
First Aid Policy



Author/Contact:	Fatemah Salihi
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Contents

Introduction 3

Establishment approach and legislative scope 3

First-aid needs 3

First-aid kit 3

First-aid information to provide to employees 4

Risk assessment of first-aid needs 4

Qualifications and training 4

Appendix 1: Checklist to determine first-aid requirement 5

Appendix 2: Generic needs assessment tool 8

Appendix 3: Recommended contents for first-aid and travelling first-aid boxes 13

Appendix 4: First-aid training and qualifications 10

Introduction

1. This guidance relates to the basic requirements for first-aid in Oakwood Primary School. It is aimed at the senior leadership team and members of staff involved in the provision of first-aid. The guidance is compiled from Health and Safety Executive: First-Aid at Work, Department for Education: Guidance on First-Aid Provision and Arthur J Gallagher: Safety Guidance 3.

Establishment approach and legislative scope

2. According to the health and safety (first-aid) regulations 1981, the health and safety lead has a responsibility to provide “adequate and appropriate” first-aid equipment, facilities and trained staff, so immediate help can be given if anyone is injured or taken ill.
3. Health and safety legislation places duties on employers for the health and safety of their employees.
4. To ensure first-aid provision is “adequate and appropriate”, as a minimum our school must have:
 - An appointed person(s) to take charge of first-aid arrangements
 - A suitably stocked first-aid kit
 - Information for employees about first-aid arrangements
5. This minimum provision must be supplemented with a risk assessment to determine any additional provision.

First-aid needs

6. It is essential to have sufficient trained staff to meet first-aid needs. The school must allow for staff on annual leave, staff not in work due to ill health or staff working off-site.
7. The HSE recommends having at least two members of staff with first-aid at work training on site at all time.
8. An appointed person will take charge of first-aid arrangements. They will ensure the establishment has:
 - Completed risk assessments to determine first-aid needs
 - The correct numbers of trained first-aiders. See appendix 2.
 - First-aid boxes that are checked and replenished on a regular basis
9. As a general guide, there should be at least **one qualified first-aiders for every 100 persons on site**.
10. A first-aid provision must be available at all times including arrangements for anyone off the premises.
11. If there are children under five present in the establishment, as a minimum there must be one person with a current paediatric first-aid certificate present at all times.

First-aid kit

12. There is **no mandatory list of items required in a first-aid box**. However, a suggested list of items for a first-aid box and travelling first-aid kits is available in appendix 3.
13. Trust establishments should identify the person responsible for replenishment of the first-aid boxes and agree how often the boxes need checking.

14. There should be at least one fully stocked first-aid box on each floor of the building. A risk assessment must be completed to determine the number of first-aid boxes required.
15. First-aid boxes should be readily accessible, and all staff should be made aware of where the boxes are sited.
16. Portable first-aid kits should be available for off-site activities and minibuses.
17. Upon use of any first-aid kit contents, the appointed responsible person must ensure it is checked and restocked as soon as possible.

First-aid information to provide to employees

18. The establishment health and safety lead must inform all staff of the first-aid arrangements. This should include a location of equipment, facilities and trained first-aid personnel. There must also be a documented procedure for reviewing first-aid arrangement.
19. A simple method of notification of first aid arrangements would be to display clear and easily understood signs and notices in common areas.
20. As well as this, including first-aid information during induction will help ensure new staff and pupils are aware of the first-aid arrangements.

Risk assessment of first-aid needs

21. A risk assessment of the first-aid provision must be completed or reviewed annually, as a minimum.
22. The school should include staff, pupils and visitors when carrying out a risk assessment for firstaid needs.
23. The size, levels or number of buildings must determine additional first-aid provision.
24. The risk assessment must consider the proximity of the establishment from the emergency services.
25. Specific hazards, for example, hazardous substances, dangerous tools or machinery must be considered and suitable first-aid measures put in place.
26. Special healthcare needs or any disabilities that may need specific first-aid provisions must be taken into consideration when completing the risk assessment.
27. The school must assess accident statistics to indicate most common injuries, times and locations. This will help to highlight areas and tailor first-aid provision.
28. The checklist (appendix 1) and the generic needs assessment tool (appendix 2) should aid the assessment of any additional first-aid provision.

