



**PENK VALLEY
ACADEMY TRUST**

First Aid Policy

Reviewed by Audit Finance & Risk - Summer 2024

Ratified by PVAT Board of Trustees - July 2024

Mark Roberts

Frequency of Review: 3 years

Author: Chief Operating Officer

Amendments

JA/JW Federation SLT 17/02/2017

2017 - TP - SJFS added

2018 - TP - updated for PVAT

2021 - reviewed and updated.

Overview

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. The Assessment of First Aid Provision Form is completed at each school site to assess the first aid requirements against set criteria, this assessment is reviewed annually and where changes occur.

First aid provision must be adequate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available.

The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid.

Types of First Aid Personnel

A First Aider (FAW) is someone who has undergone a training course in First Aid at Work and who holds a current First Aid at Work Certificate. Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

Additional First Aid Requirements Early Years

All first schools within the Penk Valley Academy Trust meet the Statutory Framework for the Early Years Foundation Stage which requires that at least one person who has a current Paediatric First Aid Certificate will be on the premises at all times when children are present. In addition there must be at least one person on outings who has a current paediatric first aid certificate.

Coach Assistants/Drivers and Attendants

School mini bus drivers undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

First-Aid Materials and Equipment

All Penk Valley Academy Trust schools clearly identify the first aid provision, ensuring the necessary materials, equipment and facilities are provided and maintained in accordance with the need. This includes ensuring that first-aid equipment including a body spills kit is suitably marked, easily accessible and available in all places identified by the assessment.

Routine inspections of the contents of first-aid containers are conducted. Sufficient supplies are held. All schools discard any items after the expiry date has passed.

Training of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

Course	Intended For	Duration of Course	Recommended Refresher training	When revalidation is required	Revalidation Training
First Aid at Work Certificate (FAW)	First Aiders	3 days	Annual basic skills update 3 hours	Before expires (3 years from date of certificate)	2 day revalidation
Emergency First Aid at Work Certificate (EFAW)	Emergency First Aiders and Appointed Persons if deemed necessary	1 day	Annual basic skills update 3 hours	Before certificate expires (3 years from date of certificate)	Repeat of original 1 day course.

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Procedures

In case of concern about the health of an individual the following precautions should be followed:

1. the child is sent to a qualified first aider
2. the injury/ concern is checked and an assessment made of the level of treatment needed
3. a decision will be communicated to the class teacher and or head/ office staff as necessary
4. parents are informed when necessary

Levels of action include:

- Treatment on school premises for minor ailments/ accidents
- Treatment on school premises an incident report form sent home informing parents of the nature of the incident/ accident and treatment given
- Where an injury is deemed severe enough to be checked by a medical person but not severe enough for hospital, parents are contacted

If an injury is very serious or there is any uncertainty about the level of severity an ambulance will be called immediately and parents informed. An appropriate member of staff will attend hospital with a child in the absence of a parent. It is school's responsibility to ensure the member of staff has some money and a mobile phone.

In each case every attempt should be made to:

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
 - Headteacher
 - parents/carers
- Keep accurate records of the injury, events leading up to the injury and subsequent actions.
- Always err on the side of caution & listen to the child
- Consider the needs of the child as central to all actions

Reporting & Investigating an Accident

All accidents involving children are reported in the minor accidents book kept in the First Aid Area.

Where an employee is injured they should complete the B1510 Accident Book. If that is not possible then someone may do this on their behalf. Accidents involving injury to children on work experience and work placements must be reported to the school and recorded in the Accident Book.

All severe accidents should be reported to the Academy Trust Board of Trustees using form HSF40 and an investigation into the root cause carried out and to Staffordshire County Council via MyHealthandSafety.

Review of Policy

This policy will be reviewed every 3 years, or before if deemed necessary by the Academy Trust Board of Trustees.

