

Core Consider Complex

First Aid

Adopted by Squirrel Hayes First School
June 024

1. Success Indicators

The following indicators will demonstrate success in this area:

- a. Premises Managers have complete assessments of first aid provision for all workplaces.
- b. Managers of teams who work in the community have assessed employee's first aid requirements.
- c. First aid training is provided to the required level and frequency.
- d. First aid materials are provided and regularly checked.
- e. Appointed persons designated and aware of their responsibilities.

2. Overview

First aid is the immediate treatment necessary for the purpose of preserving life, prevent conditions from getting worse until expert medical assistance can be obtained and to promote recovery. First aid also includes the treatment of minor injuries which would otherwise receive no treatment, or which will not need treatment by a medical practitioner.

It is a legal requirement to provide adequate and appropriate first aid arrangements at individual workplaces and during off-site activities. The first aid equipment, facilities and people needed will depend on the work carried out and where the work is done.

Mental ill health is common and alongside physical first aid having trained mental health first aiders in our teams and services can support anyone who may be experiencing symptoms, whether diagnosed or not.

First Aid Management Arrangements

These arrangements to employees and workplaces.

3.1 First Aid Provision

The first aid provision at each workplace will be decided based on an assessment of need. Premises Managers and Team Managers must use the Assessment of First Aid Provision Form (HSF16) to assess their first aid requirements. This assessment needs to be reviewed annually and where changes occur. The individual workplace or team arrangements must be communicated to employees and visitors informing them how to access first aid.

In low risk environments the assessment may require minimal first aid provision (e.g. suitably stocked first aid box and an appointed person). In larger and/or higher risk workplaces, first aid needs will be greater, and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

First aid provision must be adequate during all working hours, when assessing first aid needs the following should be considered:

- the type of work carried out.
- hazards and the likely risk of them causing harm.
- the number of employees in your team or workplace.
- work patterns of employees including smart working arrangements.
- holiday and other absences of those who will be first aiders and appointed persons.
- accident history and trends.
- the needs of travelling, remote and lone workers.
- how close the workplace is to emergency medical services.
- whether employees work on shared or multi-occupancy sites.
- first aid for non-employees including members of the public, pupils, volunteers etc.
- support for someone who might be experiencing a mental health issue.

Smart Working

If the work is low risk, such as desk-based work and employees work in their own home first aid equipment will not be needed.

Where employees are based in a shared workplace, joint arrangements with other occupiers can be made or an agreement made for one employer to take responsibility for all workers on the premises. Where the shared workplace is a Staffordshire County Council site the premises managers must co-ordinate the approach to first aid arrangements.

3.2 Types of First Aid Personnel

A First Aider (FAW) is someone trained in First Aid at Work and 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. Where the first aid needs assessment identifies that a designated first aider is not required an appointed person must be available when people are at work. An appointed person does not require formal training but can take on certain duties regarding first aid. There can be more than one appointed person. Their role includes:

- taking charge when someone is injured or falls ill,
 - keeping up to date first aid records,
 - calling the emergency services when required, and
 - maintaining first aid facilities and equipment e.g. re-stocking the first aid box.
- Appointed persons should not attempt to give first aid for which they have not been trained.

An Emergency First Aider (EFAW) is someone trained in Emergency First Aid at Work and holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where most people that may need first aid are members of the public and not employees. Their role involves:

- undertaking basic emergency first aid in accordance with their training,
- summoning the assistance of a First Aider where available,
- summoning an ambulance or other 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

Additional First Aid Requirements in Schools

Where first aid provision covers pupils, first aiders may need additional training for example in paediatric first aid (standard first aid at work training does not include resuscitation procedures for children).

Early Years

The Statutory Framework for the Early Years Foundation Stage requires that at least one person who has a current Paediatric First Aid (PFA) Certificate should 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.

The Department of Education provides guidance for [First Aid in schools, early years and colleges.](#)

Passenger Assistants/Drivers and Attendants

Passenger assistants, drivers and attendants are required to undertake Emergency First Aid training to enable them to respond to an emergency medical situation until skilled help arrives.