Qualifications and training

29. A first-aider must hold a valid certificate issued by an organisation approved by the Health and Safety Executive. See <http://www.hse.gov.uk/pubns/geis3.pdf> for guidance.
30. The Emergency First-Aid at Work (EFAW) qualification is a one-day course.
31. The First-Aid at Work (FAW) qualification is a three-day course.
32. Certificates are now valid for three years.

33. The school may send first-aiders for a refresher course annually or before certificates expire. If a certificate expires, the individual will have to undertake a full course of training.
34. For further information, see guidance on appendix 4. Appendix 1: Checklist to determine first-aid requirement

(Please note this checklist is work related and therefore some of the questions may not be applicable to establishments but still useful as an aide memoir)

Aspects to consider	Impact on first-aid provision
<p>What are the risks of injury and ill health identified in your risk assessment?</p> <p>Consider the age of people on site.</p>	<p>You will need to ensure:</p> <ul style="list-style-type: none"> • There is adequate first-aid cover • There are suitably stocked first-aid boxes <p>If children are under 5 years, a member of staff holding a paediatric first-aid certificate is required to be on site.</p>
<p>Are there any specific risks e.g. Working with:</p> <ul style="list-style-type: none"> • Hazardous substances • Dangerous tools • Dangerous machinery 	<p>You will need to consider:</p> <ul style="list-style-type: none"> • Specific training for first-aiders • Extra first-aid equipment • Precise siting of first-aid equipment • First-aid room
<p>Are there parts of your establishment where different levels of risk can be identified (e.g. a school with laboratories)?</p>	<p>You will probably to make different levels of provision in different parts of the establishment</p>
<p>What is your record of accidents and cases of ill health? What type are they and where did they happen?</p>	<p>You may need to:</p> <ul style="list-style-type: none"> • Locate your provision in certain areas • Site a first-aid box in specific areas
<p>Are there inexperienced workers on site, or pupils/employees with disabilities or special health problems?</p> <p>Are the premises spread out, e.g. Are there several buildings on site or multi-floor buildings?</p>	<p>You will need to consider:</p> <ul style="list-style-type: none"> • Special equipment • Local siting of equipment • Specific training for first-aiders <p>You will need to consider a provision in each building or for each floor</p>
<p>Is there out-of-hours activity/working?</p>	<p>Remember that there needs to be first-aid provision at all times people are at work</p>
<p>Is your workplace remote from emergency medical services?</p>	<p>You may need to:</p> <ul style="list-style-type: none"> • Inform local medical services of your location • Consider special arrangements with the emergency services
<p>Do you have employees who travel a lot or work alone?</p>	<p>You will need to:</p> <ul style="list-style-type: none"> • Consider issuing personal first-aid kits and training staff in their use • Consider issuing personal communications to employees
<p>Do you have any work experience trainees?</p>	<p>Remember that your first-aid provision must cover them</p>
<p>Do members of the public visit your premises?</p>	<p>You have no legal responsibilities for nonemployees, but the HSE strongly recommends, you include them in your first-aid provision</p>

Do you have pupils, employees with reading or language difficulties?

