

Health and Safety

First Aid Guidance - Schools

This guidance document provides information on how to meet the corporate policy and standards.

INTRODUCTION

This guidance explains what is necessary to meet the requirements of Hampshire County Council's first aid procedure. Under health and safety legislation, employers must ensure that there are adequate and appropriate facilities and equipment for providing first aid to employees, pupils and service users. This guidance should be read in conjunction with the Corporate First Aid procedure.

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary. First aid does not cover the administration of medication - please see DFE guidance on school specific policies, procedures and protocols for Supporting pupils with medical conditions ([Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)).

GUIDANCE

To meet corporate policy requirements, schools must have the following in place:

- First aid needs assessment (risk assessment)
- First aid policy
- First aid training records
- Records of first aid kit checks
- Records of first aid activities/treatments
- Clear communication for staff and visitors on who the first aiders are and how to contact them
- First aid accommodation (area available to carry out first aid and store first aid supplies).

First Aid Needs Assessment

Headteachers/Responsible Managers are required to develop and formalise arrangements for dealing with first aid; this is based on a suitable and sufficient needs assessment.

Schools should consider the likely risks to staff, pupils, and visitors when deciding on the numbers of first-aid personnel, materials, facilities, and equipment required when creating the policy. The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities e.g., using chemicals, machinery, and plant.
- The need to provide first aid for those other than employees, e.g., service users including vulnerable persons, children, volunteers, members of the public, catering staff.
- The size and characteristics of the workplace, establishment or setting, and distance between buildings or sites.
- The remoteness of the establishment/setting from emergency medical services.
- Locations of lone workers.
- Historical accident information and data.
- Provision when employees work part time, take annual leave or are off sick
- Work away from base including travelling and any off-site activities.
- Age of children - at least one person with a current paediatric first aid certificate must be always on the premises, and on school trips when Early Years children are present.
- Off-site visits and activities with children - schools should refer to the EVOLVE online system and contact the Outdoor Education team for advice and guidance.

Appendix 1 has some examples that the HSE have put together to show potential levels of first aid cover. Although these give some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

The First Aid Needs Assessment template and guidance in Appendix 2 can be used to help assess and record the first aid needs and requirements for your school. The First Aid Needs Assessment should be reviewed at least annually, or more frequently if there are any changes, to ensure that the provision is adequate. Changes may include the number of pupils and staff, the capability of pupils, or staffing ratios.

First Aid Personnel

The Headteacher/Responsible Manager must arrange adequate and appropriate training for staff who volunteer to be first aiders or appointed persons, to ensure that there are enough trained staff to meet the findings of the needs assessment.

There are different levels of qualification available to help meet the requirements of the needs assessment:

- Appointed Person (AP)
- Emergency First Aid at Work (EFAW)
- First Aid at Work (FAW)
- Paediatric First Aid
- Schools First Aid.

Appointed Persons (AP) - employees who have been nominated to take charge of the first aid arrangements ensure that medical assistance is summoned if required and ensure that first aid equipment and provisions are sufficient. Appointed persons are not necessarily first aiders and should not give first aid treatment for which they have not been trained. It is good practice to ensure that appointed persons also have emergency first aid training/refresher training.

Emergency First Aid at Work (EFAW) - a one day course which provides staff with the practical skills needed to administer emergency first aid to adults in the workplace.

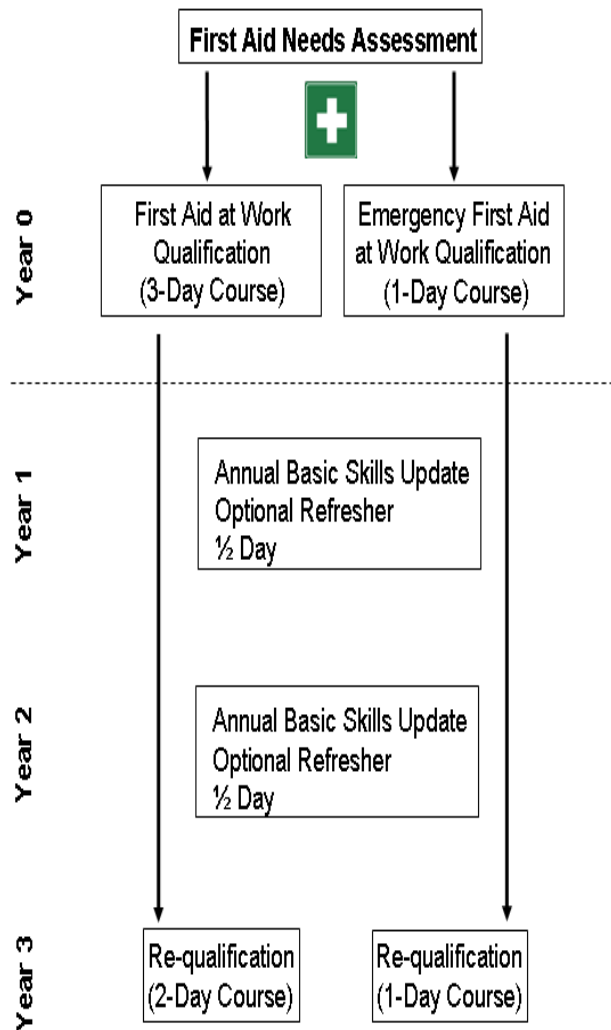
First Aid at Work (FAW) - training includes EFAW but also equips the first aider to apply first aid to an additional range of injuries and medical conditions. The course is held over three days.

