

First Aid Policy

Glenthorne Community School



Approved by:	M Such	Date: January 2026
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Last reviewed on:	January 2026
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Next review due by:	January 2028
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First Aid Policy

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers are required to address.

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

It is a legal requirement to implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

The aim of first aid is to reduce the effects of injury or illness suffered at work and in school, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns, to:

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- Summon an ambulance or other professional help.

The 1981 Regulations do not place a legal duty on employers to make first-aid provision for nonemployees, however, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

Aims

- To minimise exposure of pupils/students and staff to others who are ill
- To administer first aid, and provide adequate treatment for staff and pupils/students when in need, in a competent and timely manner
- To minimise injuries to pupils/students and staff
- To communicate pupils'/students' health problems to parents when considered necessary
- To provide supplies and facilities and trained staff to cater for the administering of first aid
- Glenthorne Community Primary School will provide first aid for staff, visitors and pupils/students. Contractors who work on the site will provide their own first aid.

Success Indicators

The following indicators will demonstrate success in this area:

- School has a completed first aid needs assessment for its premises.
- Employee first aid requirements have been assessed.
- First aid training has been provided to the required level and frequency.
- First aid materials are provided and regularly checked.
- Appointed persons are designated and aware of their responsibilities.

Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to all employees and workplaces.

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' to assess their first aid requirements against set criteria. This assessment needs to be reviewed annually and where changes occur.

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 workplaces/hazardous environment, 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, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. If first-aiders are absent, an appointed person must be available.

Premises Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement. An emergency first aider may be provided in addition to, but not replace, the required number of first aiders with the current First Aid at Work Certificate.

The individual workplace arrangements must be effectively communicated to employees and visitors indicating how to access first aid, and on shared sites the premises managers must co-ordinate the approach to first aid arrangements.

Types of First Aid Personnel

A First Aider (FAW) is someone who has undergone a training course in First Aid at Work and who 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 is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.
- Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. They may give emergency first aid where trained to do so (normally by completing the Emergency First Aid at Work Certificate).

An Emergency First Aider (EFAW) is someone who has undergone an Emergency First Aid at Work training course (of minimum one day duration) and who holds a current Emergency First Aid at Work Certificate. They are normally used in low hazard locations where the majority of 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 Early Years

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

Coach Assistants/Drivers and Attendants

Coach Guides, 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.

Educational Visits

The provision of first aid during off-site visits and activities must be considered as part of the risk benefit assessment and planning process. School has in place an assessment to determine their first aid provision on site; off-site provision is an extension of this. OEAP guidance should be consulted to support academies in determining the level of first aid needed for offsite activities and learning outside of the classroom.

The determination of the appropriate requirements should take into account:

- The nature of the activity;
- The nature of the group;
- The likely injuries associated with the activity;
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time);
- The level of first aid needed during transport;
- The level of first aid needed at the venue, and the first aid facilities in place at the venue

Qualified first-aiders may not be necessary for all off-site activities and visits, especially in the local area, however, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to access, and is able to access, qualified first aid support.

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that at least one person who has a current paediatric first aid certificate and sufficient understanding and use of English to summon help in an emergency must accompany children on outings.

Where a group of young people is subject to remote supervision, the supervisor should ensure that the group has:

- The ability to contact qualified first aid support;
- An appropriate level of competence and first aid materials to look after themselves until help arrives.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

First-Aid Materials and Equipment

Once the assessment of first aid provision has been undertaken, 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 sites will require more than one first-aid box, and suitable quantities of body spills kits. Additional kits are available in the classrooms and for educational visits.

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 in a back-up stock on site. Discard items after the expiry date has passed.

There is no mandatory list of items to be included in a first-aid kit. The decision on what to provide will be influenced by the findings of the first aid needs assessment.

As a guide, 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);
- 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;
- Large, sterile, individually wrapped un-medicated wound dressings;
- Medium-sized sterile individually wrapped un-medicated wound dressings;
- Disposable gloves (hypoallergenic – latex free).

Where an Automated External Defibrillators (AEDs) is present, the manufacturer’s instructions regarding maintenance and servicing must be followed. Batteries, leads and pads will normally have a life of between 3 and 5 years. 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.

Training of First Aid Personnel

Employees who volunteer, or are selected to be first aiders, 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.

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.

Minor Injury/Illness

Parents should keep their children at home if acutely unwell or infectious, in accordance with Public Health England guidance and the Infection Control Policy. All ill or injured pupils are to be sent direct to First Aid should they present as ill or injured.

If the injury / illness is caused by an accident this should be recorded in the Accident Book held within the School. All teachers and support staff are expected to do all they can to secure the welfare of the pupils.

