



Plymouth CAST

First Aid Allowance Policy

Last Update: April2026 (version 1.1)

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	02.07.24		All CAST employees	To provide details of Plymouth CAST's position on first aid allowances
1.1	24.04.26	COO	All CAST employees	To include details of first aid stock auditing processes

Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approval	Version	Date for Review
•	•	•	02/07/2024	1.0	July 2025
•	•	•	24/04/2026	1.1	July 2026

National/Local Policy

This policy must not be changed, it is a CAST/National Policy

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement?	
Yes	No

If yes, the policy status is:		
Consulted and Approved	Consulted and Not Approved	Awaiting Consultation

Distribution

This document has been distributed to:

Position	Date	Version
All CAST Central employees, CAST Headteachers, CAST Directors, JCC	29/04/2026	1.1

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1. Vision and Values

- 1.1.** Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.2.** Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our academies are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our academies are expected to be familiar with the vision, mission, values and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust
- 1.3.** Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

2. Introduction

- 2.1.** This document should be used in conjunction with the Health and Safety Arrangements for: First Aid HSA19 document which outlines the minimum level of arrangements needed to comply with the organisation's Health and Safety Policy for First Aid.
- 2.2.** Line managers/supervisors must consider the nature of the specific risks in relation to first aid - this is likely to be done through risk assessment. There is a generic first aid risk assessment available in the 'Document Library' on the Devon Health & Safety Service's OSHENS website.

3. Purpose

- 3.1.** This document along with the 'Health and Safety Arrangements for: First Aid HSA19' document describes, in a practical way, how an establishment can comply with The Health and Safety (First aid) Regulations 1981 and the Department of Education's Statutory Framework for the Early Years Foundation Stage.
- 3.2.** Provide a clear framework for the use of the First Aid Allowance for Support Staff.
- 3.3.** The expectations of the employee in receipt of the First Aid Allowance.

4. Equal Opportunities

- 4.1.** This policy must always be applied fairly and in accordance with employment law and Plymouth CAST Equal Opportunities Policy.

5. Responsibilities

- 5.1.** The Trust, as the employer, has overall responsibility for the policy and for ensuring it is applied consistently and fairly.
- 5.2.** The Health and Safety (First aid) Regulations 1981 (The Regulations), places a legal duty on the employer to ensure that employees receive immediate attention if they are injured or taken ill at work. It does not matter whether the injury or illness is caused by the work that they do. The Regulations require line manager/ supervisors to make an assessment of their first aid needs based on the hazards and risks at their workplace.
- 5.3.** Employers must also inform employees of the first aid arrangements including the location of equipment, facilities, and personnel.
- 5.4.** The Department of Education's, ['Statutory Framework for the Early Years Foundation Stage'](#) requires that at least one person who has a current Paediatric First Aid certificate (PFA) must be on the premises and available at all times when children under 5 are present and must accompany children under 5 on outings.
- 5.5.** All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016 must also have either a full PFA certificate or an Emergency PFA certificate within three months of starting work in order to be included in the required staff/child ratios at level 2 or level 3 in an early years setting. PFA training must be renewed every three years.
- 5.6.** Schools with swimming pools should have, as a minimum, a person trained in cardiopulmonary resuscitation when the pool is in use, (Safe Practice: in Physical Education, School Sport, and Physical Activity guidance).
- 5.7.** When the assessment of first aid requirements has been completed, the manager should provide the materials, equipment and facilities needed to make sure that the level of cover identified as necessary will be available at all relevant times.

6. First Aid Training

6.1. First Aid at Work (FAW)

Training should be at least 18 hours (not including breaks) over a minimum period of three days.

6.2. First Aid at Work Requalification

The course should cover the same topics as those in the initial FAW course. Training

should be at least 12 hours (not including breaks) over a minimum of two days.

6.3. Emergency First Aid at Work (EFAW)

Training should be at least 6 hours (not including breaks) over a minimum period of one day.