Princefield First School Qualified First Aiders

Name	Area	Qualification	Date Of Qualification	Expiry Date
Mrs K Lewis	Reception	Paediatric First Aid	22.2.2021	22.2.2024
Ms S Lane	Key Stage 1	Paediatric First Aid	22.2.2021	22.2.2024
Ms S Durham	Nursery / After School	Paediatric First Aid	22.2.2021	22.2.2024
Mrs H Barron	Headteacher	Paediatric First Aid	22.2.2021	22.2.2024
Mrs R Cashmore	Key Stage 2 / Deputy Headteacher	Paediatric First Aid	22.2.2021	22.2.2024
Mrs V Callaghan	Reception	Paediatric First Aid	22.2.2021	22.2.2024
Mrs R Turnbull	Key stage 1	Paediatric First Aid	22.2.2021	22.2.2024
Mrs K Humphreys	Nursery	Paediatric First Aid	22.2.2021	22.2.2024
Mrs S Cowing	Nursery	Paediatric First Aid	9.10.2019	9.10.2022
Ms L Forman	Key Stage 2/ Lunchtime Supervisor	Paediatric First Aid	9.10.2019	9.10.2022
Mrs E Weaver	Reception	Paediatric First Aid	9.10.2019	9.10.2022
Ms N Thomas	office	Paediatric First Aid	9.10.2019	9.10.2022
Ms W Morris	Lunchtime Supervisor	Paediatric First Aid	9.10.2019	9.10.2022
Mrs D Price	Nursery	Paediatric First Aid First Aid at Work	22.2.2021 9.10.2019	22.2.2024 9.10.2022
Mrs M Richbell	Reception	Paediatric First Aid	22.2.2021	22.2.2024
Ms L Ings	Reception	Paediatric First Aid	22.2.2021	22.2.2024

EQUIPMENT

The main first aid box is kept in the Year 1 area. It contains only approved equipment, together with allergy/medical notes. There are first aid boxes in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection. There is a yellow bin in the Yr 1 area for the disposal of blood products. There is a cool box for summer lunchtime injuries. This can be taken onto the field.

For the supervising of an out-of-school visit there is a first aid box in the stock cupboard – staff must ensure that this and/or the class box is taken on a trip.

Office staff routinely check and replenish stocks as necessary.

Marshbrook First School
Qualified First Aiders

Area	Name	Type	Expiry Date
Office	Hazel Macy	First Aid at Work	Nov 21
Office	Lesley Guest	First Aid at Work	Jan 24
Senior Play Leader Before and After School	Fiona Smith	First Aid at Work	Mar 23
Extended School Support/Teaching Assistant	Gemma Brothwood	Paediatric First Aid	Sept 21
Assistant Head Teacher /Early years foundation stage manager	Jill Gould	Paediatric First Aid	Sept 21
Teaching Assistant	Karen Andrews	Paediatric First Aid	Sept 21
Head Nursey Nurse	Nicola Bishop	Paediatric First Aid	Sept 21
Head Nursey Nurse	Lydnse Griffiths	Paediatric First Aid	Sept 21
Nursey Nurse	Aimee Ellis	Paediatric First Aid	Sept 21
Nursey Nurse	Hannah Williams	Paediatric First Aid	Sept 21
Play worker	Jaunine Campbell	Paediatric First Aid	Apr 21
Teaching Assistant	Michelle Felton	Paediatric First Aid	Sept 21
Senior lunchtime Supervisor	Carolyn Vincent	Basic First Aid	Oct 22
Lunchtime Supervisor	Kay Bate	Basic First Aid	Oct 22
Lunchtime Supervisor & Teaching Assistant	Sarah Batley	Basic First Aid	Oct 22
Lunchtime Supervisor & Teaching Assistant	Nicola Russell	Basic First Aid	Oct 22
Lunchtime Supervisor & Teaching Assistant	Kelly Whitby	Basic First Aid	Oct 22
Teaching Assistant	Ruth Ward	Basic First Aid	Oct 22
Teaching Assistant	Rebecca Nicholls	Basic First Aid	Oct 22
Teaching Assistant	Katie Howell	Basic First Aid	Oct 22

EQUIPMENT

The main first aid box is kept in the Medical Room, there is also a box for school trips kept in here. They contain only approved equipment, latex gloves are also available, which must be used for first aid treatment, particularly if blood is present. Nursery have their own first aid box. Each classroom has a medical box, which contains individual inhalers etc. and allergy/medical notes. Copies of allergy/medical notes are also kept in the school office. There are yellow bags in the medical room, for the disposal of blood products. These can be put in the bodily fluids bin in nursery.