Paediatric First Aid - An Early Years Foundation statutory requirement. The training is held over two days and provides the practical skills needed to administer emergency first aid to young children in educational and other care settings.

First Aid in Schools - a course which provides staff with the practical skills to administer emergency first aid to children in an educational/care setting.

First aid course content may vary, schools should check with their training provider prior to booking.

The flow chart below explains the process for the FAW and EFAW qualification.



Training Records

First aid qualifications are valid for 3 years, but there are optional annual refresher courses that staff can undertake.

First aid certificates will be issued by the training provider and a copy should be retained by the school. It is recommended that a form of training matrix is kept to log training, schedule requalification and refresher courses, and to ensure adequate levels of first aid cover are monitored and maintained.

First Aid Policy

Headteachers/Responsible Managers are responsible for recording and implementing the school's first aid arrangements. This can form part of the school's Health and Safety Policy or can be a standalone document. A model First Aid Policy template can be found in Appendix 3.

The policy and arrangements must be shared with all staff (including temporary, part time or agency staff). Staff must be informed who the first aiders are, how to contact first aiders, and what procedures must be followed in emergency situations.

First aid notices should include the names of qualified first aiders and contact information, these should be clearly displayed and updated with any changes.

The Headteacher/Responsible Manager should ensure that parents or anyone visiting the school are aware of the school's arrangements for first aid and how to get help if required.

In the event of an accident or emergency requiring first aid treatment, the school should have procedures for contacting the child's parent/guardian/named contact. This could be by calling them immediately in the instance of a serious injury, or by sending an accident slip home with the child at the end of the day for minor injuries.

- i) Serious injury can be defined as injury whereby the First Aider refers the child to a medical practitioner.
- ii) Where staff are uncertain whether an injury is minor or severe, it should be treated as severe.
- iii) Local arrangements should be in place for accompanying children and vulnerable persons to hospital.

Insurance

Hampshire County Council insurance arrangements cover employees who are recognised as First Aiders. This cover is provided for first aid provision that is given to employees, service users, pupils, visitors and members of the public. Employees must have passed the level of required training and be administering first aid as part of their County Council duties.

Medical Room and Equipment

The Schools Premises (England) Regulations 2012 require every school to have suitable accommodation that can be used for medical treatment when required.

It is recommended that first aid areas:

- Be clean and ready for immediate use when needed.
- Be appropriately stocked.
- Have hand-washing facilities available.
- Be reasonably near to toilet facilities.
- Be identified with the white cross on green background symbol.
- Be easily accessible to stretchers and other equipment needed to move patients to and from the room.
- Be located on the ground floor where practicable.
- Lead to a suitable external exit route.
- Have some form of emergency lighting where necessary.

First aid kits should be clearly identified with a white cross on a green background, and boxes should be made of a suitable material designed to protect the contents; they should be placed in readily accessible locations. Additional provision should be made in particularly hazardous or remote areas e.g., workshops, laboratories, sports areas, kitchens, minibuses etc.

The contents of a first aid kit should be based on the needs assessment; British Standard (BS) 8599 first aid kits can be used as a starting point. Higher risk areas may need additional first aid kit items, e.g., additions such as burns gel in a kitchen first aid kit, and scissors in a swimming pool first aid kit.

The contents of first aid kits should be checked regularly and if necessary, restocked by a nominated person, usually an appointed person or lead first aider. A record of the checks should be kept. A template checklist for first aid kits is available in Appendix 4.

Where staff work or travel away from their place of work or are home based, some provision for first aid may be required, dependent on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid.

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container, which is in a prominent position, maintained and in good condition, and readily available for use.

The HSE have examples of suggested minimum first aid kit contents, including travel and transport first aid kit recommendations.