Squirrel Hayes First School Arrangements for First Aid CPD & Qualifications:

Following an assessment of First Aid Provision required within school, the following arrangements have been determined and implemented:-

- Member of school office team holds – Emergency First Aider certificate
- All members of the Early Years Team working in ratios hold – Paediatric First Aid
- At least one member of staff designated to a class group holds – Paediatric First Aid
- At least one member of staff holds – Paediatric First Aid when on an Educational Visit

- Lunchtime Supervisors hold – Paediatric First Aid
- All Teaching & Learning Staff hold – First Aid Awareness

3.3 First-Aid Materials and Equipment

Once the assessment of first aid provision has been completed, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large and or higher risk sites will require more than one first-aid box, and suitable quantities of body spills kits.

The decision on what to include in a first aid kit will be based on the first-aid needs assessment. As a guide, where work activities are low risk a minimum first aid kit may contain:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work).
- antiseptic wipes.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).
- sterile eye pads.
- individually wrapped triangular bandages, preferably sterile.
- safety pins.
- rustless blunt-ended scissors.
- large and medium sterile individually wrapped un-medicated wound dressings.
- Disposable gloves.

First Aiders, Emergency First Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held on site. Discard items after the expiry date has passed.

Squirrel Hayes First School Arrangements for Equipment & Materials:

Following an assessment of First Aid Provision required within school, the following arrangements have been determined and implemented:-

- Each Class has its own First Aid Kit, PPE Box & Cleaning kit
- Each Class has its own First Aid 'portable bag' which is taken out during break times/lunches and PE lessons.
- Designated First Aid supplies are located in the Medical Room and at the top of the stairs in the School Hall.
- Ice-packs are located in each classroom (stored in the fridge/freezer)
NB- Year 3 / 4 access Ice-packs stored in the staffroom (fridge/freezer)
- First Aid supplies are checked weekly by a member of the office staff Support staff.
- Staff to alert office staff to low supplies if re-stocking is required before the Weekly check.

3.3.1 Medicines

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16 (usually under the instruction of the emergency services). Aspirin should never be given to a child younger than 16 unless it has been prescribed by a doctor.

Medication should not be kept in a first aid container.

3.3.1 Specialist First Aid Kit – Trauma or Major Incident First Aid Kits

A trauma kit is designed to treat major injuries or control bleeding until professional medical attention can be received. Trauma first aid kits include specialist items such as

tourniquets and are more effective at controlling catastrophic bleeding than the standard wound dressings. Major Incident First Aid Kits provide equipment to help deal with major trauma in workplaces with high volumes of employees or visitors. Specialist first aid kits may be needed where there is a risk of an incident resulting in multiple casualties or injuries within or close to the workplace.

As part of the council's emergency planning duties the Health, Safety and Wellbeing Service will assess council corporate sites to determine where specialist first aid kits are required and arrange provision as needed.

3.3.2 Automated External Defibrillators (AEDs)

Having a defibrillator is not a legal requirement but can help save the life of someone having a cardiac arrest.

It is not compulsory for employers to purchase AEDs to comply with the Health and Safety (First-Aid) regulations 1981. However, if your first aid needs assessment identifies an AED need then it is recommended that employees should be trained in its use.

The Government encourages schools to have an automated external defibrillator (AED) on their premises as part of their first aid equipment. AEDs are currently available for schools and other education providers in the UK to purchase through the NHS Supply Chain at a reduced cost. These arrangements are available to all UK schools, including academies and independent schools, sixth-form colleges, FE institutions and early years settings (including holiday and out-of-school providers).

[Automated External Defibrillators \(AEDs\) guidance for schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100222/automated-external-defibrillators-aeds-guidance-for-schools.pdf)

Where an Automated External Defibrillators (AEDs) is present ensure, it is always accessible, and employees are aware of its location. Defibrillators should be registered on The Circuit, the national defibrillator network. This will ensure they are visible to local ambulance services and means someone can be directed to the defibrillator location.

[The Circuit - the national defibrillator network](https://www.the-circuit.org.uk/)

Modern AEDs undertake self tests and indicate if there is a problem with a warning light or sign. A process should be in place to regularly (at least weekly) check the equipment and appropriate action taken if there is an issue. The manufacturer's instructions regarding maintenance and servicing must be followed.