Mrs Raybould and the office staff routinely check and replenish stocks as necessary.

St Johns First School Qualified First Aiders

Name	Area	Qualification	Date Of Qualification	Expiry Date
Amy Howdin	Clerical Assistant	First aid at work	03/04/2018	03/04/2021
Janine Ashe	Clerical Assistant	First aid at work	19/06/2019	19/06/2022
Cath Austin	Teacher	Paediatric	04/09/2018	04/09/2021
Helen Byrne	Teaching Assistant	Paediatric	04/09/2018	04/09/2021
Lori Blackhurst	Teaching Assistant	Paediatric	12/07/2019	11/07/2022
Maria Ellis	Senior Play Worker	Paediatric	23/01/2018 Course booked for April 2021	22/01/2021
Fiona Hood-Luntley	Squirrels	Paediatric	01/03/2018 Course booked for April 2021	28/02/2021
Neelu Gidda	Teaching Assistant	Paediatric	10/10/2019	09/10/2022
Clare Myatt	Teacher	Basic Paediatric	12/07/2019	11/07/2022
Sarah Biddulph	Teacher	Basic Paediatric	12/07/2019	11/07/2022
Emma Challiner	Headteacher	Basic Paediatric	12/07/2019	11/07/2022
Leanne Whitney	Lunchtime Supervisor	Basic Paediatric	12/07/2019	11/07/2022

EQUIPMENT

The main first aid box is kept in the disabled toilet. It contains only approved equipment, together with allergy/medical notes. There are first aid kits in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

There is a yellow bin in the disabled area for the disposal of blood products.

Pupil medication is kept in the main office in a locked drawer. There are first aid kits that are taken outside for break and lunchtime activities.

Whenever a school visit is arranged, a separate pack is made available, which contains emergency first aid equipment, and relevant medication for pupils.

Office staff routinely check and replenish stocks as necessary.

**St Mary and St Chad CE First School
Qualified First Aiders**

Name	Area	Qualification	Date Of Qualification	Expiry Date
Wendy Prime	Nusery teaching assistant	First aid at work	12/6/2019	12/6/2022
Dawn Nicholls	Nursery manager	First Aid at work	9/12/2020	9/12/2023
Alison Dudley	Teaching Assistant	First Aid at work	9/12/2020	9/12/2023
Andrea Woodward	Teaching Assistant	Paediatric	29/4/2019	29/4/2022
Dawn Nicholls	Nursery Manager	Paediatric	21/5/2019	21/5/2022
Sarah Morris	Nursery Teaching Assistant	Paediatric	8/7/2019	8/7/2022
Wendy Prime	Nursery Teaching Assistant	Paediatric	10/6/2019	10/6/2022
Deborah Ball	Teaching assistant	Paediatric	24/11/2020	24/11/2023
Amanda Lockley	Senior play worker	Paediatric	11/12/2020	11/12/2023
Tracey Hopkins	Teaching assistant	Paediatric	11/12/2020	11/12/2023

EQUIPMENT

The main first aid box is kept in the medical room. It contains only approved equipment, together with allergy/medical notes. There are first aid kits in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

There is a yellow bin in the medical area for the disposal of blood products.

Pupil medication is kept in the medical room. There are first aid kits that are taken outside for break and lunchtime activities.

Whenever a school visit is arranged, a separate pack is made available, which contains emergency first aid equipment, and relevant medication for pupils.

Office staff routinely check and replenish stocks as necessary.

