Hillside Primary School

First Aid at Work Policy + Needs Assessment



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First Aid at Work Policy

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(Based on the latest version of the NCC Compliance Code P608)

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1. Introduction

Schools must provide first aid personnel and equipment for its staff in case they are injured or become ill at work and consider the needs of non-employees such as pupils and visitors in their first aid provision.

Head teachers are responsible for all staff and activities under their control, as detailed in the Model School Health and Safety Policy P116c and therefore must ensure that appropriate first aid provision is made for their school and for offsite activities.

2. What does First Aid include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives and treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

3. First Aid Needs Assessment (See Appendix 1)

A first aid needs assessment should be carried out in order to establish your required first aid provision. The assessment takes account of individual circumstances, for example the size of your setting, age of your pupils, the activities that you carry out, how many people use the premises, your offsite visits.

The process of performing the first aid needs assessment is explained in First aid needs assessment guidance G608b.

Your first aid needs should be reviewed after any major changes such as changes to staff, premises or activities to ensure it remains appropriate, or otherwise, routinely as part of your normal review of your safety arrangements.

4. First Aid Personnel

You will need to provide appropriate first aid personnel using the findings of your first aid needs assessment.

First aid provision must be available while people use the premises and when staff and pupils are offsite. You should also plan to cover first aid personnel who may not be available due to sickness or other absences.

Any member of school staff may be asked to undertake first aid tasks, but they cannot be required to. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This should be communicated to all staff

In selecting a first aider, the following factors should be considered:

- Reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills

- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately
- willingness to perform ventilations during CPR in the event that the person may have COVID-19.

First aiders are expected to:

- give immediate help to causalities with common injuries or illnesses and those arising from specific hazards at the school or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

You will need to ensure that refresher training is completed annually to maintain their basic skills and to keep up to date with any changes in procedures and that certification is renewed as appropriate, for example First Aid certificates are valid for 3 years. If retraining is not carried out before the expiry date, another full course is required.

Emergency First Aider
Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider
First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

Paediatric First Aid
Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid on the premises and available at all times when children are present and should accompany children on outings. This is a *Department for Education* requirement.

5. First Aid Kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- 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)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 large sterile individually wrapped unmedicated wound dressings
- 2 medium-sized sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

Travelling first-aid kits

Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- 2 individually wrapped triangular bandages, preferably sterile;
- 2 safety pins;
- 1 large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- 2 pairs of disposable gloves.

The visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisors' Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

Medication

First aid does not include administering medication (subject to this section).

The only exception is when Aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give Aspirin to a child younger than 16, unless it has been prescribed by a doctor.

Medication should not be stored with first aid.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis), the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so. A separate policy on supporting pupils with medical conditions can be found here and contains information about:

- Emergency asthma inhalers for use in school's guidance which should be followed, noting that schools can hold emergency salbutamol inhalers for the use of pupils whose own inhaler was not available.
- Guidance on the use of adrenaline auto-injectors in schools noting that, schools can obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish to use in emergencies where the pupil holds both medical authorisation and parental consent to an AAI to be administered, if the pupils own is not immediately available.

Where pupils may need to have access to life saving prescription drugs in an emergency, the details should be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so.

However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, you may want to consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency.

Please refer to statutory guidance on supporting pupils at school with medical conditions for more information.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

6. First aid rooms

School employers are required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which includes a washbasin and is near to a toilet (this requirement is under School Premises Regulations).

This room does not need to be used exclusively for medical purposes (Though it must not be used for teaching), but it should be appropriate for that purpose and readily available for use when needed. Schools **may** consider using such a room for first aid.

Where a school caters for pupils with complex needs, additional medical accommodation should be provided which caters for those needs.

7. Managing the risk of COVID-19 when providing first aid treatment

The overall risk to first aiders of contracting COVID-19 from a casualty is low, particularly where they are fully vaccinated.

While there is increased risk of transmitting COVID-19 from performing CPR, the risk is small compared to the risk of not taking action. Cardiac arrest in **children** is more likely to be caused by a respiratory problem (asphyxia arrest), making ventilations crucial to the child's chances of survival.

