

Introduction

Schools should adopt, as a minimum, the levels of first-aid provision indicated by the HSE's Approved Code of Practice and Guidelines. The school should ensure that funds are made available to provide and maintain adequate first-aid equipment and suitably trained personnel. Administration of medicines, irrespective of whether they are prescribed or freely available from retail outlets, falls outside the scope of this guidance. Schools should have a policy or procedure in place for the administering of short and long-term medicines by staff.

Definitions of first aid

In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained; and treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

A first aider is a person who holds a current first aid certificate issued by an organisation compliant with the requirements laid out by the Health and Safety Executive (HSE). An appointed person is a person prearranged by the employer to take charge of situations relating to an injured or ill person who will need help from a medical practitioner or nurse, and the first aid equipment and facilities.

Processes

Appointing new first aiders/emergency first aiders

- The Senior Leadership Team (SLT) should assess the school's requirements for first aid and ensure that all identified First Aiders/Emergency First Aiders/Paediatric First Aiders are trained to the following standards
- For First Aiders this is a three-day FAW course.
- For Emergency First Aiders this is a one-day EFAW course.
- For Paediatric First Aiders this is a two-day PFA course.
- Any additional training required (for example to operate specialist first aid equipment or administering Epinephrine or Salbutamol etc.) should then be arranged.
- First aiders' certificates of training should be kept on record centrally.
- The names of the fully qualified and appointed First Aider(s) should be made known to all persons within the premises/site – as a minimum this is achieved by a posting on the health and safety notice board, but the school may have additional methods of notifying staff such as newsletters.
- Regular refresher courses should be booked to maintain the skills of the First Aider(s) in accordance with HSE recommendations.

Acquiring and maintaining first aid equipment and facilities

- The SLT should ensure that the requirements of first aid equipment and supplies are assessed and met (according to HSE recommendations).
- That these supplies are placed in identified and accessible areas and those first aiders who are to use them are trained and competent to do so.
- Once the supplies are in place, the SLT identifies an employee to control and maintain first aid supplies.
- First aid facilities (where provided) are maintained by either a first aider or an emergency first aider and are checked as part of monthly inspections.
- Where shared first aid facilities/provision is provided then their use is agreed in writing with any other users, occupiers, clients etc.

Provision and reporting of first aid treatment

- Where staff have administered first aid treatment, it should be recorded in accordance with the school's accident recording procedure. Details of first aid should be provided to Herefordshire Council in any corresponding Accident forms where appropriate. Separate Accident reporting guidance will help with this.
- Suitable contact arrangements (mobile phone/radio) should be in place for all first aiders, which are communicated to all relevant staff by way of the noticeboards and staff induction.
- Any medication administered in should be in line with their administering medicines policy/procedure.

Provision of first aid when working away from the sites

- Suitable measures should be taken to ensure there is sufficient provision of first aid available when staff and pupils are away from the school site.
- What first aid equipment will be necessary off site will be determined by the following things;
 - the area to be visited (is it remote or isolated, are there washing facilities, will help be easy to summon; and
 - does the task give rise to a heightened risk of injury such as the use of hand tools or difficult terrain.
- Where employees are visiting other offices or a site where first aid is provided, additional provision is not required.

First aid needs assessment

	YES	NO	N/A	COMMENTS
1. Is a First Aid kit provided?				
2. Is it fully stocked with the recommended items?				
3. Does it contain items not recommended? If so, for dealing with what need?				
4. Does it contain a copy of first aid instructions?				
5. Are fresh water and eye-wash facilities available?				
6. Do staff know the whereabouts of the First Aid kit?				
7. Is the First Aid kit clearly labelled?				
8. Do staff know who the trained First-Aider is?				
9. In the event of the trained First-Aider being absent, do staff know who the appointed person to deal with first aid would be?				
10. Are travelling First Aid kits available for staffs who regularly work away from their base?				
	High: High likelihood of injury due to the nature of activities, or likelihood of severe injuries.		Medium: Possible that injuries will occur, and that injuries will be unlikely to require hospital treatment.	Low: low risk of injury, or injuries that will require minimal intervention.
What risk is posed by the area? Please tick as appropriate.				

Question No	Action Required	By Whom	Target Date	Date Completed	Signature

Reviewed: September 2025

Approved by: RAISE-AP Educational Directors, September 2025

Next Review Date: September 2027