

# First Aid

## Schools Safety Guide

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## Contents

1. Introduction.....	3
2. Risk assessment.....	3
3. How many first aiders or appointed persons do we need? .....	3
What about early years - paediatric first aiders?.....	4
Is that enough cover? .....	4
First aiders/paediatric first aiders .....	4
What about appointed persons? .....	5
EFAW first aiders.....	5
4. What should a first-aid box contain?.....	5
5. First aid room.....	5
6. Training.....	5
7. Further information .....	6

## 1. Introduction

The Health & Safety (First Aid) Regulations require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees who are injured or become ill at work. Although the Regulations do not require employers to provide first aid for anyone else, the Health & Safety Executive (HSE) strongly encourages employers to consider non-employees when carrying out their first-aid needs assessment and to make provision for them. In addition, Ofsted may also ask about first aid provision.

## 2. Risk assessment

To determine your first aid requirements, you should make an assessment of first aid needs that considers the following:

- numbers of first aiders/appointed persons required
- numbers and locations of first-aid containers
- arrangements for off-site activities/trips
- out of school hours arrangements e.g. lettings, parent's evenings

Schools are generally low risk environments; however, you may need to consider:

- Number of people - how many staff and pupils are on site?
- Multi-site environment - is first aid adequate at each site?
- Size and layout (e.g. number of floors) of the site?
- Location of nearest A&E dept. walk in centre and response time for ambulance?
- Disabilities or special needs - are pupils or staff at higher risk?
- Specific risks - is there dangerous machinery or chemicals in school?
- Out of hours working - is cover available out of hours?

The law states that the minimum first aid provision in any workplace is a suitably stocked first aid box and an appointed person to take charge of first aid arrangements; however, most schools will require additional provision – trained first aiders and first aid kits - determined by the first aid needs assessment.

## 3. How many first aiders or appointed persons do we need?

Schools are relatively low risk, so the minimum number of first aiders will be one per hundred staff/older pupils on site - as per the following table suggested by the HSE.

Category of risk	Numbers at location	Suggested number of first aid personnel
<b>Low risk</b> (e.g. infant/primary school)	Fewer than 25	At least one appointed person <sup>1</sup>
	25 - 50	At least one emergency first aid at work ( <b>EFAW</b> ) trained first aider
	More than 50	At least one first aid at work ( <b>FAW</b> ) trained first aider for every 100 people
<b>High risk</b> (e.g. D&T workshops in a secondary school)	Fewer than 5	At least one appointed person
	5 - 50	At least one <b>EFAW</b> or <b>FAW</b> trained first aider (depending upon types of injury)
	More than 50	At least one <b>FAW</b> trained first aider for every 50

### What about early years - paediatric first aiders?

Whilst older children can be included in overall numbers on site, early years require specific paediatric first aid provision; hence a separate calculation should be carried out for them - using the same ratios as above, but substituting paediatric first aiders for normal first aiders.

### Is that enough cover?

In larger schools, the 1:25 calculations may well be adequate; however, in smaller schools, with fewer first aiders, cover could easily be compromised by staff absence; due to illness or the fact that they are taking part in off-site visits, etc. Consequently, we recommend that 2 or 3:25 may be a more suitable ratio.

### First aiders/paediatric first aiders

A **first aider** is someone who has undergone a training course in administering first aid at work and holds a current first aid certificate. For your First aiders who work with early years you may need to consider a **paediatric first aid** course - similar to the above, but covering a range of child specific issues.

The FAW course takes three days and the paediatric two; both certificates last for three years. The first aid course can be updated with a two-day refresher course (if taken before the certificate expires); however, the paediatric course requires full renewal.

The HSE recommend that first aiders have an annual half day refresher to ensure that skills and knowledge are up to date.

<sup>1</sup> In Sandwell LA schools, we would expect each school to have EFAW qualified personnel as a minimum

## What about appointed persons?

An **appointed person** is someone who can take charge (e.g. phone an ambulance) if someone is injured or falls ill. They may also look after first aid equipment. Most schools should not need an appointed person, since they will have trained first aiders.

## EFAW first aiders

Whilst most first aid in schools will be carried out by first aiders, the school may decide that they want additional provision in certain areas - e.g. in PE or on school trips. To facilitate this, a short one day course is available on emergency first aid at work. Appointed persons (see above) should also take this course if they are to offer first aid.

It is a requirement that all staff trained in diffusion and restraint techniques for children with behavioural issues are required to receive EFAW training.

## 4. What should a first-aid box contain?

There is no standard list; however, HSE suggestion the following:

- 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);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, sterile, individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves

School's may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. However, whether using a first aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first aid needs assessment

## 5. First aid room

Every school should have a suitable room that can be used for medical/dental treatment (see School Premises, SSG); schools should consider using this room for first aid.

## 6. Training

The health and safety unit offer regular first aid, paediatric first aid and emergency aid courses. In addition, we run Accident Reporting and Investigation training courses.

## 7. Further information

Please contact the [health & safety unit](#) if you require further information on first aid.

Further information on first aid is also available from the HSE:

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