

Three Counties Academy Trust



# First Aid Policy

## #HS2

Last updated: 08 March 2024

Review Date: 31 August 2025

## **Contents:**

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. First aid provision
4. First aiders
5. Automated external defibrillators (AEDs)
6. Accommodation
7. Emergency procedures
8. Reporting accidents and record keeping
9. Offsite visits and events
10. Storage of medication
11. Illnesses and allergies
12. Consent
13. Monitoring and review

## Statement of intent

Three Counties Academy Trust (TCAT) and member schools are 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 schools in regard to all staff, pupils, and visitors.

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

This policy aims to:

- Ensure that each 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 schools 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.

## 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 TCAT and school policies:

- Health and Safety Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- 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 Trust Board, who may delegate to the Local Governing Body, 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 each 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/CEO, who may delegate to the Headteacher/Head of School, 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 their 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 TCAT
- 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 is responsible for:

- Overseeing the school's first-aid arrangements
- 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**

TCAT 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 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 schools who are part of TCAT.

Each school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- 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-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.

First aid boxes are in the following areas:

#### Bredenbury Primary School

- One per classroom total of 3
- Front reception office (grab bag)

#### St. Peter's Primary School

- Nursery
- Infants Corridor
- Kitchen
- Lower Key Stage 2 Corridor
- Upper Key Stage 2 Corridor
- Head of School office/reception office (grab bag)

#### Queen Elizabeth High School

- Student Services C20
- Science Office A22
- Art Classroom C01
- Technology Workshop C16

- Automotive Studies Workshop
- Construction Workshop
- Food Technology Classroom C14
- Reception (2 kits plus grab bag)

#### Stoke Prior Primary School

- Staffroom and Medical Room
- Front Reception Office (grab bag)

## **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.

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

TCAT will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the Executive Leadership Team.

Each school's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person within each setting will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout TCAT schools 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) by school are:

#### Bredenbury Primary School

<b>Name</b>	<b>Contact</b>	<b>Location</b>
C Haynes*	lhaynes@bredenbury.hereford.sch.uk	Reception
S Ruthwell*	sruthwell@bredenbury.hereford.sch.uk	Class 2/3
C Martine*	rturner@bredenbury.hereford.sch.uk	Class 2
S Finlow*	sfinlow@bredenbury.hereford.sch.uk	Class 1

St. Peter's Primary School

Name	Contact	Location
K Miles	kmiles@st-peters.hereford.sch.uk	Year 6
S Smith	ssmith@st-peters.hereford.sch.uk	Thrive
J Rocca	jrocca@st-peters.hereford.sch.uk	Year 2
C Hodgetts	chodgetts@st-peters.hereford.sch.uk	EYFS
S Nash*	snash@st-peters.hereford.sch.uk	Year 1
S Davies*	sdavies@st-peters.hereford.sch.uk	EYFS
R Jinks*	rjinks@st-peters.hereford.sch.uk	All Classes
L Jones*	ljones@st-peters.hereford.sch.uk	EYFS/KS1
Z Nash*	znash@st-peters.hereford.sch.uk	EYFS
E Smith*	esmith@st-peters.hereford.sch.uk	Reception

Queen Elizabeth High School

Name	Contact	Location
S Seneque	sseneque@tcat.school	Admin
D Bell	<a href="mailto:dbell@tcat.school">dbell@tcat.school</a>	PE
A Davies	<a href="mailto:adavies@tcat.school">adavies@tcat.school</a>	C12
R Down	<a href="mailto:rdown@tcat.school">rdown@tcat.school</a>	Tech
H Eames	<a href="mailto:heames@tcat.school">heames@tcat.school</a>	English
B Godsall	<a href="mailto:bgodsall@tcat.school">bgodsall@tcat.school</a>	C06
S Griffiths	sgriffiths@tcat.school	PE
W Huntzinger	whuntzinger@tcat.school	C31
R Kent	<a href="mailto:rkent@tcat.school">rkent@tcat.school</a>	Tech
J Pridden	<a href="mailto:jpridden@tcat.school">jpridden@tcat.school</a>	Maths
J Sheringham	<a href="mailto:jsheringham@tcat.school">jsheringham@tcat.school</a>	Spanish
H Thomas	hthomas@tcat.school	C10
G Upperdine	gupperdine@tcat.school	Science
L Davies	ldavies@tcat.school	Students
L Denton	Ldenton@tcat.school	IT
S Holyoak	sholyoak@tcat.school	Admin