6.4. Emergency First Aid at Work Requalification

The syllabus and duration of this course should be the same as the initial EFAW course, i.e.: six hours not including breaks.

6.5. Paediatric First Aid (PFA)

At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children under 5 are present and must accompany children on outings. The course content must cover the same content as for St John Ambulance or Red Cross and be renewed every three years.

6.6. Emergency Paediatric First Aid (EPFA)

This course should be a minimum of 6 hours face-to-face training and should be renewed every three years.

6.7. Alternative First Aid Qualifications

Where alternative qualifications are being used, (for example outdoor activities such as moorland walking), the syllabus should contain appropriate content to address the findings of the first aid risk assessment. This is likely to contain elements common to or, indeed, all the topics listed in the syllabus for FAW. The duration of training (not including breaks) should be based on comparison to the proposed syllabus content of the FAW.

Other than the non-mandatory annual refresher training, first aid training delivered in an exclusively e-learning or distance format is not acceptable.

6.8. Refresher Training

All first aid training certificates are valid for three years. If the first aider does not retrain or re-qualify before the expiry date on their current certificate, they are no longer considered competent to act as a first aider.

The FAW requalification course lasts two days and should cover the same content as the initial FAW course. An EFAW requalification course should be of the same duration and content as the initial EFAW course.

The HSE strongly recommends that first aiders undertake annual refresher training during any three-year FAW/EFAW certification period. This is not mandatory.

6.9. Swimming Pool First Aid

Schools with swimming pools should have, as a minimum, a person trained in cardiopulmonary resuscitation on the premises when the pool is being used. See

HSA53 (Swimming Pool Arrangements) for further information.

7. Training Certificates

7.1. Training certificates should contain the following information:

7.1.1. Name of the training organisation.

7.1.2. Name of the qualification.

7.1.3. Name of the individual.

7.1.4. A validity period for three years from the date of course completion.

7.1.5. An indication that the certificate has been issued for the purposes of complying with the requirements of regulation.

7.1.6. A statement that teaching was delivered in accordance with currently accepted first aid practice.

7.2. If the qualification is neither First Aid at Work (FAW) nor Emergency First Aid at Work (EFAW) an outline of the topics covered should be included on the certificate.

7.3. Managers should keep a record of first aiders and certification dates to help with the timely arrangement of further training.

8. First Aid Training Providers

8.1. It is the line manager/supervisor's responsibility to ensure that they select a competent first aid training provider. First aid can be delivered by a wide range of providers who may offer training under:

8.1.1. Regulated qualifications – nationally recognised from an awarding organisation such as Ofqual.

8.1.2. Voluntary accreditation schemes – these follow standards in line with HSE requirements.

8.1.3. Non-affiliated schemes – managers will need to be confident that the provider will deliver training with appropriate content.

8.2. Training from the Voluntary Aid Societies such as St John Ambulance and the British Red Cross is acknowledged by the HSE as standard setters for accepted first aid practice.

8.3. Blended learning is a combination of face to face and e-learning and is an accepted means by which workplace first aid training can be delivered. It is important that employers conduct the necessary additional checks (due diligence) to decide if this method is suitable.

8.4. This means you should make sure you are satisfied that:

- 8.4.1. The individual being trained knows how to use the technology that delivers the training.
- 8.4.2. The training provider has an adequate means of supporting the individual during their training.
- 8.4.3. The training provider has a robust system in place to prevent identity fraud.
- 8.4.4. Sufficient time is allocated to classroom-based learning and assessment of the practical elements of the syllabus.
- 8.4.5. The provider has an appropriate means of assessing the e-learning component of the training.

