



First Aid Policy and Procedures

Act justly, Love mercy, Walk humbly

Queniborough C E Primary School

	Date	Signed
This Policy was reviewed on	May 2024	
To be reviewed	May 2025	

Our vision statement

*With **JESUS** at our side,*

*We **ACT** with a sense of right and wrong.*

*We show **LOVE** by being kind to everyone.*

*We **WALK** through each day with modesty in all we do.*

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Appendices

1.0 Introduction

- 1.1 The Health and Safety at Work etc. Act 1974 states that the employer is responsible for ensuring the school/academy has a health and safety policy. The policy should include arrangements for first aid, based on a risk assessment of the school/academy.
- 1.2 The Health and Safety (First Aid) Regulations 1981 (First Aid Regulations) (amended 1st October 2013) and the associated Health and Safety Executive (HSE) Approved Code of Practice (ACOP) [L74: First Aid at Work](#) applies to all employers and employees who work in establishments.
- 1.3 The First Aid Regulations do not apply directly to non-employees, although ACOP L74 places emphasis on the need, when assessing the overall risk, to take account of all persons who have access to or occupy the premises.
- 1.4 This document sets out information and guidance to management about what first aid facilities should be provided, the training of first aiders, administering treatment and the employer's responsibilities.
- 1.5 Where establishments work with children or vulnerable adults there may be additional guidance available, and managers must seek further information in line with the relevant authority such as the DFE.
- 1.6 First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits.

2.0 Employers Responsibilities

- 2.1 It is an employer's responsibility to ensure that there is adequate and appropriate equipment and facilities in place to enable the application of First Aid to the premises occupants who become ill or are injured in the workplace.
- 2.2 The First Aid Regulations and ACOP L74 require the employer to assess first aid needs appropriate to the circumstances (hazards and risks) of each workplace; see Appendix 1. This is commonly referred to as a 'First Aid Needs Assessment'. This requires conducting a suitable and sufficient risk assessment considering, and dependent on, the following:
 - (i) The number of staff, pupils, visitors and contractors on site
 - (ii) The nature of the hazards likely to be encountered and activities undertaken
 - (iii) Age group of users
 - (iv) The geographical layout of the establishment and the facilities it provides
 - (v) Accessibility to assistance and emergency medical services

- (vi) Sufficient number of first aiders to cover periods of time when trained staff are unavailable due to circumstances such as off-site visits, sickness absence

2.3 There is no legal ratio for the number of first aiders to employees although ACOP L74 offers some guidance which Queniborough CE Primary School staff should adhere to:

- Low risk workplaces (such as offices) - one trained First Aider to every 50 employees with an additional first aider for every 100 employees
- High risk workplaces - one trained first aider for five or more employees, with an additional first aider for every 100 employees
- First-aid provision for non-employees: These Regulations do not require employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service for others and it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them. This may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.
- Schools are under no obligation to follow the guidance below, as a suggestion you may wish to consider the following information for primary schools:
 - 2-day trained Paediatric First Aiders on-site at all times including outings (Mandatory for Early Years)
 - 1 x 3-day First Aid at Work trained First Aider on-site at all times.
 - A group of staff trained in 1-day Emergency First Aid at Work Inc Paediatric Element (Group meaning 12)
 - A group of Ancillary staff trained in Basic Paediatric First Aid (Playground Incidents)

3.0 First-Aid Facilities

3.1 The number of first aiders, first aid kits and whether a dedicated first aid room is required will be dependent upon the assessment of risk and the criteria stated in 2.2 above.

3.2 First aid boxes or kits should be identifiable, signed with a white cross on a green background, easily accessible and placed in areas of greatest risk.

3.3 All staff members, as part of their initial induction, should be given information relating to:

- (i) Who the first aid trained staff are;
- (ii) Where the nearest first aid box/kit is located
- (iii) Site procedure for dealing with first aid emergencies

3.4 First Aiders must make themselves known to all employees. A template is available to assist with this in Appendix 4.

3.5 HSE guidance on suggested first aid box contents:

ITEM	MINIMUM QUANTITIES
First Aid Guidance Leaflet	1
Sterile Adhesive Dressing (individually wrapped plasters)	20
Sterile eye pads	2
Sterile Triangular Bandage (individually wrapped)	4
Safety Pins	6
Medium Sterile Dressing	6
Large Sterile Dressing	2
Disposable Gloves	3 Pairs
Sterile Cleansing Wipes	4
Sterile Water or Saline (if mains water not available)	1 Litre

3.6 Other suggestions based on the activities being undertaken and risk assessment:

- Instant ice packs
- Disposable yellow plastic bags for clinical waste/sharps bin
- Silver foil survival blanket
- Protective Resuscitation Aid (Vent Aid)
- AED – Automatic External Defibrillator

3.7 It is important that an 'appointed person' within your establishment/department is given responsibility for checking and, where necessary, replenishing the contents of first aid boxes/kits to the above minimum quantities on a monthly basis.

