



**PENK VALLEY
ACADEMY TRUST**

First Aid Policy

Adopted by Trustees:	
Signed:	
Date:	Summer 2025
This policy is reviewed Tri-annually by the Audit Finance & Risk Committee	
Next Review date:	Summer 2028

POLICY INFORMATION

Date of last review:	Summer 2024	Review period:	Tri-Annually
Date ratified by Trustees:	Summer 2025	Trustee committee responsible:	Audit Finance and Risk
Policy owner:	COO	Executive team member responsible:	COO

Reviews/revisions

Review date	Changes made	By whom
05/2025	First aider details removed as number of changes per year too frequent for a policy, all details available upon request from the school offices. Format change in line with other policies	H&S Manger
05/2024	Updated of information for first aiders	COO
2021	Reviewed and updated	COO
2018	Updated for PVAT	CFO
2017	St Johns added	CFO

All Penk Valley Academy Trust policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle – Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle – GDPR

Penk Valley Academy Trust recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Penk Valley Academy Trust is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Penk Valley Academy Trust will be referred to as **PVAT** for the remainder of the document which includes all schools who are members of PVAT, business operations and centralised services.

Overview

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

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

First Aid Provision

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

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

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

Types of First Aid Personnel

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

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

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

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

Additional First Aid Requirements Early Years

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

Coach Assistants/Drivers and Attendants

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

First-Aid Materials and Equipment

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

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

Training of First Aid Personnel

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

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

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

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

Procedures

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

1. the child is sent to a qualified first aider

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

Levels of action include:

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

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

In each case every attempt should be made to:

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

Reporting & Investigating an Accident

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

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

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

Review of Policy

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

A list of qualified first aiders and equipment at each school can be provided upon request.