

First Aid Policy

Signed:

Chair: S. Gribbin

CEO: R. Swindells

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Review date: July 2027

Statement of intent

This policy applies to all schools within the Collective Vision Trust.

Collective Vision Trust is 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 each school in regard to all staff, pupils and visitors.

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

This policy aims to:

- Ensure that the 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 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 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 'Supporting pupils at school with medical conditions'
- DfE 'First aid in schools, early years and further education'
- DfE 'Early years foundation stage (EYFS) statutory framework'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with all other school and trust policies.

2. Roles and responsibilities

The Trust Board has the ultimate responsibility for health and safety matters in school, including the overarching development and implementation of this policy and all corresponding procedures, but delegates responsibility for some areas to the local governing committee. The Trust Board also ensures that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

The Local Governing Committee is responsible for:

- 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 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 the 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 or Headteacher in conjunction with the 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 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 required.
- 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.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed person's course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the 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 school.

The 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:

CCSC	Churchfields	Chesterton Primary	Crackley Bank	Bursley	Cheswardine	Hinstock	Woore
The school office Science prep room Technology offices Swimming pool Sports Hall Minibuses	Medical room Main office Reception/ Nursery classrooms Creative Learning Area Upstairs office	Every classroom Hall Front of school Minibus	Main office (full kit) Smaller boxes in - Medical room -Each classroom	Nursery Reception Corridor (By ladies' toilets) Above chair in alcove, outside office Corridor double doors by library Corridor by Year 3 Classrooms Corridor by Year 6 Classroom	The staff room	The cupboard opposite the admin office	Nursery Class 1 Staff Room Library Kitchen

4. First aiders and appointed persons

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.

The school 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 the school before certificates expire.

The school 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.

The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school 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) for each school can be found in Appendix A.

The 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.

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, the 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.

The 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 the Trust's Social, Emotional and Mental Health (SEMH) Policy.

Additional requirements for schools with Early Years:

- In line with government guidance and taking into account staff: child ratios, the 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.
- The school 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'.
- The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in:

- Chesterton Community Sports College – School Office

- Churchfields Primary School – Main Office
- Chesterton Primary School – Medical resource area
- Crackley Bank Primary School – Medical room and main office
- Bursley Academy – the school entrance hall and the corridor at the bottom end of the school library
- Cheswardine Primary School – Just outside the Head’s office
- Hinstock Primary School – Just outside the staff room
- Woore Primary and Nursery School – School reception area

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 as age appropriate.

6. Accommodation

Below are the details of the medical accommodation in each school:

School	Medical Accommodation
Chesterton Community Sports College	The school has a designated medical room.
Churchfields	The school has a designated medical room as part of the disabled toilet
Chesterton Primary	The school does not have a designated medical room, space can be made in the School Office or the Breakfast Club.
Crackley Bank	The school has a designated medical room.
Bursley	The school does not have a designated medical room, space is made in the school office or the staff room.
Cheswardine	The school office or staff room is used.
Hinstock	The school office or staff room is used.
Woore	The school office and staff room are used.

The school’s first aid space 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 space will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. Wherever possible, the first aid room includes a wash basin and is situated near a toilet.

The first aid space will not be used for teaching purposes.

If the school has a first aid room, it 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.

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.
- 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 or Head of School
- The parents of the ill or injured pupil.

The school 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, the pupil's class teacher will telephone the pupil's parent as soon as possible.

Parents will be informed 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 the in the school's management information system.

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 or Headteacher 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. Advice and support for this will be provided by the school's Health and Safety Adviser provided through the Trust SLA.

All records will be filed and stored in line with the Records Management Policy.

9. Offsite visits and events

Before undertaking any offsite visits or events, the 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 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, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains a minimum of:

- 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 the school's educational visit requirements, please see the Trust's Educational Visits 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.

Medication will not be kept in a first aid container.

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 EHC plans and the Trust's Medications and Medical Conditions Policy (Primary) or school's Medications Policy (Secondary).

11. Illness 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 the child's care plan.

The school 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 the school, 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. Early Years

Any school with early years provision will ensure that it meets 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 the 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.
- A member of staff is in the room with a valid PFA certificate whilst children are eating.
- 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.

Appendix A

Appointed Persons and Current First Aiders

Chesterton Community Sports College

The main first aid appointed person(s) are:

Name	Location	Date of first aid qualification
Sarah Francis	Main office.	25.04.24
Cate Dean	Main office.	25.04.24
Annabelle Whitcombe-Hill	Main office	25.04.24
Lorraine Cummins-Bloor	Main office	14.11.24
Rebecca Brady	Main office	12.09.25

There are a number of staff who have a first aid qualification. All high-risk areas have staff who are first aid trained; these include:

- PE
- Science
- Food
- Technology

All certificates can be found in the H&S 2025 on Teams

Churchfields Primary School

Four support staff and the PE staff have received first aid training, and a member of the support staff has had additional training on supporting a child with medical needs.

The following staff are trained in Paediatric First Aid:

- All EYFS staff
- All LSAs
- Admin staff
- Deputy headteacher

The list of staff who hold PFA certificates can be found on TEAMS in health and safety folder stored in Michelle Tucker's office.

Chesterton Primary School

The following staff are trained in paediatric first aid or emergency first aid (dependent on job role and position in school).

- All EYFS staff
- All School LSA staff
- All Teaching Staff
- Lunchtime Supervisors
- School secretary

The list of staff who hold PFA certificates can be found in the school office.

Crackley Bank Primary School

The Office Manager is responsible for ensuring that appropriate staff hold the appropriate First Aid qualifications and that it is renewed within the correct time period.

There is a group of named fully certified first aiders, displayed around the buildings.

All EYFS staff have a Pediatric First Aid qualification.

All staff have completed a Certificate in Allergy & Anaphylaxis Awareness

The list of staff who hold PFA certificates can be found in the Office Managers Office and in the Medical File in the Medical Room.

Bursley Academy

The Office Manager is responsible for ensuring that appropriate staff hold the appropriate First Aid qualifications and that it is renewed within the correct time period.

There is a group of named fully certified first aiders, displayed around the building.

All EYFS staff have a Paediatric First Aid qualification.

All staff have completed a Certificate in Allergy & Anaphylaxis Awareness

The list of staff who hold PFA certificates can be found in the Office Managers Office and on the staff training record.

Cheswardine Primary School

The appointed person is Mandy Blank with support from Becky Binnersley.

There is a group of named fully certified first aiders, displayed around the buildings and every member of staff has received emergency first aid at work training in January 2022.

All early years' staff have received paediatric first aid training.

All staff have received updated anaphylaxis and asthma training.

Three of our staff have been trained in gastro- ectopic feeding processes for one specific child.

Hinstock Primary School

The appointed person is Cheryl Hughes, with support from Jodie Leese.

There is a group of named fully certified first aiders, displayed around the buildings and every member of staff has received emergency first aid at work training in January 2022.

All early years' staff have received paediatric first aid training.

All staff have received updated anaphylaxis and asthma training.

Woore Primary and Nursery School

1 member of staff who has completed the First Aid at Work training and other members of staff who have current paediatric First Aid certification which includes the use of a defibrillator.

All members of staff have completed the Asthma and anaphylaxis training in September 2024.

The list of staff who hold PFA certificates can be found on posters located around the school near to each first aid box.