On presentation to First Aid, all pupils and staff will be assessed by suitably qualified staff as to whether any treatment is required and their fitness to remain in school. All relevant information should be shared with First Aid to assist their ability to assess the individual's well-being and any further instruction, i.e., if a member of staff has already spoken with the pupil's parents. First aiders should also be aware of any allergies which may impact the treatment given.

If possible, the pupil will be encouraged to continue their school day, where appropriate treatment can be administered. If the pupil is deemed unfit to continue their school day, and it is not possible to send them home due to being unable to contact any of the pupil's contacts, the School (member of the Senior Leadership Team) will make the decision on any further action that is required. At the request of a First Aider or senior member of staff, an ambulance may be called in more serious cases. Under no circumstances should a child be sent home, without first consulting with the First Aid Team in instances of illness/injury.

Injuries caused by accidents / incidents must be recorded in the appropriate accident book. This will be recorded on 'My Health and Safety' portal and reviewed. In some instances, for example, a head injury, this is recorded on Arbor which notifies parents where the pupil is not sent home.

Staff and visitor accidents should be recorded in the BI510 accident book, and reported on the My Health and Safety System. Pupil/student accidents will be reported in accordance with the Accident and Incident Reporting guidance on Staffordshire's website.

Rebecca Woodall and Mandy Smith, must be notified where the accident / incident requires investigation, where there is a potential that risk assessments require revising, and where this is reportable via the My Health and Safety System. Rebecca Woodall must ensure that this is undertaken in a timely manner to ensure that the accident / incident is managed suitably under RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). The relevant documentation will be compiled and updated following this (e.g. accident investigation reports, accident trend analysis, risk assessments).

More Serious Accidents / Incidents / Medical Needs

- Send for a First Aider immediately
- Stay with the individual until a First Aider arrives
- If necessary, remove other people from the scene. Where appropriate, the casualty may feel assured if a friend stays with them
- Where required, call an ambulance and accompany the individual in accordance with the health and safety policy
- Ensure the appropriate accident forms are completed, along with documented investigations, risk assessment reviews and My Health and Safety entries

Dealing with Blood and Body Fluid Spills

Spillages of bodily fluids such as blood, vomit, urine and excreta should be cleaned up promptly and in accordance with the Infection Control Policy and School risk assessments for dealing with body fluid spills.

The following general actions must be taken by the person dealing with the spill:

- Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances
- Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn. Eye protection will be worn should there be a risk of splashing
- Any split blood or other body fluids should be cleaned up, either with disposable absorbent materials and an appropriate sanitizing product, or using the body fluid spillage kit held in the relevant area
- Depending on the circumstances, professional deep cleaning may be required

Infection Control

To minimise risk of infection whilst administering first aid, personnel 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.

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.

Record keeping

All records of first aid administered must be recorded on Arbor, with messages sent home to parents/carers. Any significant incidents/accidents to children must be recorded on 'My Health and Safety System'.

Parents will be informed of all head/face injuries using a message from our Arbor system.

All accidents involving an adult must be recorded in "The Accident Book" located in the school's front office and also recorded on the 'My Health and Safety System'. A copy of the completed Accident Book must be filed securely via our Office Manager.

Assessment of First Aid Provision and records of first aid administration must be kept for at least 3 years. First aider training records must be kept for at least 5 years.

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.

Establishment/Location: Glenthorne Community Primary School

Name of Assessor(s): R Woodall and J Marson

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases:

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Table 1

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?		N	If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	Y		Dog Policy
3	Are there parts of the establishment with different levels of risk?		N	
4	Have you had any accidents or cases of ill-health in the past 12 months?	Y		All were within our capabilities-no additional changes to first aid provision.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?		N	
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	Y		Each classroom has basic medical supplies.
7	Is there shift work or out-of-hours working?		N	Remember that there needs to be first aid provision at all times that people are at work.

8	Is your workplace remote from emergency medical services?		N	
9	Do you have employees who travel a lot or work alone?	Y		Site Manager-logs in and out.
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?		N	
11	Do you have any work experience or other trainees?	Y		Your first aid provision must cover them.
12	Do members of the public visit your premises?	Y		There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	57		
14	Is a first aid room required?		N	

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non-employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.) 50-100 employed: at least one first aider. More than 100: one additional first aider for every 100 employed.
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	Fewer than 5: at least one appointed person. 5-100: At least one first aider (FAW) per 50 employees or part thereof. *Additional training may be needed to deal with injuries resulting from special hazards.

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Policy approval sheet

Policy Title: First Aid

Date of review: January 2024

Governors meeting: February 2024

Chair of meeting:

Michelle Such

Statement:

I confirm the contents of the policy was approved by Governors at the above meeting.

Signature: _____