

# Three Counties Academy Trust



## First Aid Policy #HS2

Last amended 13<sup>th</sup> January 2026 (v1.1)

Subject to annual amendment. To be reviewed in full no later than 12<sup>th</sup> January 2027

## Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
13.01.26	1.1	Formatted to house style and checked against model for updates	MF	✓	✓

## **Contents:**

Version history

Common abbreviations and acronyms

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. First aid provision
4. First aiders
5. Emergency procedures
6. Offsite visits and events
7. Accommodation
8. Medicines
9. Illnesses and allergies
10. Consent
11. Reporting and recording
12. Automated external defibrillators (AEDs)
13. Early Years

Monitoring and review

Appendices: First Aid Overview Forms

## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## Statement of intent

Three Counties Academy Trust (TCAT) is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors across our schools and trust estate. The arrangements within this policy are based on the results of a risk assessment carried out by the trust and each school in regard to all staff, pupils and visitors.

TCAT and our schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that TCAT and each TCAT 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 a TCAT 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 any TCAT site.

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## 1. Legal framework

This policy has due regard to all relevant 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Early Years Policy
- First Aid Overview Forms
- Educational Visits and School Trips Policy (CU10)
- Records Management Policy (FI2)
- Lone Worker Policy (HR17)
- Health and Safety Policy (HS1)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Supporting Pupils with Medical Conditions Policy (SG4)
- Allergen and Anaphylaxis Policy (SG17)



- Administering Medication Policy (SG20)
- Social, Emotional and Mental Health (SEMH) Policy (SG21)
- Infection Control Policy (SG32)

Central TCAT policies have the policy number identified, e.g. “SG1”. Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school’s website.

## 2. Roles and responsibilities

***TCAT now requires each TCAT school and the TCAT Central Offices to have in place an “appointed person,” the appointed person is not required to hold First Aid Certification. The appointed person can be any staff member. The Headteacher/Head of School or in the case of the TCAT Central offices, the Executive Headteacher/CEO, will liaise with staff to determine the identity of the appointed person. The identity of the appointed person will be kept within the School Office.***

The Trust Board and where delegated, Local Governing Bodies, will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community
- Ensuring that there is a sufficient number of qualified first aiders within each TCAT school based upon the school’s risk 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 each TCAT 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 each TCAT school and the TCAT Central Offices 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/CEO, Headteachers and Heads of School will be 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 TCATs First Aid Policy and individual school's first aid arrangements
- 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 individual school first aiders and how to contact them if necessary
- Naming an individual to deputise for the appointed person in their absence

All staff will be 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 their school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury

All staff designated first aiders will be responsible for:

- Completing and renewing training as dictated by the Trust 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

The appointed person for each TCAT school and the TCAT Central Offices is responsible for:

- Overseeing their school's first-aid arrangements in line with this policy

- Taking charge when someone is injured or becomes ill
- Looking after the first-aid equipment located in their area, e.g. restocking the first aid container
- Calling the emergency services where necessary

### **3. First aid provision**

#### **First aid needs assessment**

Each TCAT school, including the TCAT Central Offices, will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

Each school, including the TCAT Central Offices, will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises
- The size of the school
- The needs of any vulnerable individuals onsite
- The nature and distribution of pupils and staff throughout the school

Each school, including the TCAT Central Offices, will ensure that first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for their school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

Each school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

Each school, including the TCAT Central Offices, will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **Material, equipment and facilities**

TCAT will ensure that each TCAT school, including the TCAT Central Offices, is provided with sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

The appointed person will be responsible for maintaining supplies and ensuring all first aid kits are properly stocked and maintained.

### **First aid containers**

Each TCAT school, including the TCAT Central Offices, will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place, TCAT and our schools will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large and medium-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

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

The appointed person will routinely examine the contents of first aid boxes, 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.

Each school, including the TCAT Central Offices, will ensure all staff know where First aid boxes will be located. A central list will be held within each School Office/TCAT Central Office.

### **Information for staff**

Each school, including the TCAT Central Offices, will inform staff, pupils, contractors and visitors, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person
- How to contact a first aider or appointed person urgently should the need arise
- The procedures for monitoring and reviewing TCAT and each TCAT school's first aid needs

Each TCAT school, including the TCAT Central Offices, will include the provision of first aid information during induction training.

## **4. First aiders**

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- Ensure that an ambulance or other professional medical help is called when appropriate

When selecting first aiders, each school, including the TCAT Central Offices, will consider the following factors set out in the government [guidance](#):

- 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

First aid notices will be clearly displayed throughout each school, including the TCAT Central Offices, 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.

Each school, including the TCAT Central Offices, will hold a list of current first aiders, the name of the appointed person, the location of First aid boxes, rooms set aside for medical care and the location of AEDs on the site within the School Office, and were appropriate due to size of site, Key Stage or Faculty Offices.

Each school, including the TCAT Central Offices, will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

### **First aid training**

TCAT will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

TCAT is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the Academy Business Manager.

TCAT is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, TCAT will ensure that first aiders receive additional training in paediatric first aid, so they are able to execute their duties appropriately to the whole school community. TCAT will ensure that first aid training courses cover mental health in order to help staff members 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. Pupils will be supported in accordance with TCAT's Social, Emotional and Mental Health (SEMH) Policy.

