

## First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide “adequate and appropriate” provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE and it is the academy’s policy that provision is made for them.

### **a) Assessment of first-aid needs**

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

### **b) Points to consider/impact on first-aid needs include:**

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past.
- The size of the academy.
- Are there any workplaces that include are remote?
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

### **c) MST defines the minimum first-aid provision on any school site is:**

- A suitably stocked first-aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiable and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work.

### **d) What should be put in the first-aid box?**

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE’s Basic advice on first aid at work).
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

*NB: Tablets and medicines should not be kept in the first-aid box, Please refer to separate Policy for the dispensing of medication to pupils.*

### **e) Location of first-aid boxes**

Each School in the Trust must have a clear log and location listing of all of the first aid boxes kept within the school

**f) First aiders - Training and qualifications**

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

**g) Selecting a training provider**

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

**h) First aid courses include:**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

**i) How many first aiders?**

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times at work** are:

- Low hazard - for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard - for more than 50 at least one first-aider trained for every 50 employed

The School Business Manager maintains an up to date list of trained first aiders which is prominently displayed in the main office and on the academy's staff website.