3.4 Training

Employees who volunteer or are selected to carry out first aid 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.
Paediatric First Aid Training (PFA)	Employees working with and caring for young children.	2 days	Annual Refresher to maintain basic skills	Before certificate expires (3 years from date of certificate)	Repeat of original 12 hour course
AEDs	<p>Training in the use of automated external defibrillators (AEDs) is not currently part of either the Emergency First Aid at Work or First Aid at Work courses. However, some training providers include awareness training in these courses as it instils greater confidence in the use of AEDs.</p> <p>Half day training in the use of defibrillators is available from First Aid Training providers.</p>				

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.

3.5 Mental ill health and first aid

To raise awareness of mental health and to help challenge the stigma which can surround it, it is beneficial to have arrangements in place to be able to support someone who might be experiencing symptoms of poor mental health.

You should consider appropriate information, instruction and training for employees which might include all or some of the following:

- Mental health awareness information and training.
- Promotion of support services such as ThinkWell and Mental Health First Aiders.
- Providing information and links to external resources such as the NHS and Mind websites.
- Providing Mental Health First Aid training which teaches delegates how to recognise warning signs of mental ill health and what they can do to help while keeping themselves safe.
- Schools are encouraged to identify a Senior Mental Health Lead.

[Squirrel Hayes First School Arrangements for mental Health:](#)

Following an assessment of First Aid Provision required within school, the following arrangements have been determined and implemented:-

- Staff are provided with information and training regarding Mental Health
- Staff are aware of who to report any mental health concerns to in school – Two ‘Mental Health First Aid’ qualified staff in place.
- Information on where to find help or seek further information is available in the Staffroom.
- Pupils have explicit lessons on mental health and know who to speak to if they Feel they are in need of any support. (H-S-L-W available in school and access to Counselling services and MHST)

3.6 Liability

The employer’s liability insurance policy will provide indemnity for employees acting as first aiders or emergency aiders as defined above. First Aiders and Emergency First Aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in

accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

Schools should check they have adequate insurance or that their risk protection arrangement (RPA) membership as an alternative to commercial insurance covers all the activities of first aiders.

3.7 Payment of First Aiders

Staffordshire County Council will provide a payment to First Aiders (FAW) who are recognised by their workplace as being necessary to meet the minimum requirements identified by the assessment of first aid needs.

Payment will not be made where the job role requires the post-holder to have a full First Aid at Work Certificate. Payment will not be made to Appointed Persons or Emergency First Aiders (EFAW). Any queries relating to payment of First Aiders should be referred to People Services.

3.8 Infection Control

To minimise risk of infection whilst administering first aid, employees must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags in line with the Infection Control Management Arrangements. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought from Occupational Health Provider or other health practitioner.

[Squirrel Hayes First School Arrangements for Infection Control:](#)

Following an assessment of First Aid Provision required within school, the following arrangements have been determined and implemented:-

- Staff to cover all cuts and abrasions on own body with a waterproof dressing

Before administering First Aid.

- Hands to be washed before and after administering any First Aid
- Disposable gloves and aprons + (face mask & visor COVID-19) to be worn when administering First Aid where bodily fluids are handled.
- All disposable items to be disposed of in plastic bags in the bin.
- Medical waste to be disposed of in the medical bins provided in the toilets.
- Any contaminated areas to be cleaned with disinfectant wipes or solutions.
- Sharps to be disposed of in the sharps box – in the Medical Room
- If COVID-19 symptoms suspected. Staff to wear full PPE and dispose of all waste By double bagging and storing in the 72hour store bin located in the Boiler House. (staff to use Main Reception Area with the door open for ventilation)
- If COVID-19 symptoms suspected- any areas possibly contaminated to be Closed off (left for 72hrs – is possible) before deep cleaning.
- Any soiled clothes should be bagged and sent home for washing.

4. Record keeping

All records of first aid administered must be recorded on the Record of First Aid Treatment HSF26. Assessment of First Aid Provision and records of first aid administration must be kept in accordance with the organisation's retention schedule. Training records must be kept in line with the organisation's retention schedule.