## **5. 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:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid
- Where an ambulance is required, a staff member accompanies the pupil 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 until a parent arrives
- Where an ambulance is not required, but medical attention is needed, parents will be contacted to ascertain their availability to take their child to the doctor or hospital, or if they are unable, 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
- 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
- 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. If younger or more vulnerable pupils need parental support, the parents will be called immediately

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

- The Headteacher/Head of School
- Executive Headteacher/CEO, CFO and the Trust Estate Manager when deemed to be of a serious and reportable nature

TCAT 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](#)'.

## 6. Offsite visits and events

Before undertaking any offsite visits or events, the staff member organising the trip or event will assess the level of first aid provision required by undertaking a risk assessment of the visit or event and the persons involved.

Each TCAT school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid
- 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

Additionally, TCAT will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage that is not less than 7.5cm wide
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of non-rusted blunt-ended scissors

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



## **7. Accommodation**

Each TCAT 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 individual 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 or medical couch
- 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

## **8. Medicines**

### **Administration**

TCAT and our schools will ensure that staff are aware that the administration of first aid at work does not include the administration of medication, whether prescribed or not.

All staff will be expected to adhere to the provisions and requirements outlined in TCAT policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

TCAT is aware that the administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, TCAT and the individual school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

### **Storage**

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.

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 IHP and TCAT's Administering Medication Policy.

## **9. Illnesses and allergies**

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

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

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

The school will manage any emergencies relating to illnesses and allergies in accordance with the '*Emergency procedures*' section of this policy.

## **10. Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to any TCAT school, which includes emergency numbers, alongside details of allergies and chronic conditions.

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 – guidelines will be issued to staff in this regard.

## **11. Reporting and recording**

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's Class or Form Teacher will telephone the pupil's parent as soon as possible. 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.

A list of emergency contacts will be kept at individual TCAT school's School Office.

Each TCAT school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. TCAT will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person within each school or the TCAT Central Offices 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

TCAT is aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The Trust Estate Manager 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 TCAT's Records Management Policy.

## **12. Automated external defibrillators (AEDs)**

TCAT has procured AEDs for all TCAT schools, these are located at accessible points within 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. Use of the AED will be promoted to pupils during PSHE lessons and assemblies.

## **13. Early Years**

TCAT primary schools will ensure that they meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so each TCAT primary school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework
- PFA training is renewed every three years and is relevant for people caring for young children

- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in the School Office

## Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12<sup>th</sup> January 2027.

Signed by:

\_\_\_\_\_ Executive Headteacher/CEO

Date: \_\_\_\_\_

\_\_\_\_\_ Board appointed Trustee

Date: \_\_\_\_\_

# BREDENBURY PRIMARY SCHOOL



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the Bredenbury Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid Bredenbury Primary School**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_

**First Aid Certificate Holders (add more if required)**

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until



**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_

# Lugwardine Primary Academy



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the Lugwardine Primary Academy. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid Lugwardine Primary Academy**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_

**First Aid Certificate Holders (add more if required)**

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until

**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_

# Queen Elizabeth High School



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the Queen Elizabeth High School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid Queen Elizabeth High School**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_

**First Aid Certificate Holders (add more if required)**

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until

**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_

# Stoke Prior Primary School



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the Stoke Prior Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid Stoke Prior Primary School**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_



### First Aid Certificate Holders (add more if required)

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until

**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

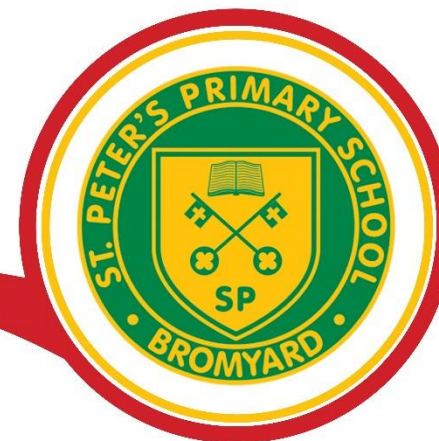
Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_

# St. Peter's Primary School



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the St. Peter's Primary School. A copy of this form must be kept in the School Office and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid St. Peter's Primary School**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_

**First Aid Certificate Holders (add more if required)**

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until

**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_

**Three Counties Academy Trust**



## First Aid Overview Form

This form records all current holders of First Aid and Paediatric First Aid certificates and provides key information on the management and resources related to first aid provision at the TCAT Central Offices. A copy of this form must be kept in the TCAT Central Offices and any other suitable location the appropriate person deems necessary.

### **Appropriate Person in Charge of First Aid TCAT Central Offices**

Name: \_\_\_\_\_

### **Location of AEDs (Defibrillators)**

AED Location 1: \_\_\_\_\_

AED Location 2: \_\_\_\_\_

AED Location 3: \_\_\_\_\_

**First Aid Certificate Holders (add more if required)**

Name of Certificate Holder	Type of Certificate (First Aid / Paediatric First Aid)	Contact Details (Phone/Email)	Valid Until

**Location of Medical Boxes (add more if required)**

Medical Box Location 1: \_\_\_\_\_

Medical Box Location 2: \_\_\_\_\_

Medical Box Location 3: \_\_\_\_\_

Medical Box Location 4: \_\_\_\_\_

**Location of Medical Room**

Medical Room Location 1: \_\_\_\_\_

Appointed Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Headteacher/CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trust Estate Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of next scheduled review (within 12 months of previous review): \_\_\_\_\_