Defibrillators

Currently it is not a requirement for HCC schools to have Automated External Defibrillators (AEDs) on site. The need for AEDs should be considered and decided upon locally through the first aid needs assessment.

Schools who decide to purchase an AEDs will need to train a sufficient number of first aiders in its use, ensure the AED is available while the school is open, and ensure the defibrillator is checked and maintained in accordance with manufacturer's instructions. Please refer to DFE guidance for schools on AEDs for further information.

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids, and disposing of dressings or equipment.

Schools should ensure that domestic and clinical waste is segregated. Used gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Reporting Accidents and Incidents

All incidents, accidents, near-misses, dangerous occurrences, and work-related ill health in HCC schools should be recorded on the Hampshire online incident reporting system (other than minor bumps, which should be recorded locally). Refer to HCC Corporate procedure and guidance - Accident and Incident Reporting.

Internally, handover between class, lunchtime or other staff will include any accidents or injuries.

Retention of Records

Copies of records detailing first aid given to staff members and first aid needs assessments should be kept in accordance with HCC data retention requirements. Any information kept on individuals must follow the General Data Protection Regulation requirements.

Further Guidance

Department for Education - First Aid in Schools guidance:

<https://www.gov.uk/government/publications/first-aid-in-schools>

Department for Education - AED's In Schools guidance:

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

HSE first aid kit guidance - [First aid in work: What to put in your first aid kit - HSE](#)

Appendix 1

The table below is HSE's general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace, it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number and type of first aid staff to be available on site at any time
Lower hazards e.g., offices, shops, libraries	Less than 25	An appointed person
	25 - 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g., light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 - 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

This table gives examples of first aid cover that the HSE have put together to help give an indication on the numbers and types of training that schools may require. For offices, residential units and other locations, the level of provision will be very different dependent on the risk.

	Secondary School – 1588 pupils and 150 staff		Primary School – 320 pupils and 26 staff	
First aid personnel	Required Y/N	Number needed	Required Y/N	Number needed
First aider with First Aid at Work (FAW) certificate	Yes	At least 3 on duty at all times while people are at work. However, because of the size of the site and number of pupils you may wish to increase that level of provision.	No	0 (nil)
First aider with an Emergency First Aid at Work (EFAW) certificate	No	0 (nil)	Yes	At least 1 on duty at all times while people are at work.
First aider with additional training (specify)	Yes	Indicates first aiders should have training in anaphylaxis. May also be a requirement on the management of sports related injuries. May wish to consider Automated External Defibrillator (AED) training.	Yes	Indicates first aiders should have training in major illness, paediatric first aid and anaphylaxis. Training can either be provided to existing Emergency First Aid at Work (EFAW) qualified staff or alternatively staff can be trained in paediatric first aid.
Appointed Person	No	0 (nil)	No	0 (nil)
First aid equipment and facilities	Required Y/N	Number needed	Required Y/N	Number needed
First aid kit	At least 3	In locations easily accessible to the whole school.	At least 2	Locations easily accessible across the school.
Additional equipment (specify)	AED	May be required if there are pupils/staff with a history of cardiovascular problems.	No	0 (nil)

Travelling first aid kit	Yes	At least 1 per vehicle.		No	0 (nil)
First aid room	Yes	1		Yes	1

Appendix 2

This needs assessment template is for schools/sites to use to highlight what issues you might need to consider, and to record your findings.

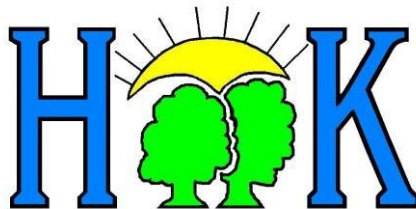
Part 1		Assessment of First Aid Needs
Name of Premises/School/Organisation		Hook Infant School
No.	Aspects to consider at your premises	First aid provision considerations (insert your information here)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>Low</i>
2	Are there any specific risks (e.g., work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc)?	<i>Paediatric First Aid, EpiPen, specific Medication training</i>
3	Are large numbers of people employed on site?	<i>50+ adults 300+ children</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Minor staff and playground incidents</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>Some pupils with identified needs. Staff trained as needed.</i>
6	Are there clients or service users on the site who may need first aid?	<i>N/A</i>
7	Is there first aid cover for lunch times and at the beginning and end of the working day?	<i>The staff on duty at lunchtime have regular first aid training</i>
8	What is the site layout, and will the layout require additional first aid cover and equipment/kits for separate buildings or floors of a multi-storey building?	<i>There are first aid trained staff across the school site.</i>
9	Do you have any work experience trainees?	<i>When on site they are covered by the school first aiders.</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>N/A</i>