3.8 Sterile items are marked with a 'use-by' date. When replacing these items within the first aid boxes/kits the dates marked on such items should be checked to ensure that expired items are disposed of and replaced. For non-sterile items without dates, personal judgement should be used to determine whether they are fit for purpose.

3.9 Following administration of first aid, the first aider is responsible for ensuring any stock is replenished by informing their manager. Checks should be recorded.

3.10 Soap, water and disposable drying materials or suitable equivalents must be available in the first aid room.

3.11 See section 50 of the HSE L74 guidance for further information.

4.0 First Aid Training

4.1 First aid training providers will need to be able to demonstrate how they satisfy the HSE's [First Aid Training Criteria](#)

4.2 The employee with delegated responsibility for selecting and arranging first aid training should also have knowledge and competence in first aid, as demonstrated by:

- A current, valid FAW certificate, or
- Being registered and licensed as a doctor with the General Medical Council, or
- Current registration as a nurse with the Nursing and Midwifery Council, or
- Current registration as a paramedic with the Health and Care Professions Council and
- In-depth knowledge of the subject of first aid and first aid training

4.3 There are two types of first aid personnel often referred to as "First Aiders":

- (i) Certified First Aider – First Aid at Work (FAW) - 3-day course
- (ii) Emergency First Aid at Work (EFAW) – 6-hour course

4.4 All first aiders are encouraged to conduct an annual refresher to ensure their skills remain up to date.

4.5 It is important that staff complete a formal refresher prior to the expiry of their certificate which is valid for 3 years. This training should be arranged in plenty of time before it expires. Should a certificate expire, the employee will be required to complete the course in its entirety.

4.6 It is essential when selecting members of staff to fulfil the roles of First-Aid provisions, personal qualities likely to make a good First-Aider should be considered. Reliability, strength of character, ability to remain calm in an emergency situation or when others may be injured should all be considered. Additionally, it would be sensible to select members of staff who are employed in what are generally regarded as the most hazardous areas and where the greatest need is likely to arise, but establishments will need to determine their own priorities.

4.7 Qualified first aider(s) should be readily available on the premises and easily contactable at all times when the building is occupied. Consideration must be made to for annual leave, out of hours working, off-site visits and other unplanned absence. Formal arrangements should be agreed with all letting organisations and groups to ensure the provision of first aid.

4.8 In an Early Year's Foundation Stage setting, there should be at least one person who has a current Paediatric First Aid (PFA) certificate. This person must be on the premises, and available, at all times when children are present and accompany children on outings. The PFA certificate must be a full course consistent with the

criteria set out in Appendix 3 and Annex A of the [Statutory framework for the early years foundation stage](#) government guidance.

4.9 All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

4.10 The cost of an individual's first aid training will be paid for by the employer and be delivered during normal working hours.

5.0 Useful Links

EYFS First aid Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

DFE First Aid Guidance <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-furthereducation>

HSE First Aid Guidance

<https://www.hse.gov.uk/firstaid/>

HSE L74 ACOP

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

DFE Automated external defibrillators (AEDs) A guide for schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843393/AED_guide_for_schools_Sept2019_v2_accessible.pdf

St John's Ambulance First Aid Training Needs Calculator

<https://www.sja.org.uk/course-information/guidance-and-help/working-out-what-you-need/first-aidrequirements-page/>

Appendix 1: First Aid Needs Assessment

The following form can be used to determine your First-Aid needs. A needs assessment should be undertaken for each area. You may wish to use the first aid at work calculator assessment tool to assist you by using the following link: <https://www.sja.org.uk/course-information/guidance-andhelp/working-out-what-you-need/first-aid-requirements-page/?view=results&formId=f3c870ca-c3594fd7-b2bc-55b91357d41b>

