



## FIRST AID POLICY

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# **FIRST AID POLICY**

## **CONTENTS**

	<b>Page</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Definitions</b>	<b>3</b>
<b>3. Assessing the level of first aid provision</b>	<b>3-4</b>
<b>4. Training requirements</b>	<b>4</b>
<b>5. Educational Visits</b>	<b>4</b>
<b>6. First Aid Supplies, Locations and Defibrillators</b>	<b>4-5</b>
<b>7. Communication</b>	<b>5</b>
<b>8. Insurance</b>	<b>5</b>
<b>9. Aspirin/Paracetamol</b>	<b>5</b>
<b>Appendix A</b>	<b>6-7</b>
<b>Appendix B</b>	<b>8-9</b>

# FIRST AID POLICY

## 1. INTRODUCTION

At Turning Point Academy are committed to ensuring the health, safety and wellbeing of all pupils, staff and visitors. Effective first aid provision is an essential part of creating a safe and supportive school environment.

### **Our approach to first aid is underpinned by our core values:**

**Belong** – We ensure that all pupils feel safe, cared for and supported, knowing that their health needs will be responded to with kindness and respect.

**Commit** – We are committed to maintaining appropriate first aid arrangements, including trained staff, clear procedures and prompt responses to accidents, injuries and medical needs.

**Thrive** – By responding quickly and appropriately to health needs, we support pupils to feel secure, recover well and fully engage in learning and school life.

We recognise that our pupils may have additional medical, sensory or communication needs. First aid is delivered in a calm, inclusive and individualised manner, in partnership with families and health professionals where appropriate.

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 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.

## 2. 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. At TPA, the following staff are First Aid Trained (following completion of a First Aid at Work course which is valid for 3 years) –

- Suzanne O'Loughlin – February 2024
- Marc Williams – February 2024
- Anthony Riley – February 2024
- Rob Gorst – February 2024
- John Jones – February 2024

**Our lead member of staff for First Aid is ROB GORST.**

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.

## 3. ASSESSING THE LEVEL OF FIRST AID PROVISION

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

- a) How many pupils are there on site? One first aider is required at any one time for 100 employees/ pupils
- b) What is the nature of the activities – does it involve activities where there is a 'high' risk, especially on Educational visits?

- c) How many fully qualified first aiders are there?
- d) Sickness absence / holiday cover
- e) How accessible are the first aiders? (consider layout of building or place of work)
- f) 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 school's first aid arrangements.

#### **4. TRAINING REQUIREMENTS**

Fully qualified first aiders (FAW) must have attended a three-day course (approved by the Health and Safety Executive). 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.

#### **5. 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').

#### **6. FIRST AID SUPPLIES, LOCATIONS AND DEFIBRILLATORS**

For schools who have installed defibrillators, Head teachers must regular checks are made and recorded at least once a month. Faults and consumable requirements must be reported 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.

Green indication stickers highlight the location of First, Eye and burns kits.

#### **7. COMMUNICATION**

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

#### **8. INSURANCE**

Our school insurers have confirmed 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 Employers Liability Insurance, providing that:

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

#### **9. PARACETAMOL**

In certain situations, schools may wish to administer the above. This should only be done with parental consent and the appropriate staff training. Details of the request should be recorded and the tablets must be administered in line with the recommendations. A record of the pupil's name, age, dosage, date and time must be kept. The schools 'Administration of Medication Policy' should be read in conjunction with this section.

## 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):

Standard First Aid kit	
Contents	Quantity
Triangular Bandage	1
Sterile Wipes	10
Gloves	3 x small, 3 x medium, 3 x large
Face Shield	1
Medical Tape	1
Eye Bandage	1
Eye Wash (20ml) <sup>3</sup>	2
Woven Non adhesive swabs 10cm by 10cm (5)	2
Non adhesive dressing (5cm)	3
10 cm Adhesive dressing	3
5cm Adhesive dressing	5
Conforming bandage	2
Large dressing with pad	1
Medium dressing with pad	1
Standard plasters pack (variety of sizes) <sup>2</sup>	1
Yellow waste bags	3

Additional in Food Tech and School Kitchen	
Contents	Quantity
Blue plasters pack (variety of sizes) <sup>2</sup>	1
10cm burns dressing	2
6.5g burn gel	3
3.5g burn gel	3
Conforming bandage	1