Head Teachers are advised to check that staff who undertake a first aid role are comfortable and willing to continue in the role and that they do not have any personal risk factors that means they should not do this. They should also specifically check if they are willing to perform mouth to mouth ventilation particularly for children.

Where close contact is needed in order to treat the person

Respiratory Infection – PPE guidance should be followed where close contact is required.

Cardiopulmonary Resuscitation

The Resuscitation Council UK strongly promotes CPR (and use of defibrillators where available) as these are critical to saving lives.

The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.

It is acknowledged that you may not have had the opportunity to put on PPE. If you perform mouth to mouth ventilation, use a resuscitation face shield where available.

Reducing the risk when carrying out CPR in adults

If the rescuer is not willing or able to perform CPR, they can place a mask or cloth over the persons mouth and nose and attempt compression only CPR until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

After providing first aid, the first aider should wash their hands thoroughly with soap and water; or use hand sanitiser and where CPR was performed, be vigilant for symptoms of respiratory infection for the following 10 days.

8. Implementing Site Arrangements

Your provision should be enough to ensure that first aid can be administered without delay and be available at all times. Schools should ensure that they have arrangements in place to ensure that:

- Staff are aware of the PPE that must be worn when administering first aid to people showing signs of respiratory infection (outlined in the Infection Control Compliance Code) and received instruction in how to put on, take off PPE and dispose of it.
- Appropriate first aid procedures and requirements that are outlined in the Infection Control Compliance Code are understood and implemented.
- First aid equipment including PPE is regularly checked and re-ordered.
- Parents/carers are contacted as soon as possible in the event of a serious injury.
  - In the case of first aid treatment or response, inform parents or carers of any accident or injury sustained by the pupil on the same day, or as soon as reasonably practicable, of any first aid treatment given.
- Report incidents requiring first aid treatment using the online Incident Reporting System applying the criteria set out in *Introduction of Incident Reporting G601e.*
  - Notify healthandsafety@norfolk.gov.uk as soon as possible in the event of a serious incident in connection with the settings activities.

Communicating information

You should inform employees, pupils (and other site users) of your first aid arrangements, including the first aid policy and location of:

- Equipment
- Facilities
- First aiders or appointed person

They should know how to contact a first aider or appointed person urgently should the need arise. The information should be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school or college as appropriate.

A simple method of keeping employees informed is to display first aid notices. At least one notice in a prominent position at each main block/building of the site is recommended. Schools can also develop procedures for informing staff in consultation with employees or safety representatives. The inclusion of first aid information during induction training will help make sure new employees are made aware of first aid arrangements.

9. Recording First Aid Treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- The date, time and place of the incident
- The name and job of the injured or ill person
- Details of the injury or illness and what first-aid was given
- What happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- Name and signature of the first aider or person dealing with the incident

The form First aid record of treatment (confidential when completed) Form F608a can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

10. Automated External Defibrillators (AEDs)

You may identify through your first aid needs assessment that an AED should be provided.

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.

Educational settings must ensure that this equipment is maintained in accordance with the manufacturer's instructions.

Further information on AEDs and DfE purchasing routes is available here: Automated external defibrillators (AEDs) in schools – GOV.UK (www.gov.uk)

11. Links to Other Policies

- Supporting Pupils with Medical Conditions Policy
- Health & Safety

Designated Link Governor: Harry Hamilton
Name/Signature of Headteacher: Simon Minter
Date: Mar 2025
Review date: Mar 2027