FIRST AID RISK ASSESSMENT		
Area Assessed:	PE/DT/Science/Kitchen/General School	
Name of Assessor:		
Date of Assessment:		
Date of next Review:		
Please indicate, by ticking the relevant box, which overall category of risk you consider the area to be (see next section for further information)	Lower risk <input type="checkbox"/>	Higher risk <input type="checkbox"/>
If the area is not considered to be 'higher risk' overall, please list opposite any parts/areas of the workplace or particular activities or special hazards that are considered higher risk.		
During what times is the building open to employees and non-employees?	Open to employees:	Open to nonemployees:
Please state the maximum likely number of persons on site at any one time. Include nonemployees (pupils, visitors, contractors etc.)		
How many of the following first aid personnel are available at the site/workplace currently?	Emergency First Aiders	First aiders
According to Table A below what is the suggested number of first aid personnel that should be available at the site/workplace?	Emergency First Aiders	First aiders

<p>Regulations do not require employers to provide first aid for anyone other than their own employees. However many organisations such as schools providing a service for others such as pupils, it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them. This may require first aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.</p>		
How many additional personnel need to be trained in order to provide adequate and appropriate first aid provision and personnel.	Emergency First Aiders	First aiders
How will school manage its number of first aiders when there is a need to cover holidays, sickness and other foreseeable absences such as off-site visits.		
Who has delegated responsibility for ensuring that refresher training is carried out before it expires?		
Who provides first aid training for our organisation, give name and contact details.		

Table A		
Category of Risk	Number employed	Suggested minimum number of first aiders
Low hazard (Office, General Classroom, General Teaching)	Fewer than 25	At least 1 appointed person
	25 – 50	At least 1 EFAW first-aider
	More than 50	At least 1 FAW trained first-aider for every 100 employed (or part thereof)
Higher hazard (Design Technology, Science, PE, Kitchen)	Fewer than 5	At least 1 appointed person
	5 – 50	At least 1 EFAW first-aider, depending on the type of injuries that might occur
	More than 50	At least 1 FAW trained first-aider for every 50 employed (or part thereof)

NOTE: Suggested minimum number of first aiders (these should be considered in conjunction with the first aid risk assessment, numbers may alter as a result)

Issues to consider and guidance in providing First-Aid are contained on this page. If additional First-Aid needs are identified, you should record this information in the box below.

Factors to consider	Space for notes	Impact on first aid provision
<p>Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)</p>		
<p>Does your workplace have low-level hazards such as those that might be found in offices/classrooms?</p> <p>Please also consider the underlying health of the building occupants.</p>		<p>You should consider:</p> <ul style="list-style-type: none"> - a suitably stocked first-aid box. - What level of first aid training is required dependant on the building occupants.
<p>Does your workplace have higher hazards such as or chemicals dangerous machinery?</p> <p>(PE/DT/Science/Kitchen)</p>		<p>You should consider:</p> <ul style="list-style-type: none"> - providing first-aiders; - providing additional training for first aiders to deal with injuries resulting from special hazards; - providing a suitably stocked first-aid box; - providing additional first-aid equipment; - precise location of first-aid equipment; - providing a first-aid room; - informing the emergency services of specific hazards etc in advance. - What level of first aid training is required dependant on the building occupants.
<p>Employees</p>		

<p>How many people are employed on site?</p>		<p>Where there are small numbers of employees, you should consider:</p> <ul style="list-style-type: none"> - an appointed person to take charge of first-aid arrangements - What level of first aid training is required dependant on the building occupants. - a suitably stocked first-aid box. <p>Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider:</p>
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		<ul style="list-style-type: none"> - How many first aiders are required (Table A may help with this) - additional first-aid equipment; - a first-aid room. - What level of first aid training is required dependant on the building occupants.
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<p>How many people excluding employees are onsite at any one time? (Pupils, contractors, visitors etc.)</p>		<p>Where there are large numbers of people, i.e. more than 25, even in low-hazard environments, you should consider:</p> <ul style="list-style-type: none"> - an appointed person to take charge of first-aid arrangements – How many first aiders are required (Table A may help with this) - additional first-aid equipment; - a first-aid room. - a suitably stocked first-aid box - What level of first aid training is required dependant on the building occupants.
<p>Are there inexperienced workers on site, or employees with disabilities or particular health problems?</p>		<p>You should consider:</p> <ul style="list-style-type: none"> - additional training for first aiders; - additional first-aid equipment; - local siting of first-aid equipment. - What level of first aid training is required dependant on the building occupants. <p>Your first-aid provision should cover any work experience trainees.</p>
<p>Accident and ill-health record</p>		
<p>What is your record of accidents and ill health?</p> <p>What injuries and illness have occurred and where did they happen?</p>		<p>Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>
<p>Working arrangements</p>		