9. First Aid Allowance Payment for Support Staff

- 9.1. The annual first aid allowance set out in the Plymouth CAST Book of Terms and Conditions for Support Staff will be paid to employees who are authorised by Trust to act as First Aiders and who hold a current valid First Aid at Work (FAW) Certificate or Paediatric First Aid (PFA) certificate. Employees in receipt of the First Aid Allowance will adhere to the allowance description in **appendix 1**. There is no payment associated with the role of Emergency First Aider, Paediatric First Aider (PFA), Emergency Paediatric First Aider (EPFA) or Appointed Persons. An appointed person is the person who looks after the first-aid equipment, facilities and calling the emergency services when required. They can also provide emergency cover within their role and competence, where a first-aider is absent due to unforeseen circumstances.
- 9.2. First Aid courses will normally take three days and if successful will be awarded the 'First Aid at Work (FAW)' certificate. Thereafter you will be required to undertake a one-day refresher course within three years. Should the certificate be allowed to lapse, then a three-day course must be undertaken. Paediatric First Aider courses will normally take 2 days.
- 9.3. The First Aid Allowance Payment for Support Staff will be paid to qualified and in-date, trained volunteers, where there is an agreed and approved business need. This allowance is not paid to employees whose job requires them to be First Aid trained as this is taken into account in the evaluation of the post. The allowance will be paid pro rata for part time employees.

10. Employees' Liability as a First Aider or Emergency First Aider

- 10.1. The legal implications for employees carrying out their role as a trained first aider or emergency first aider on behalf of their employer are no different from those arising any other way during the course of employment. If a client or another employee makes a civil law claim for damages, this claim will invariably be against the "employer" i.e Plymouth CAST. In the extremely unlikely event of a civil claim being made against an individual employee, then Plymouth CAST has a policy of indemnifying the employee against any claims made against them, including costs awarded, unless the employee has acted with

gross or wilful negligence or recklessness without regard for the consequences of their actions.

- 10.2. First aiders and other members of staff must be aware that if they have to transport casualties in their own vehicle, they must ensure that their car insurance covers them for business use.

11. Support for First Aiders

- 11.1. Managers should ensure a de-brief is conducted with the affected employees after each serious and/or traumatic first aid incident. Consideration should be taken to appreciate that cases will impact individuals in different ways and at different times. Employees should be open with their line manager if they have been impacted by an incident.

- 11.2. External support can be provided through the following sources:

- 11.2.1. Zurich Municipal, our Insurance Company through DAS, provides a FREE confidential counselling service available 24 hours a day to ALL CAST employees, volunteers and their families. The number is 0117 934 2121. All employees should quote that they are an employee of Plymouth CAST to be able to access this service.

- 11.2.2. The Education Support Partnership Charity provides a FREE Confidential Telephone Support and Counselling Service available 24 hours a day to all teachers and staff in primary and secondary schools. The number is 08000 562 561.

- <https://www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling>

12. Review

- 12.1. The content of this policy and procedure may be subject to revision from time to time following consultation with the recognised trade unions.

- 12.2. History of changes

Date	Page	Details of the change	Agreed by

Appendix 1

ALLOWANCE DESCRIPTION

Allowance
First Aider
Salary
£180 per annum (pro rata for part time employees)
Line Manager
Base Location
Purpose of Role
To provide first aid when required to any member of the Trust or users of School sites, overseeing the care of pupils and others who are unwell or injured, deciding on the appropriate course of action. Liaising with medical professionals as and when required. Assist in maintaining a safe environment for all persons.
Key Accountabilities
<ul style="list-style-type: none"> ● Act as designated First Aider in order to ensure the Trust meets its legal requirements under the Health and Safety at Work Act, responding to First Aid calls immediately. ● Liaise with the emergency services and parents as and when required, to ensure appropriate care for any injured persons. <p>Conduct a formal inspection of all assigned first aid kits/stations at least once per calendar month. This inspection must be recorded in a 'Monthly Signed Log', detailing:</p> <ul style="list-style-type: none"> ○ The date of the inspection. ○ Confirmation that the kit is fully stocked according to Plymouth CAST's approved first aid kit inventory (derived from BS 8599-1:2019 standards), as detailed in Appendix 2. ○ Confirmation that all sterile items are within their expiry dates. ○ The signature of the First Aider conducting the check.

