

# First Aid

## Schools Safety Guide

### Document information

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## 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. Assessment of first aid needs

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?
- Does the school run Forest Schools or have off-site sporting activities?

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.

Where Sandwell MBC is the employer (e.g. community, voluntary controlled, special schools and alternative provision sites) your first aid needs assessment must be recorded using [first aid needs assessment form](#).

To ensure that the first-aid provision continues to be adequate, schools should periodically review the first-aid provision, particularly when changes have occurred in the school.

### 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<sup>1</sup> 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>2</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. The Statutory Framework for Early Years Foundation Stage states that there must be at least one first aider with a current paediatric first aid certificate on site at all times when children of that age group are present.

#### Is that enough cover?

The above table acts as a general guide to assist you identifying how many first aiders maybe required but schools will need to also consider the other factors in [section 2](#). You will also need to ensure that you have enough to cover staff absence: illness or the fact that they may be taking part in off-site activities.

#### First aiders and levels of training

As well as identifying the number of First Aiders required, the school's first aid needs assessment should identify the appropriate level of training. This may be:

- Emergency first aid at work (EFAW) training which enables a first-aider to give emergency first aid to someone who is injured or becomes ill

<sup>1</sup> All pupils not in early years

<sup>2</sup> In Sandwell LA schools, we would expect each school to have EFAW qualified personnel as a minimum

This course involves at least 6 hours training in a minimum of one day.

- First aid at work (FAW) training which includes the EFAW syllabus but also equips the first aider to apply first aid to a range of specific injuries and illness.

This course involves at least 18 hours training over a minimum of 3 days

- Other level of training appropriate to circumstances such as paediatric first aid, anaphylaxis etc.

Whilst most first aid in schools will be carried out by first aiders who hold First Aid at Work certificates, the school may decide to train employees in Emergency First Aid at Work to supplement provision in certain areas such as PE or on school trips etc.

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

### **What about Paediatric First Aid training?**

Paediatric first aid training is required for early years setting and is designed for administering first aid treatment and resuscitation for the age of the children being cared for. Much like the FAW and EFW there are 2 levels of training:

- Emergency PFA which includes a minimum of 6 hours training
- Full PFA which lasts a minimum of 12 hours training and the contents of the emergency PFA course plus a range of child common injuries and illnesses.

The full criteria for both courses can be found in [Early years foundation stage statutory framework](#).

### **Requalification and refresher training**

All first aid qualifications last for 3 years. Prior to the expiry of these certificates first aiders will need to retrain. If the first aider does not retrain or requalify before the expiry date of their current certificate, then they are no longer considered competent to be a first aider.

Re-qualification in FAW is a 12-hour (two day) course. For EFAW and PFA, requalification is a repeat of the original course.

In addition to requalification, the HSE **strongly recommends** that first aiders have an annual half day refresher to ensure that skills and knowledge are up to date.

### **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.

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

There is no standard list; however, the HSE suggest 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

Schools 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.

An examination of the first-aid kits should be conducted regularly. This includes replenishing stock and carefully discarding any out of date first aid equipment. The school should ensure there are ample back-up supplies on the premise.

## 5. First aid room

Every school should have a suitable room that can be used for medical/dental treatment when required (see [Premise Management SSG](#)). The first aid room doesn't need to be used solely for first aid purposes but must be readily available when needed. Ideally, it should be situated near a toilet.

Typical examples of the equipment and facilities to consider for a first-aid room as part of your first aid needs assessment are:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first-aid materials;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment; and
- method of recording any incidents attended by a first-aider

## 6. Providing information

All staff should be provided with information on the first aid arrangements for the school including the current first aiders and location of any first aid rooms and boxes. This can be achieved by displaying first-aid notices in prominent places.

First aid information should also form part of any induction programme for new staff.

## 7. Selecting a first-aid training provider

When selecting any first aid training providers, schools should ensure that they select an appropriate training provider who have qualified trainers covering the relevant course content. See [HSE information sheet - Selecting a first-aid training provider](#) for further information.

The Health and Safety Unit (HSU) can facilitate First Aid at Work, Paediatric First Aid and Emergency First Aid at Work courses.

Any courses booked through the HSU will be delivered by providers that have been assessed on your behalf. To request any first aid training please contact [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## 8. Further information

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

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

<http://www.hse.gov.uk/firstaid/> [including case studies for primary and secondary schools](#).

[Guidance from the DofE can be found here](#).