Appendix 1 – First Aid Needs Assessment Form G608b

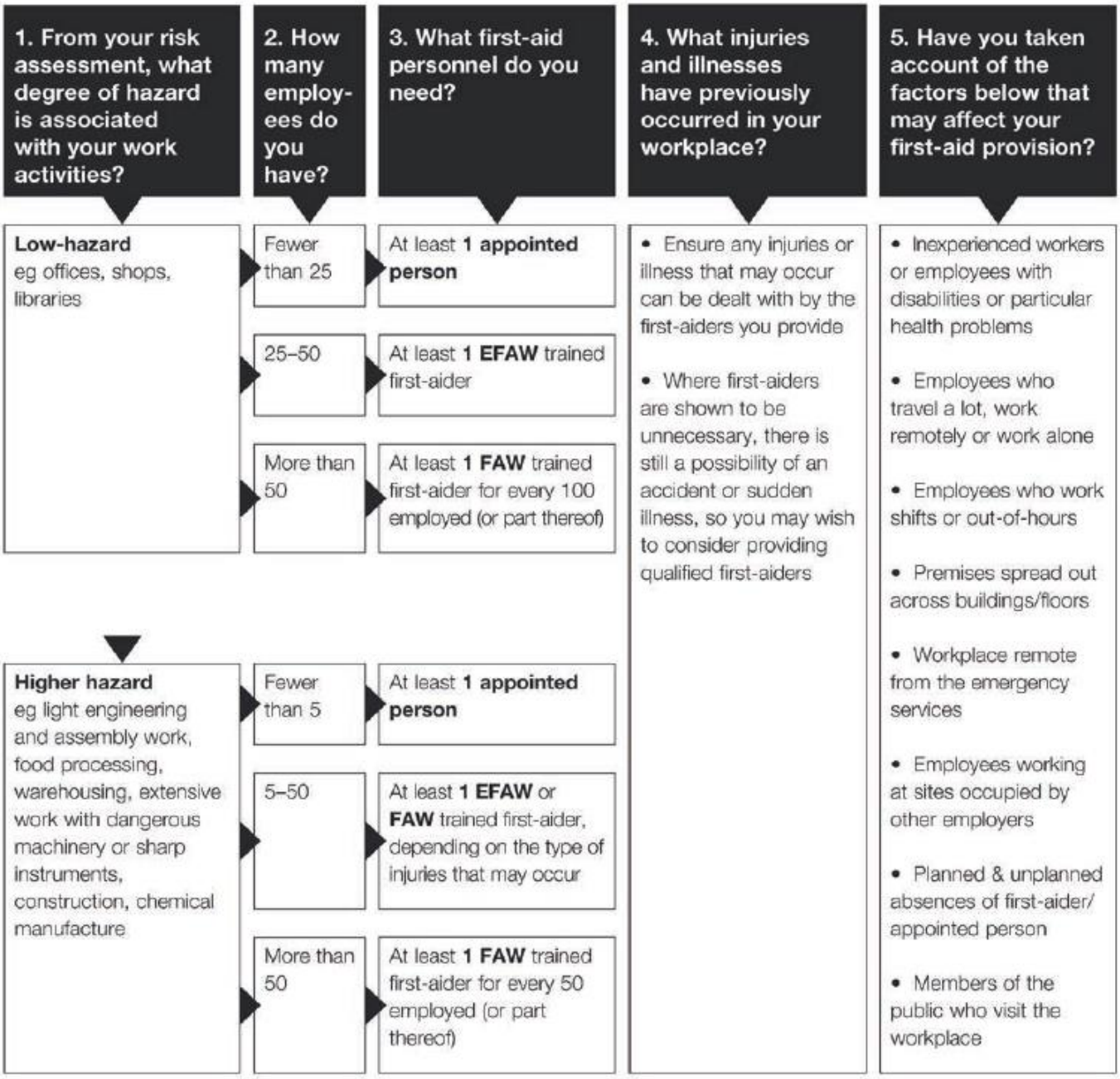
Name and address of premises/site: Hillside Primary School		
Factors	**Guidance**	**Comments (box is expandable)**
Does your workplace have low level hazards such as those that might be found in offices?	The minimum provision is: - an appointed person to take charge of first aid arrangements - a suitably stocked first aid box	Yes
Does your workplace have higher level hazards such as chemicals or dangerous machinery?	You should consider: -providing first aiders -providing suitably stocked first aid boxes -the precise location of first aid equipment -informing the emergency services of specific hazards in advance	No
Do your work activities involve special hazards such as working at height, working with acids or in confined spaces?	You should consider: -providing first aiders -additional training for first aiders to deal with injuries resulting from special hazards -additional first aid equipment -the precise location of first aid equipment -providing a first aid room -informing the emergency services of specific hazards in advance	No
The nature of the workforce The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (e.g. asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed		
How many people are employed on site?	Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work. This is a general guide to first aid personnel requirements. It should be balanced against the other factors applicable to your premises / operations.	Up to 50

	Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low- hazard environments, you should consider providing: – first-aiders; – additional first-aid boxes	
Are there any inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: – additional training for first- aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees	Yes, but we need to audit this and make any necessary provisions e.g. Care Plan and/or medication kept onsite.
What is your injury / ill health record (i.e. what injuries / illness has occurred and where)	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.	Our First Aid provision is suitable for our workplace and the type of injuries that we occasionally see.
Do you have employees who travel a lot, work remotely or work alone?	The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Are your communications arrangements appropriate?	No
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.	No
Are the premises spread out, e.g. are there several buildings on the site or multi floor buildings?	You should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. If you have a multi-floor building you should consider how many first-aiders or appointed persons	No

	will be required to give adequate provision to employees on each floor. You should also consider employees who work in self-contained areas and how their needs are assessed and met.	
Is your workplace remote from emergency medical services?	If you are remote from emergency medical services you may need to consider emergency transport arrangements should an incident occur. Consider too how employees can summon help – do they have easy access to a phone?	No
Do any of your employees work on shared / multi occupied sites, occupied by other employers or other sections of NCC?	You can either decide to make separate provision for your employees, or you may wish to have an agreement whereby one of the employers / partners takes responsibility for all the first aid facilities. If you have the situation where another employer / partner is taking care of the first aid provision you need to fully explain your identified hazards and risks to them so that you can be satisfied that the provision is adequate for your needs. A written agreement is always recommended to help avoid misunderstandings	No
Do you have sufficient provision to cover absences of first aiders or appointed persons?	It is essential to ensure first aid cover is available at all times people are at work. You need to ensure that there is cover for both planned and unplanned absences of first aid personnel. Remember to cover situations such as lunch breaks, planned annual leave, training courses and for unplanned absences such as sick leave.	Yes – although we would like to get another member of staff trained in First Aid at Work.
Do members of the public / people using our services / pupils etc visit or use your premises?	When assessing your first aid needs you should take into account the number of non-employees (visitors, people using our services, pupils for example) that may use or be present in the building at any one time. As an example, a museum may have 15 employees but possibly 100 visitors each day. As a result, first aid provision should be based on 115 people using those premises.	In general we have adequate provision, although we could do with having one person responsible for first Aid on our Sports Days e.g. from EYFS

	In other premises, for example schools, the relationship and degree of responsibility we have for the pupils, means that we would normally make comprehensive provision for their first aid needs. There are DfE first aid requirements for some children. If you are organising a large event at your premises, you will need to ensure adequate first aid assistance is available, including quick access to medical and ambulance services.	

Suggested numbers of first aid personel to be available at all times people are at work.



The provision of first aiders and first aid equipment			
Personnel	Qualified Staff	Numbers Required	Comments / Action (including dates for actions)
Appointed person/s	Helen Sofokleous (resources) Deborah Oldham (training)	N/A	
First Aid at Work	James Loome Clare Martins	2 - minimum	Ideally train one more member of staff – possibly in SRB
Paediatric First Aider	Clare Martins Debra Martin Rebecca Twinley Margaret Trentham Candice Hewitt Harmony Algar	2 - minimum	Some staff's training has expired so we will be training the following staff in 2025: Nadine Barber Kim Moore Sophie Hall
Emergency First Aider			We have enough Paediatric first aiders across the school.
Other Training: Defibrillator EpiPen			Names not logged. Check required frequency of Defib Training
Equipment	Number and type required, location	Comments / Action (including dates for actions)	
First Aid Equipment (first aid boxes etc.) required.	9 – First Aid "Red" Box in every class. 5 First Aid Kits in School Office Spare First Aid resources in cupboard in School Office.	All in Place	

Assessor's name (please print)	Assessor's signature	Date assessment completed
Simon Minter		19.03.2025