These logs must be stored within the school's Health & Safety files (either in a physical folder or the school's digital storage drives) and made available for inspection by the School Business Manager or Estates & Facilities Manager upon request.

- Ensure orders are placed in a timely way for the replenishment of first aid supplies.
- Receive and use information from the SENDCo and/or Headteacher about students on medical care plans and provide first aid interventions appropriate to these plans.
- Follow the procedure for phoning home and accurately recording all First Aid incidents.
- Provide feedback to the First Aid Leader and/or Headteacher/Senior Leadership Team on First Aid matters, concerns, parental interaction, medical updates, medicines, trends, building safety or any matter that may allow the school to improve and maximise safety and welfare.
- When acting as the designated First Aider, take charge in an emergency to ensure that medical personnel are called to the school when necessary.
- Support medical professionals in any critical, or major incidents,
- Support School leaders, as directed, in the instance of a major incident.
- Monitor the school's administration of medication procedures
- Maintain the school's asthma register
- Maintain the school's medical register
- Assist with the care and supervision of students as required.
- Ensure any appropriate reports regarding first aid incidents are completed.
- Accompanying pupils to hospital by ambulance when necessary.

Knowledge and Experience

- Hold a valid First Aid at Work Certificate (FAW).
- Can confidently and competently apply knowledge and skills acquired from training into a practical context.

Personal Qualities

- Can establish good relationships with students, being aware of and responding appropriately to individual needs.
- Can be aware of and support difference.
- Ability to work calmly and professionally and within existing policies and guidelines.
- Good communication and interpersonal / listening skills.
- Confident and able to use own initiative.
- Ability to safeguard and promote the welfare of children.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- Be an effective role model.
- Establish constructive relationships and communicate with other professionals or external agencies, as required.
- Will keep up to date with statutory training and information provided by Plymouth CAST, the school and/or First Aid Leader (where applicable) about First Aid in schools and implement any new learning.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Appendix 2

Plymouth CAST Approved First Aid Kit Inventory & Checklist

All first aid kits across Plymouth CAST must adhere to the Trust's approved first aid kit inventory which is derived from BS 8599-1:2019.

This checklist should be completed on a monthly basis by the school's designated First Aider, with signed copies of the checklist stored within the school's Health & Safety files (either in a physical folder or the school's digital storage drives) and made available for inspection by the School Business Manager or Estates & Facilities Manager upon request.

Item Description	Minimum Quantity	Current Quantity	In Date? (Y/N)	Action Required (Restock)
First Aid Leaflet (General Advice)	1		N/A	
Sterile Plasters (Assorted/Hypoallergenic)	20			
Sterile Eye Pads (with bandages)	2			
Triangular Bandages (Sterile)	2			
Safety Pins (Assorted)	6		N/A	

Medium Sterile Wound Dressings (12x12cm)	6			
Large Sterile Wound Dressings (18x18cm)	2			
Disposable Nitrile Gloves (Pairs)	3		N/A	
Alcohol-free Cleansing Wipes	10			
Finger Dressings (with adhesive tab)	2			
Burn Dressing (10x10cm) or Gel Bottle	1			
Conforming Bandage (7.5cm)	1			
Microporous Adhesive Tape (2.5cm)	1			
Resuscitation Face Shield (One-way valve)	1			

Emergency Foil Blanket	1			
Blunt-ended Stainless Steel Scissors	1		N/A	

Additional Items Held by the School per local risk assessments (e.g, for science laboratories / PE / School Trips, etc.):

Item Description	In Date? (Y/N)	In Date? (Y/N)	Action Required (Restock)

Declaration of Compliance

I confirm that I have physically inspected this kit against Plymouth CAST’s Approved Inventory.

All items are present or have been ordered for restock, and all sterile items are within their expiry date.

Signature of First Aider: _____

Date of Inspection: _____