Penkridge Middle School Qualified First Aiders

Area	Name	Type	Expiry Date
Office Staff	Joy Allman	First Aid At Work	September 2021
	Lisa Blakeway	First Aid At Work	September 2022
	Louise Howes	First Aid At Work	November 2023
	Joe Marson	First Aid At Work	November 2023
	Lisa Wright	First Aid At Work	October 2021
Support Staff	Rosemary Davies	Paediatric	October 2021
Support Staff	Judith Barnes	First Aid at Work	June 2021
Teachers	Shane Sutton	First Aid At Work	February 2024

EQUIPMENT

The main first aid box is kept in medical room that is located by the school office. It contains only approved equipment. Pupil medication is kept in a locked cabinet in the main office. This is recorded and expiry dates checked on a monthly basis. Parents are contacted when medication is due to expire and asked to provide a replacement. There are first aid boxes in each classroom. They contain latex gloves, which must be used for first aid treatment, particularly if blood is present. (This is to eliminate the risk of HIV virus infection). They also contain plasters and cleansing wipes. There is a yellow bin in the medical room for the disposal of blood products

For the supervising of an out-of-school visit there is a first aid box in the stock cupboard – staff must ensure that this and/or the class box is taken on a trip.

Office staff routinely check and replenish stocks as necessary.

- If an injury is very serious or there is any uncertainty about the level of severity an ambulance will be called immediately and parents informed. An appropriate member of staff will attend hospital with a child in the absence of a parent. There is a money tin and mobile phone in the office which can be taken by the staff member.

Rural Enterprise Academy Qualified First Aiders

Area	Name	Type	Expiry Date
TREA	Paul Freeman	First Aid at Work	03.11.2023
	Sophie McVicar	First Aid at Work	03.11.2023
	Luke Smith	First Aid at Work	03.11.2023

EQUIPMENT

A fully equipped medical room is available during the school day. Our medical kits contain only approved equipment; individual pupil medication is kept in a locked cabinet. There are first aid boxes located around the school, they contain latex gloves, which must be used for first aid treatment, particularly if blood is present. (This is to eliminate the risk of HIV virus infection). They also contain plasters and cleansing wipes. In department areas such as science, additional more specialist supplies are available. There is a yellow bin in the medical room for the disposal of blood products

Whenever a school visit is arranged, a separate medical pack is made available, which contains emergency first aid equipment, and relevant medical information for pupils.

First aid staff routinely checks and replenish stocks as necessary.

Wolgarston High School Qualified First Aiders

Area	Name	Type	Expiry Date
Office	Karen Botten	First Aid at Work	July 2022
	Sophie Halsted	First Aid at Work	Oct 2022
	Jo McDonald	Emergency First Aid	Feb 2022
	Fenella Forrester	Emergency First Aid	Feb 2022
	Lisa Jones	First Aid at Work	Jan 2024
Teachers	Andrew Fuller	First Aid at Work	June 2022
	Carly Edwards	School's First Aid	July 2022
	Karl Mason	School's First Aid	July 2022
	Matt Skinner	School's First Aid	July 2022
	Sally Stanton	School's First Aid	July 2022
	Charlotte Ballance	School's First Aid	July 2022
	Harry Phillips	School's First Aid	July 2022
	Caroline Dodd	School's First Aid	July 2022
Kitchen	Janine Elsmore	Emergency First Aid	Feb 2022

EQUIPMENT

A fully equipped medical room is available and staffed during the school day. Our medical kits contains only approved equipment, individual pupil medication is kept in a locked cabinet. There are first aid boxes located around the school, they contain latex gloves, which must be used for first aid treatment, particularly if blood is present. (This is to eliminate the risk of HIV virus infection). They also contain plasters and cleansing wipes. In department areas such as science and design and technology, additional more specialist supplies are available. There is a yellow bin in the medical room for the disposal of blood products

Whenever a school visit is arranged, a separate back pack is made available, which contains emergency first aid equipment, and relevant medical information for pupils.

First aid staff routinely checks and replenish stocks as necessary.