L Bassett	<a href="mailto:lbassett@tcat.school">lbassett@tcat.school</a>	Admin
V Guiver	<a href="mailto:vguiver@tcat.school">vguiver@tcat.school</a>	Students
D Philpotts	<a href="mailto:dphilpotts@tcat.school">dphilpotts@tcat.school</a>	Site
G Mitchell	<a href="mailto:gmitchell@tcat.school">gmitchell@tcat.school</a>	Admin
K Mylotte	<a href="mailto:kmylotte@tcat.school">kmylotte@tcat.school</a>	Site
J Weighill	<a href="mailto:jweighill@tcat.school">jweighill@tcat.school</a>	Site
S Lewis	<a href="mailto:slewis@tcat.school">slewis@tcat.school</a>	Site
C Harper	<a href="mailto:charper@tcat.school">charper@tcat.school</a>	Site

### Stoke Prior Primary School

Name	Contact	Location
J Angell* (FAAW)	<a href="mailto:jangel@stokeprior.hereford.sch.uk">jangel@stokeprior.hereford.sch.uk</a>	Monkey Puzzle Class
T Williams*	<a href="mailto:twilliams@stokeprior.hereford.sch.uk">twilliams@stokeprior.hereford.sch.uk</a>	Monkey Puzzle Class
Z Lane*	<a href="mailto:zlane@stokeprior.hereford.sch.uk">zlane@stokeprior.hereford.sch.uk</a>	Monkey Puzzle Class
K Evans*	<a href="mailto:kevans@stokeprior.hereford.sch.uk">kevans@stokeprior.hereford.sch.uk</a>	Monkey Puzzle Class
M Lewis*	<a href="mailto:mlewis@stokeprior.hereford.sch.uk">mlewis@stokeprior.hereford.sch.uk</a>	Office
S Searle*	<a href="mailto:ssearle@stokeprior.hereford.sch.uk">ssearle@stokeprior.hereford.sch.uk</a>	Maple Class
L McShee*	<a href="mailto:lmcshee@stokeprior.hereford.sch.uk">lmcshee@stokeprior.hereford.sch.uk</a>	Willow Class

(\* indicates paediatric first aider)

Expiry dates for training are held centrally at the TCAT Finance Office and can be ascertained by emailing the Academy Business Manager, Mrs D Shearsmith on [dshearsmith@tcat.school](mailto:dshearsmith@tcat.school).

Each school 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.

In line with government guidance and taking into account staff to child ratios, each primary 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.

For each primary school, TCAT will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

Each primary school will display a list of staff who have a current PFA certificate (see table above) and make this information available to parents by publishing this policy.

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

When selecting first aiders, each TCAT 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

Each TCAT 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. Pupils will be supported in accordance with TCAT's Social, Emotional and Mental Health (SEMH) Policy.

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

TCAT has procured AED's, which are located in the following places:

Bredenbury Primary School

- Reception Office
- External AED Old School Entrance (community)

St. Peter's Primary School

- Reception Office
- External AED School Entrance

Queen Elizabeth High School

- Reception Office
- External AED School Entrance

Stoke Prior Primary School

- Staffroom next to medical cabinet

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.

## **6. Accommodation**

TCAT schools each have a nominated first aid room which 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 (or is close enough to access one easily) 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 or suitable seating arrangements
- 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, or immediate access to such
- 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 aider 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, 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. 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 Headteacher/Head of School who will inform the Executive Headteacher/CEO where a serious incident resulted
- The parents of the victim(s)

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](#)'.

## **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. In the event of a serious injury or an incident requiring emergency medical treatment, a member of senior staff or designated associate staff 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 each school office.

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/CEO 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 TCAT Records Management Policy.

## 9. Offsite visits and events

Before undertaking any offsite visits or events, the lead 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.

The visit leader 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, Three Counties Academy Trust will ensure that all large vehicles and minibuses have a permanent 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.

## 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.

Parents will advise their 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 TCAT's Administering Medication Policy.

## **11. 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.

TCAT schools will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

## **12. Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to a school within TCAT, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

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.

## **13. Monitoring and review**

This policy will be reviewed frequently, and any changes will be communicated to all members of staff. Changes required will be facilitated by the Executive Headteacher/CEO.

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.

Signed by:

_____	Executive Headteacher/CEO	Date: _____
_____	Chair of the Trust Board	Date: _____