the belief and drive to succeed, placing no limits on what can be achieved

“ I can do all things through Christ who strengthens me” Phillips 4 v 13

- **Humility**

- Recognise and respect the value of everyone and celebrate success together.

“Be completely humble and gentle; be patient, bearing with one another in love” Ephesians 4v2

- **Compassion**

- Comfort and support all those in need and offer grace to all in our community.

“Be like minded, be sympathetic, love one another, be compassionate and humble” 1 Peter 3 v 8

Policy:	First Aid Policy
Approved by:	Magnus Academy Board of Governors
Date:	July 2026
Review cycle:	Annual (with 3-year comprehensive audit)

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
Feb 2021	Feb 2021	ANG	New Policy Document
Mar 2023	Mar 2023	ANG	Updated section on first aid arrangements to reflect modified opening times of First aid room during school day.
May 2025	May 2025	ANG	Updated first aid training list. All BUCCLE and Epi pen training are included in the first aid course.
July 2026	July 2026	ANG	Updated first aid list

Policy Statement

First Aid is the emergency care of the injured or ill. Magnus Academy, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.

First Aid provision should cover all staff, pupils and visitors. Management of first aid arrangements should include adequate training & re-training of First Aiders, provision of first aid equipment and facilities and recording of first aid treatment.

First Aid Arrangements

A First Aid Room is available from 8:30am till 4:00pm every weekday during term time. It is available for students to visit without an appointment during break and lunchtimes only. The Main Office or Student Reception can contact First Aiders in an emergency when the First Aid Room is unattended or during lesson times when students are not allowed to access it. Main Office also have access to the First Aid Room. First aid can also be contacted using the duty email, or duty radios.

First Aiders

A number of staff hold a First Aid at Work, or Basic First Aid Certificates. The list of first aiders will be found in the staffroom, the Main Office, Student Reception.

See Appendix A.

Notices are displayed, which details names and contact information of First Aiders.

Members of staff are encouraged to attend a Basic First Aid Course every three years. P.E. staff are strongly encouraged to hold a First Aid Certificate.

First Aid Boxes

These are sited in many parts of the Academy and are checked and replenished by the Site Manager at the beginning of term.

Staff using first aid items should inform the Site Manager if the contents need re-stocking during the term.

The boxes are clearly marked and should be easily accessible.

Contents comply with the standards set out in by the H.S.E. (List available in each box). Some extra items may be added, depending on the department. Medicines are not 'first aid materials' and are not to be kept in the boxes.

A Defibrillator is sited in the PE Foyer

Wheelchair, emergency shelter tent and blankets are located in the First Aid Room.

School Outings

A travel first aid bag will be taken on a school trip along with any emergency medication that may be required.

Parents are responsible for advising staff if their child will require any medication on a school trip. No medication is to be carried by a pupil unless discussed with the teacher in charge.

The teacher in charge of a school trip is responsible for informing the First Aid Lead of the trip and requesting a first aid bag. First aid bags are to be returned as soon as possible to the First Aid room on completion of the trip.

Any injury/illness sustained by a pupil should be reported to the First Aid Lead on return from the trip. If the trip is out of school hours or returns after the First Aid Leader has left, the Pupil Accident Record Book should be completed and the First Aid Lead informed as soon as possible the next school day. These are kept with the first aid room.

Reporting

All treatment given by First Aiders should be reported to the First Aid Lead for recording in accident book in case of required follow up. If the First Aid Lead is not available, the First Aider must inform her by note or email detailing all the appropriate information.

It is the Academy's duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

The Accident Book is completed for staff injuries and incidents. The location and advice on how to complete the Accident Book can be obtained from the First Aid Lead.

Certain illnesses and injuries (to staff, pupils and visitors) are reportable to the Health and Safety Executive (HSE) under the RIDDOR regulations. The First Aid Lead will give advice and report to the Site Manager for reporting to the HSE as necessary.

These forms should also be used if a visitor or visiting pupil has an accident whilst present on the Academy site. This form will be kept by the First Aid Lead and a copy given to the visiting pupil's teacher and/or parent. **Severity of Injury**

Most injuries and illness will be dealt with by the First Aid Lead in the First Aid Room.

In case of head injuries, the emergency services should be called

A note will be sent home with the pupil if they have sustained a head, eye or nose injury in case of a delayed reaction. First Aiders should also send one of these pro-forma letters home in the absence of the First Aid Lead (available in the Medical Room).

Notes (or e-mail/telephone call where appropriate) should also be sent home if medication has been administered.

The parents are contacted by telephone if the injury/illness requires further medical treatment, or if the pupil would benefit from resting at home.

Parents are contacted if a pupil needs to go to A & E and are asked to transport them.

An ambulance is always called for a pupil in a serious condition and the parents contacted.

See also The Magnus Academy Health and Safety Policy - 3.14 First Aid Arrangements

Appendix A

Name	First aid	Due
Robin ward	First Aid in Schools 6.9.2024	6.9.2027
Cathy Walker	First Aid in Schools 6.9.2024	6.9.2027
Sam Millan	First Aid in Schools 8.3.2023	7.3.2026
Jake Hall	First Aid in Schools 24.6.2026	24.6.2029
Vicky Pask	First Aid in Schools 24.6.2026	24.6.2029
Ady Grieve	First Aid in Schools &defibrillator course 6.1.2025	5.1.2028
Holly Newman	First Aid in Schools 22.3.2023	21.3.2026
Andy Hughes	First Aid in Schools 6.9.2024	6.9.2027
Brett Handley	First Aid in Schools &defibrillator coures 6.1.2025	5.1.2028
Cy Holmes	First Aid in Schools 8.3.2023	7.3.2026
Jon Wynn	First Aid in Schools 8.3.2023	7.3.2026
Caroline Aldridge	First Aid in Schools 8.3.2023	7.3.2026
Tauryn Collins	First Aid in Schools 6.9.2024	6.9.2027

Sara Cooksey	First Aid in Schools 6.9.2024	6.9.2027
Damon Byrne	First Aid in Schools 3.5.2022	2.5.2025
Tracy Holmes	First Aid in Schools Paediatric first aid 21.9.2021	20.9.2024
Nicole Taylor	First Aid in Schools 6.9.2024	6.9.2027
Joe Fryer	Outdoor First Aid Incident Management 24.1.2025	24.1.2028
Carl Crampton	First Aid in Schools 6.9.2024	6.9.2027
Edward James	First Aid in Schools 6.9.2024	6.9.2027
Sophie Walton	First Aid in Schools 6.9.2024	6.9.2027
Megan Ranger	First Aid in Schools & defibrillator course 6.1.2025	5.1.2028
Charlie Bilbie	First Aid in Schools 22.3.2023	3.5.2025
Gemma Watson	First Aid in Schools 24.6.2026	24.6.2029
Donovan Atkin	First Aid in Schools 6.9.2024	6.9.2027
Jordan Grieve	First Aid in Schools & defibrillator course 6.1.2025	5.1.2028

Leanne Phillips	first aid as dance teacher	Out of date
Abbie Mellers	First Aid in Schools 6.9.2024	6.9.2027
Mark Stevens	First Aid in Schools 6.9.2024	6.9,2027
Chole Simms	First Aid in Schools &defibrillator course 6.1.2025	5.1.2028
Katie Liwoshko	First Aid in Schools &defibrillator course 6.1.2025	5.1.2028
Max Geldard	First Aid in Schools &defibrillator course 6.1.2025	5.1.2028