11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	N/A
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	N/A
13	Do you work on a site occupied by other organisations and share first aid arrangements?	N/A
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Basingstoke/Frimley Park Hospital services within easy distance. Fire crews Hartley Wintney and Odiham.
15	Do some staff work alone or remotely (including contracted home workers)?	No
16	Do you have service users aged five years of age or younger?	Yes and in line with the Early Years Foundation Stage statutory instrument and Ofsted we have adequately trained paediatric first aid trained staff always present on site and trips for our four and five year old pupils
17	Do members of the public visit your premises?	Hampshire County Council does extend its first aid cover for members of the public using our sites and services.
18	Do you have any employees with reading or language difficulties?	N/A

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take annual leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

Part 2	Summary of required first aid provision		
Name of Premises/Organisation/School		Hook Infant School	
Level of First Aid staff (type of provision)	Numbers of staff required to be on site at any time		Numbers to be trained to meet on site requirement

Emergency First Aid at Work	0	1
Qualified First Aider	0	0
Emergency First Aider	1	1
School First Aid Trained	7	3
Paediatric First Aid Trained	3	1
Appointed Person	3	0
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration.)</i>		
First Aid Kits	Quantity required	Locations of First Aid kits
Yes	3	Yr. R, Medical room, Yr. 2
Travel First Aid Kits	Quantity required	Locations of Travel First Aid kits
Yes	0	Rucksacks in Medical Room
First Aid Rooms/Areas	Quantity required	Location of rooms
Yes	1	Reception area
Defibrillator/Additional equipment	Quantity required 1	Location of rooms In Reception
First Aid Needs Assessment Completion		
Manager's comments	Insert comments relevant to assessment as appropriate	
Name of manager	Signature of manager	Date
Jayne Lodder	<i>Jayne Lodder</i>	September 2023



First Aid Policy

Name of School	Hook Infant School
Date of Policy Issue/Review	July 2024
Name of Responsible Manager/Headteacher	M Walker
Signature of Responsible Manager/Headteacher	<i>Melanie Walker</i>

Policy Statement

Hook Infant School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Hook Infant School is held by Mrs M Walker who is the Headteacher/Responsible Manager.

All first aid provision is arranged and managed in accordance with the Hampshire County Council First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The Headteacher/Responsible Manager will ensure that appropriate numbers of appointed persons, school first aid, emergency first aiders, qualified first aiders and/or paediatric first aid are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Hook Infant school there are 3 Appointed Persons who are as follows:

- Melanie Walker
- Louise Hannan
- Jayne Lodder

Where the First Aid Needs Assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide Appointed Persons with some level of first aid training. Such training does not require HSE approval.

School First Aid Trained Staff

At Hook Infant School there are 14 school first aid trained staff who are as follows:

- Claire Abbotts
- Maria Burns
- Stephanie Ball
- Rebecca Duff
- Kate Evans
- Miami Harper
- Emily McKee
- Thabothini Pasharan
- Abigail Ruffman
- Michelle Rice
- Claire Roberts
- Grace Sandram
- Amy Turner
- Tania Wilson

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults.

First Aid at Work (*Those completing the 1-day emergency first aid course*)

At Hook Infant School there is 1 First Aid at Work trained member of staff.

- Kate Evans

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g., first aid kit inspections).

Paediatric First Aid Trained Staff

At Hook Infant School there are 3 paediatric first aid trained staff who are as follows:

- Kate Evans
- Amy Turner
- Tania Wilson

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 3 first aid kits on the premises
 - These first aid kits will be situated in the medical room, EYFS block and Year 2 block.

It is the responsibility of the first aiders/appointed persons to check the contents of all first aid kits every 6 months and record findings on the Children's Services First Aid Kit Checklist.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities:

- bed, running water, first aid kit, chair, blanket, fridge.

Emergency Arrangements

Upon being summoned in the event of an accident, the First Aider/Appointed Person is to take charge of the first aid administration/emergency treatment commensurate with their training.

Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider/Appointed Person is to always seek medical advice or call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a suspected fracture
- Whenever the First Aider is unsure of the severity of the injuries
- Whenever the First Aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires treatment from a first aider
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

If parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to contact the parents every hour. In the interim, we will ensure that the Qualified First Aider, Appointed Person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the Qualified First aider/Appointed Person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of hour and Trips

The first aid arrangements for all school managed and organised after school activities (parents evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer.

