School First Aid Policy

Date Created: June 2002	**Date of Amendment:** September 2026	**Date of Next Review:** As required
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Responsible Directorate/Division	Chief Executive Directorate, HR Operations, Health and safety team	
Supporting documents, procedures & forms of this policy	SCH-POL-20.COSHH Policy SCH-POL-33 Supporting Pupils at School with Medical Conditions SCH-POL-20.COSHH Policy	
References & Legislation	Health and Safety at Work etc. Act 1974 Health and Safety (First Aid) Regulations 1981 EYFS Statutory Framework 2020	
Schools Original Consultation Audience	Joanne Bennett – Halebank Primary School Gill Threadgold – Halebank Primary School Carol Hampson – Moore Primary School Jan McDonald – Moore Primary School	
Headteachers checklist	1. Carry out a risk assessment of areas of responsibility to identify the category of first aid provision 2. Arrange First Aid initial and refresher training as required 3. Ensure that First Aid qualifications are maintained 4. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.	

Introduction

The Health and Safety (First Aid) Regulations, 1981 requires employers to provide qualified first aiders to administer first aid to employees within the organisation.

Under Section 3 of the Health & Safety at Work etc Act 1974 a duty of care exists to protect the health, safety and welfare of pupils, the public and visitors to educational establishments. As such, if the school identifies a risk to those groups, then there is a legal requirement to provide First Aid.

Definitions

'First Aid' –

a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

b) Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

'First Aider' –

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate.

'Appointed Person' –

a) Take charge when someone is injured or falls ill, including calling an ambulance if required;

b) Look after the first-aid equipment, e.g. restocking the first-aid box.

Responsibilities

Head teachers must ensure that sufficient First Aiders are available.

Records of the occupational risk assessments must be kept and any actions identified should be shared with the relevant employees. The measures need to be monitored to make sure that they are effective.

Also see defibrillators on page 4.

Assessing the level of first aid provision

First Aid provision should be risk assessed, giving consideration to the following criteria:

1. How many pupils are there on site? One first aider is required at any one given time for 100 employees/ pupils

2. What is the nature of the activities – does it involve activities where there is a 'high' risk, especially on Educational visits?

3. How many fully qualified first aiders are there?

4. Sickness absence / holiday cover

5. How accessible are the first aiders? (consider layout of building or place of work)

6. How accessible are the emergency services?

Head teachers are responsible for identifying the category of first aid provision (see appendix 'b'), arranging necessary training and for ensuring parents are aware of the schools first aid arrangements.

Training Requirements

Fully qualified first aiders (FAW) must have attended a three-day course (approved by the Health and Safety Executive). In order for their certification to remain valid, three yearly refresher training is also required. An annual half day refresher course is also strongly recommended.

Emergency first aiders at work (EFAW) must have attended a 1 day course and gained an accredited first aid certificate.

Schools may wish for staff to attend a one-day course that gives them Appointed Person status but does not qualify them to carry out first aid duties. Appointed persons are responsible for calling the emergency services in the event of an incident and ensuring that adequate first aid supplies are available. Appointed persons are not to be considered as alternatives for qualified first aiders except in situations where there are less than five employees on site.

Voluntary training is available in the use of defibrillators for sites who hold this type of equipment.

Early Years Settings

In early year's settings, at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate. First aid provision must also be made for employees at any early years setting.

Managers should carry out training-needs analysis to ensure that the proposed employee will be required to carry out first aid. In other words, is there adequate provision already taking into account the considerations listed below?

Educational Visits

It is advised that a competent First Aider attends educational visits which may involve visiting remote areas. They should have access to a travelling first aid kit. Owing to the nature of activities the 3 day course may not be appropriate (see appendix 'b').

Forest Schools

There is a requirement for Forest Schools to have staff trained specifically to deal with injuries arising from a forest setting.

First Aid Supplies, Locations and Defibrillators

For schools who have installed defibrillators, Head teachers must ensure weekly checks of the equipment are carried out and records kept. Faults and consumable requirements must be reported on a monthly basis to the relevant authority. Annual refresher training is recommended.

First aid boxes should be kept adequately stocked and located in the vicinity of the first aider and particularly in places where they are most likely to be needed e.g. D & T Work Shops, Science Labs, PE Areas, Home Economics Areas and Kitchens.

Communication

Information should be available with details of the location and contact number for the nearest designated first aiders.

Insurance

Schools buying into the Risk Protection Arrangement (RPA) should seek confirmation with the insurers that should there be a claim for damages arising from malpractice in the provision of first aid, the person administering will be indemnified under the Public Liability Insurance, providing that :

- Their first aid certificate is current
- They have not carried out first aid beyond the level to which they have been trained

Schools who do not buy into the RPA insurance scheme should also check with their own insurance that the same cover applies.

Aspirin / Paracetamol

Advice contained within the following Policy should be followed
REP-SCH-POL-33 Supporting Pupils at School with Medical Conditions.

Payment

Subject to the head teachers discretion.

Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Health and safety team and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
1	January 2010	Apr 1st - 2010	Document created.
2	May 2011	May 2011	Payment details changed after consultation with schools H & S working group.
3	August 2011	August 2011	Contents list amended in line with BS 8599
4	May 2013	May 2013	Defibrillator information included re training and equipment checks.
5	July 2015	July 2015	Reference to training added for the administration of medication. Reference to specifically trained forest schools first aiders now included.
6	April 2018	April 2018	Supporting documents updated and training requirements now include annual ½ day refresher training as a strong recommendation. Directorate name also updated.
7	June 2020	June 2020	Legislation updated for EYFS to 2020. Appendix C added. Contains HSE guidedance relating to first aid cover, application and training during COVID19 pandemic Appendix D added Contains advice and guidedance in relation to CPR and resuscitation during the COVID19 pandemic. Update advice – Aspirin / Paracetamol
8	February 2025	February 2025	Custodian updated

9	Sept 26	Sept 26	Custodian and responsible person updated. Layout updated. Supporting document updated. Insurance section updated. Review and evaluation - Risk and emergency planning team changed to Health and safety team Appendix C removed -Covid-19 guidance withdrawn May 2022) Appendix D – HSE guidance removed, falls under general public health. CW

Appendix 'A'

First-aid box

What should a first-aid box contain?

There is no mandatory list of contents for first-aid boxes and HSE does not 'approve' or endorse particular products. **Deciding what to include should be based on a Head teachers assessment of first-aid needs**. BSI has outlined a guide to help employers select the most suitable kit for their requirements (BS8599):

Workplace Kit Content	Small	Medium	Large	Travel
Guidance Leaflet	1	1	1	1
Medium Sterile Dressing	4	6	8	1
Large Sterile Dressing	1	2	2	1
Triangular Bandage	2	3	4	1
Safety Pins	6	12	24	2
Sterile Eye Pads	2	3	4	1
Waterproof Plasters[1]	40	60	100	10
Sterile Saline Wipes	20	30	40	4
Microporous Adhesive Tape	1	1	1	1
Nitrile Gloves (pair)[2]	6	9	12	1
Sterile Finger Dressing	2	3	4	0
Resuscitation Face Shield	1	1	2	1
Foil Blanket	1	2	3	1
Sterile Eyewash[3]	0	0	0	1
Hydrogel Burn Dressing	1	2	2	1
Scissors	1	1	1	1
Conforming Bandage	1	2	2	1

Please note the above is a guide only and does not form part of legislation.

[1] Individual wrapped sterile plasters (assorted sizes), appropriate to the type of work and demand (hypoallergenic plasters can be provided, if necessary);

[2] Disposable gloves (see HSE's leaflet Latex and you) dependant upon demand;

[3] Sterile eye wash should be kept easily accessible, near to the first aid box, travel kits must contain eyewash as it is unlikely fixed eye wash stations will be available.

Low Risk (e.g. offices)

Less than 25 pupils/staff – **small kit**
25 – 100 pupils/staff – **medium size kit**
Over 100 pupils/staff – **1 large kit per 100 persons**

High Risk Activities

Less than 5 pupils/staff – **small kit**
5 – 25 pupils/staff – **medium size kit**
Over 25 pupils/staff – **1 large kit per 25 persons**

How often should the contents of first-aid boxes be replaced? Although there is no specified review timetable, many items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.
It is recommended that you do not keep tablets and medicines in the first aid box.

Appendix 'B'

First Aid Provision

Group	Requirement	Regulating body	Training available	Notes
Employees	First Aid at Work Regs: • Adequate & appropriate equipment, facilities & personnel • Determined by risk assessment ACoP • Suggested numbers for low work areas	HSE	• First Aid at Work - 3 days • Annual half day refresher (strongly recommended) • Every 3 years -2 days refresher • Emergency Aid for Appointed Persons 1 day/6 hr	• 3 day course not designed for use with non-employees
Pupils and visitors	DCFS 'Guidance on FA in schools': • Minimum 1 : 100 pupils • Supplemented as required by RA	Ofsted	• First Aid at Work - 3 days • Annual half day refresher (strongly recommended) • Every 3 years -2 days refresher	• Primary schools – if Paediatric First Aider not available, course to include CPR for under 8 year old children
Pupils • Early Years	• Relevant pediatric course (12hr)	Ofsted	• Pediatric course 12 hours • Every 3 years -1 day refresher	

Group	Requirement	Regulating body	Training available	Notes
Pupils • educational visits	DfES 'H&S of pupils on Ed visits' • Refs to FA guidance doc – see above Adventure Activity Licensing Regs • suitable & sufficient arrangements for provision of FA AALA Guidance • accompanied by at least 1 person with valid, appropriate FA certificate • HSE approved provider • No list of recognised courses • 3 day course may not be appropriate	Adventure Activity Licensing Authority (AALA) – specified activities only	• Emergency First Aid 2 days/16 hours Rescue Emergency Care scheme syllabus + tailored	• FA training may be part of outdoor education qualification e.g. Mountain Leader, BCU • 16hr course is minimum accepted by HBC