You may need to make special arrangements to give them first-aid information

Appendix 2: Generic needs assessment tool

Establishment Name	
Location	
Head of Establishment	
Establishment health and safety advisor	
Date of assessment	
Assessor(s)	

Current number of first-aiders and level of training:					
Approximate number of people working between 7:30 am and 6:30 pm:					
Approximate number of staff in the area outside work hours (incl. Weekends):					
Lone working carried out in the establishment					
Approximate number of people under the age of 18 in the establishment during working hours					
Approximate number of people under the age of 18 in the establishment outside working hours:					
Is the establishment spread out e.g. Are there several buildings on the site or multifloor buildings?					
Distance to nearest major hospital: Travel time:					
Maximum distance to the location of existing first-aid kits:					
Summary of major incidents over the last 12mths:					
Do you have any work experience trainees, volunteers or honorary staff?					
List specific hazards in the area. E.g. Slips & trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.	<table border="1"> <tr> <td>Hazard:</td> <td>Location:</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Hazard:	Location:		
Hazard:	Location:				

<p>Are there hazards or health concerns for which an extra first-aid kit or specialised treatment is required. E.g. Chemicals, the potential for burn, eye injuries, field trips.</p>	<p>Details:</p>
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Recommendations

<p>Name and job title of appointed person responsible for first-aid</p>	
<p>Additional first-aid kit requirements</p>	
<p>Number and location of kits</p>	
<p>Names of staff qualified in first-aid at work</p>	
<p>Names of staff qualified in emergency first-aid</p>	
<p>Additional recommendations</p>	

Action list

Items for action	Completion date	Date signed off	Initials

Numbers of first-aiders

Number of staff	Recommended minimum provision
<25	First-aid administrator
25 – 50	First-aider (EFAW)
>50	A first-aider (FAW), plus one more for every 100 people

For higher risk activities, the recommended numbers of first-aiders will need to be increased.

These figures do not take into consideration pupils or members of the public. Trust establishments will need to consider number of additional first-aiders will dependent on the activities the pupils are undertaking. For lesson-based activities, the current number of first-aiders for staff may be sufficient. For those establishments where students are undertaking higher risk activities; for example, laboratory work, there may be a need to increase the number or competence of first-aiders.

Appendix 3: Recommended contents for first-aid and travelling first-aid boxes

<p>First-aid box</p> <p><i>N.B equivalent or additional items are acceptable</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> A leaflet giving general guidance on first-aid. See, http://www.hse.gov.uk/pubns/indg347.pdf <input type="checkbox"/> Guidance on the removal of clinical waste <input type="checkbox"/> 20 individually wrapped sterile adhesive dressings <input type="checkbox"/> Two sterile eye pads <input type="checkbox"/> Four individually wrapped triangular bandages <input type="checkbox"/> Six safety pins <input type="checkbox"/> Six medium sized individually wrapped un-medicated wound dressings <input type="checkbox"/> Two large individually wrapped un-medicated wound dressings <input type="checkbox"/> Three extra-large individually wrapped un-medicated wound dressings <input type="checkbox"/> Individually wrapped moist cleaning wipes or saline solution if soap and water is not readily available <input type="checkbox"/> Pack containing: <ul style="list-style-type: none"> <input type="checkbox"/> Resusciate <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Plastic apron <input type="checkbox"/> Plastic bag for clinical waste
<p>Travelling first-aid box</p> <p><i>N.B additional items may be necessary for specialised activities</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> A leaflet giving general guidance on first-aid. See, http://www.hse.gov.uk/pubns/indg347.pdf <input type="checkbox"/> Six individually wrapped sterile adhesive dressings <input type="checkbox"/> One large sterile un-medicated wound dressing <input type="checkbox"/> Two triangular bandages <input type="checkbox"/> Two safety pins <input type="checkbox"/> Individually wrapped moist cleaning wipes <input type="checkbox"/> One pair of disposable gloves
<p>First-aid boxes in minibuses</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ten antiseptic wipes, foil packaged <input type="checkbox"/> One conforming disposable bandage <input type="checkbox"/> Two triangular bandages <input type="checkbox"/> One packet of 24 assorted adhesive dressings <input type="checkbox"/> Three large sterile un-medicated ambulance dressings <input type="checkbox"/> Two sterile eye pads with attachments <input type="checkbox"/> Twelve assorted safety pins <input type="checkbox"/> One pair of rustles blunt-ended scissors

Appendix 4: First-aid training and qualifications