Do you have employees who travel a lot, work remotely or work alone?		You should consider: <ul style="list-style-type: none"> - issuing personal/travel first-aid kits and provide adequate training - issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours?		You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> - inform the emergency services of your location; - consider special arrangements with the emergency services; - consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should plan with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		You should consider: <ul style="list-style-type: none"> - what cover is needed for annual leave and other planned absences; - what cover is needed for unplanned and exceptional absences.
Non-employees		

Do members of the public or nonemployees visit your premises?		Under the Health and Safety (First Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.
Do you let out the school out of hours?		See lettings policy.

Actions identified:		By whom (name) and when (date):
Assessor's name: (Please print)	Assessor's signature:	Date assessment completed:
<p style="text-align: center;">The Line Manager should sign below to show that the assessment is a correct and reasonable reflection of actions required. This document should be reviewed regularly.</p>		
Line Manager's name: (please print)	Line Manager's signature:	Date received:
		Date for review:
Date of review:	Reviewed by (name):	Comments:

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Appendix 2: First Aid Kit Monthly Check Template

Location of First Aid Kit:							First Aid Kit Number/Name:						
Name of Person Checking: (Appointed Person)													
ITEM	MINIMUM QUANTITIES	January	February	March	April	May	June	July	August	September	October	November	December
First Aid Guidance Leaflet	1												
Sterile Adhesive Dressing (individually wrapped plasters)	20												
Sterile eye pads	2												
Sterile Triangular Bandage (individually wrapped)	4												
Safety Pins	6												
Medium Sterile Dressing	6												
Large Sterile Dressing	2												
Disposable Gloves	3 Pairs												

Traded Services

Our people, our values, our services

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Sterile Cleansing Wipes	4													
Sterile Water or Saline (if mains water not available)	1 Litre													
Add additional items as necessary														

Examples of What to Check for:

- Damage – Damaged equipment should be responsibly disposed of.
- Items past expiry date – These items should be replaced, some out of date items e.g. bandages may be donated for first aid training
- Contaminated items – Contaminated items should be responsibly disposed of
- Missing items – Missing items should be replaced
- Broken seals on sterile items – Items with broken seals should be responsibly disposed of and replaced
- Any equipment that shouldn't be in the kit e.g. medication, creams etc... - These items should be removed
- Clean equipment – If the equipment is dirty, it should be cleaned and disinfected or replaced

First aid kits should be checked by the trained appointed person. The appointed person should check all kits in school monthly and sign off in the appropriate box in the table once they are happy the kit is satisfactory.

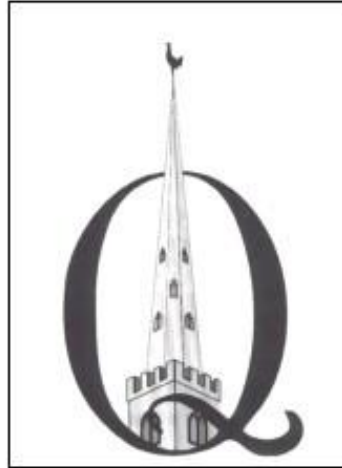
Appendix 3: Criteria for Effective PFA Training

(Annex A of the Department of Education [Statutory framework for the early years foundation stage](#))

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA** course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
 - Be able to assess an emergency situation and prioritise what action to take
 - Help a baby or child who is unresponsive and breathing normally
 - Help a baby or child who is unresponsive and not breathing normally
 - Help a baby or child who is having a seizure
 - Help a baby or child who is choking
 - Help a baby or child who is bleeding
 - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
6. The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:
 - Help a baby or child who is suffering from anaphylactic shock
 - Help a baby or child who has had an electric shock
 - Help a baby or child who has burns or scalds
 - Help a baby or child who has a suspected fracture
 - Help a baby or child with head, neck or back injuries
 - Help a baby or child who is suspected of being poisoned
 - Help a baby or child with a foreign body in eyes, ears or nose
 - Help a baby or child with an eye injury
 - Help a baby or child with a bite or sting

- Help a baby or child who is suffering from the effects of extreme heat or cold
 - Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
 - Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)
7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.