[Squirrel Hayes First School Arrangements for First Aid Record Keeping:](#)

Following an assessment of First Aid Provision required within school, the following arrangements have been determined and implemented:-

- First Aid Treatment Record is stored in the headteacher's office.
- First Aid administered to pupils is recorded on the First Aid Duplicate slips. Each class has their own slips and the duplicates are collected in weekly.
- [First Aid administered to staff, visitors etc. is recorded using the HSF26 Form \(see appendix\)](#)
- First Aid slips are to be sent home with the child as a record of first aid Administered.

Head bumps – parents/carers are contacted by telephone as well as text Message. (seeking medical advice may be recommended)

- Accidents and First Aid is monitored and tracked and reported to Governors Termly.
- Accidents and First Aid is also reported on-line by the Health & Safety Leader follow the Local Authority Health & Safety Policy guidance.

5. Monitoring and reviewing these arrangements

First Aid provision must be reviewed by managers regularly and when they believe the assessment to be no longer valid.

6. Health Safety and Wellbeing Supporting Information

- Infection Control Management Arrangements
- Wellbeing Strategy 'WellMe' Links to
- MindKind [Mindkind - Home \(sharepoint.com\)](#) SLN = [MindKind - Staffordshire County Council](#)

7. Forms

HSF 16 Assessment of First Aid Provision

HSF 26 Record of First Aid Treatment

Version No.	Date of review	Reviewer	Changes Made
01	March 2020	Erica Pickford	Adopted LA Policy
02	May 2021	Erica Pickford	Updated and included Squirrel Hayes First School specific information - in tables under each relevant section.
03	May 2022	Erica Pickford	Updated and included updated guidance from the DfE
04	May 2022	Erica Pickford	Reviewed and updated to reflect staffing changes and included recommended supplies.
05	May 2023	Erica Pickford	Reviewed.

Version No.	Date of review	Reviewer	Changes Made
06	June 2024	Erica Pickford	Adopted new LA Policy and updated and reviewed First Aid Risk Assessment. Updated staffing and training requirements.

Version Control section

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	October 2006	Corporate Policy	To replace Directorate guidance.
Issue 2	October 2009	Alteration of training requirements.	Change in HSE guidance on training and refresher training requirements for First Aiders and Emergency First Aider.
Issue 3	October 2011		Organisation structural change
Issue 4	November 2018		Review
Issue 5	December 2023	Updated to include information on smart working, AEDs and trauma kits and to include Mental Health First Aiders.	Review

Record of First Aid Treatment

Record **ALL** treatments on this form. Blank forms should be kept alongside first aid equipment and in first aid rooms. (HSF26)

Site:

Name of Person Treated:	Address of Person Treated:
Employee/Visitor/Contractor/Pupil/Other (please state)	
Date and time of injury/illness:	
Details of Injury/Illness:	
Where did incident happen (be specific where possible give exact location):	
Details of treatment provided:	
Follow up action: Emergency Services Called/Hospital/Own GP/other (please state)	
Outcome: Continued work/study/visit, Taken to hospital, Unknown:	
Accidents only: accident report completed? Yes/No	
Print name of First Aider(s):	
Signature of First Aider(s):	Date:
Form completed by: Name: Signature:	Date:

First Aid Resource

Guidance

Where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- 2 Sterile eye pads;
- 2 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 6 large sterile individually wrapped un-medicated wound dressings;
- 6 medium-sized sterile individually wrapped un-medicated wound dressings;
- 2 large sterile individually wrapped sterile un-medicated wound dressings
- 3 pairs of Disposable gloves.

Travelling First Aid kit suggested requirements:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- 6 individually wrapped sterile adhesive dressings;
- 2 individually wrapped triangular bandages, preferably sterile;
- 2 safety pins;
- 1 large sterile individually wrapped sterile un-medicated wound dressing;
- Individually wrapped moist cleansing wipes
- 2 pairs of Disposable gloves.

The following items must be kept in the first aid box in road vehicles:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 pack of 24 assorted adhesive dressings
- 3 large sterile un-medicated ambulance dressings (not less than 15.0cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt ended scissors