Eye Station in Science Lab & DT Classroom	
Contents	Quantity
Eye Wash bottles (500ml)	2
Eye pads	2
Eye wash 20ml	2

Outdoor Education First Aid Kit	
Contents	Quantity in standard first aid kit
Triangular Bandage	2
Sterile Wipes	20
Gloves	3 x small, 3 x medium, 3 x large
Face Shield	1
Medical Tape	1
Eye Bandage	1
Eye Wash (20ml) <sup>3</sup>	4
Woven Non adhesive swabs 10cm by 10cm (5)	4
Non adhesive dressing (5cm)	4
10 cm Adhesive dressing	4
5cm Adhesive dressing	4
Conforming bandage	2
Large dressing with pad	1
Medium dressing with pad	1
Standard plasters pack (variety of sizes) <sup>2</sup>	1
Yellow waste bags	3
Foil Blanket	2
3.5g burn gel	6
Yellow waste bags	3

The Science lab & Food Tech room are next to each other so if First Aid supplies are needed in the lab, they can be accessed next door.

**Location of Standard First Aid kits:** Front office, 8G classroom, DT room, School Kitchen, Food Tech Room.

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.

The appointed person will check the First Aid Kit contents at least every term. Recording the results, action points and reorder supplies if needed. The record will be signed and a signed copy kept in the First Aid folder on the staff drive.

It is recommended that you do not keep tablets and medicines in the first aid box.

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**Appendix 'b'**

**First Aid Provision**

Group	Requirement	Regulating body	Training available	Notes
Employees	<p>First Aid at Work Regs:</p> <ul style="list-style-type: none"> <li>• Adequate &amp; appropriate equipment, facilities &amp; personnel</li> <li>• Determined by risk assessment</li> </ul> <p>ACoP</p> <ul style="list-style-type: none"> <li>• Suggested numbers for low high work areas</li> </ul>	HSE	<ul style="list-style-type: none"> <li>• First Aid at Work - 3 days</li> <li>• Annual half day refresher (strongly recommended )</li> <li>• Every 3 years - 2 days refresher</li> <li>• Emergency Aid for Appointed Persons 1 day/6 hr</li> </ul>	<ul style="list-style-type: none"> <li>• 3 day course not designed for use with non-employees</li> </ul>
Pupils and visitors	<p>DCFS 'Guidance on FA in schools':</p> <ul style="list-style-type: none"> <li>• Minimum 1 : 100 pupils</li> <li>• Supplemented as required by RA</li> </ul>	Ofsted	<ul style="list-style-type: none"> <li>• First Aid at Work - 3 days</li> <li>• Annual half day refresher (strongly recommended )</li> <li>• Every 3 years - 2 days refresher</li> </ul>	<ul style="list-style-type: none"> <li>• Primary schools – if Paediatric First Aider not available, course to include CPR for under 8 year old children</li> </ul>

Group	Requirement	Regulating body	Training available	Notes
Pupils • Early Years	<ul style="list-style-type: none"> <li>Relevant pediatric course (12hr)</li> </ul>	Ofsted	<ul style="list-style-type: none"> <li>Paediatric course 12 hours</li> <li>Every 3 years - 1 day refresher</li> </ul>	
Pupils • educational visits	<p>DfES 'H&amp;S of pupils on Ed visits'</p> <ul style="list-style-type: none"> <li>Refs to FA guidance doc – see above</li> </ul> <p>Adventure Activity Licensing Regs</p> <ul style="list-style-type: none"> <li>suitable &amp; sufficient arrangements for provision of FA</li> </ul> <p>AALA Guidance</p> <ul style="list-style-type: none"> <li>accompanied by at least 1 person with valid, appropriate FA certificate</li> <li>HSE approved provider</li> <li>No list of recognised courses</li> <li>3 day course may not be appropriate</li> </ul>	Adventure Activity Licensing Authority (AALA) – specified activities only	<ul style="list-style-type: none"> <li>Emergency First Aid 2 days/16 hours</li> <li>Rescue</li> <li>Emergency Care scheme syllabus + tailored</li> </ul>	<ul style="list-style-type: none"> <li>FA training may be part of outdoor education qualification e.g. Mountain Leader, BCU</li> <li>16hr course is minimum accepted by HBC</li> </ul>