Appendix 4: Identification of First Aiders Template



First Aiders

At Queniborough C.E. Primary School are:



Miss S. Shell <small>(Aug 2023)</small>	Miss H. Copley <small>(Aug 2023)</small>
Mrs N. Walters <small>(Aug 2023)</small>	Mrs B. Wale <small>(Aug 2023)</small>
Miss J. Kisby <small>(Nov 2023)</small>	Mrs S. Ford <small>(Jan 2025)</small>
Mrs S. Sneddon <small>(Aug 2023)</small>	Mrs J. Hurst <small>(Jan 2025)</small>
Miss H. Spibey <small>(Aug 2023)</small>	Mrs E. Richards <small>(Jan 2025)</small>
Mrs L. Elliott <small>(Aug 2023)</small>	Miss J. Shepherd <small>(Jan 2025)</small>
Mrs E. Hardy-Smith <small>(Aug 2023)</small>	Miss C. Tothill <small>(April 2025)</small>

The Lead First Aider is: Mrs D. Arlott (Jan 2025)

Queniborough CE Primary School First Aid Procedures:

Recording Accidents

First Aid reporting QR codes are located in each classroom and in the cupboard in the first aid area. Midday supervisors carry these with them at lunchtime.

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.

The first aider, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain at the scene until help arrives. The first aider will also decide whether the injured person should be moved or placed in a recovery position.

If the first aider judges that a pupil is too unwell to remain in school, the Head of School will be informed and parents will be contacted and asked to collect their child. Parents will be advised on what next steps are recommended.

If emergency services are called, the Head teacher or authorised member of office staff will contact parents immediately.

The first aider/relevant member of staff witnessing the incident will complete an accident report using the QR code on the same day or as soon as is reasonably practical after an incident resulting in an injury.

All accidents should be recorded using the QR code by a First Aider. Not all accidents require an email to parents. For example, a very minor cut or bruise. The choice to issue an accident note will be made by a First Aider, at their discretion.

Minor accidents/bumped heads

When a minor accident is recorded using the QR code a report will be sent to the office. If it is of a serious nature eg head injury or deeper cuts (at First Aider's discretion) and requires reporting to parents the report will be sent home by the office before the end of the day.

Breakfast and After School Club will follow the same protocols and use the relevant First Aid reporting during their operating hours to record accidents. First Aiders will let parents know at pick up (at after school club) if there has been an injury.

Break Time and Lunchtime protocol for accidents

In the event of minor accident / injury at break time or lunchtime, a first aider should deal with the injury on the playground and where required, accompany the pupil to the Medical area for treatment.

The incident then should be recorded using the QR code for First Aid reporting

First Aid Reports will be emailed to parents at the end of the day.

Serious injury or head bump protocols

- Serious injuries or where a second opinion is required, should be referred to a First Aid at Work appointed person or Paediatric First Aider (a list of First Aid trained staff is attached in the appendix).
- Serious accidents or head bumps should also be reported to the office so that a call home can be made, if deemed necessary by the Head of School/SLT, with the advice of a First Aider. All head bumps should be treated seriously and parents should always be informed so that they can continue to care for their child appropriately at home in the hours after a head bump.
- If a child has a visual injury to the face or head, or any part of the body that the first aider deems as concerning, it is best practice for a call/email home to be made to advise parents.
- **In the event of serious accident/injury – do not move a child from the scene and send immediately for a First Aider.**
- If a child needs to remove clothing for an injury to be investigated, this should be carried out by two members of staff.

Illness/Injury to pupils

- If an injury (or illness as a result of an injury) causes concern the First Aider must inform the Head of School /SLT to make the decision to call home or send a pupil home.
- In the event of a serious injury, or for those requiring emergency treatment, all staff involved or witnessing the injury will be required to fill in a Health and Safety Executive accident form which will be reported on AssessNet.
- A file is kept in the office containing information about individual medical conditions. This is shared with teachers. If staff receive additional information from parents, they should inform the office immediately. Care Plans are shared with relevant class teachers and other relevant staff.

Off-site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A First Aid Kit
- Information about the specific medical needs of pupils
- Inhalers and auto adrenaline injector pens (if relevant to certain children)

Risk assessments will be completed by the member of staff taking responsibility for the event prior to any educational visit that necessitates taking pupils off school premises.

Please refer to Administration of Medicines Policy for school procedures on medication