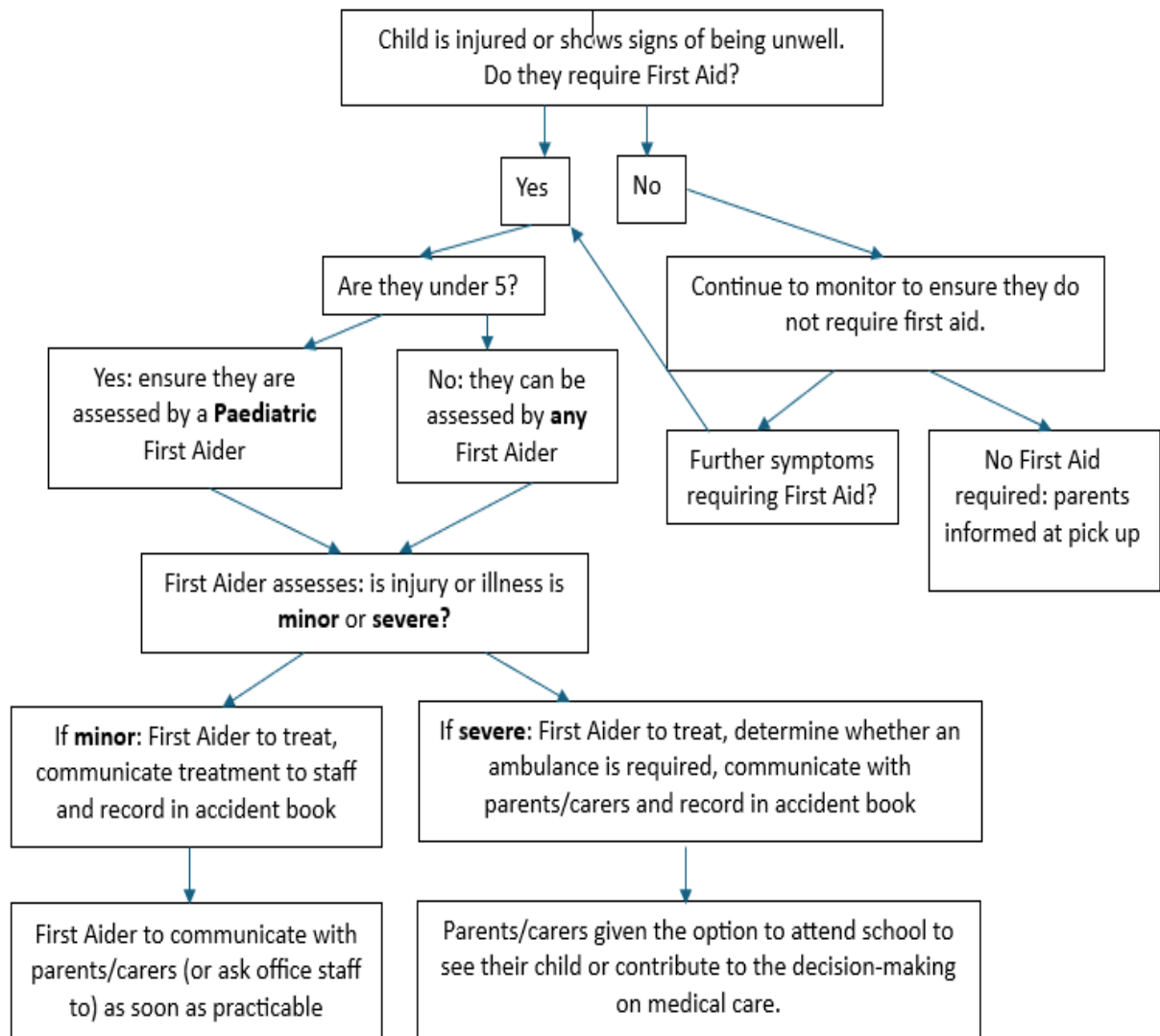
The first aid arrangements for school organised trips/visit are included in the risk assessments. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name and status of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person and status in which the person is acting i.e., first aider/paediatric first aider.
- Date of the accident
- Type of accident (e.g., bump on head etc)
- Treatment provided and action taken
- Time of any parental contact made.

First Aid Flow Diagram



First Aid Kit Checklist

	First Aid Kit Location									
Does the first aid kit include a minimum contents list?										
Does stock level reach minimum requirement?										
Are all items within expiry date?										
Are all items in good condition?										
Is the first aid kit container in good condition?										
Is the location of the first aid kit accessible?										
Is the first aid location sign present and in good condition?										
Is the list/sign of trained first aiders present and up to date?										

Comments/Actions	
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Name		Signature	
Date			