



# St John the Baptist VA Primary School

## First Aid Policy

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**Date of Issue:** February 2026  
**Issued By:** Teresa Gage  
**Review Date:** February 2027



**Version Control**

Version	3.0
Policy ref number	HSP10.2
Date issued	Sep 22
Review Date	Sep 24
Owner	<i>Lisa Gregson</i>
Team responsible	CH&ST
Date ratified	June 22
Ratified by	CH&SB

## **The aim of this Policy and Guidance**

The Council has an absolute duty to ensure the health and safety of all employees and others who could be affected by the work we undertake.

To ensure managers and employees are aware of the requirements regarding first aid and to support ECC in ensuring there is suitable and sufficient first provision in place which complies with the Health and Safety (First Aid) Regulations 1981.

The purpose of First Aid is to preserve life, limit the effects of injury and promote recover.

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### Part 1 – Quick reference guide for employees:

In a hurry? Here is what you need to know.

#### Employees:

- Within ECC buildings first aid provision should be available in the form of nominated first aiders with first aid boxes
- Within any ECC building (including schools) there should be notice boards listing first aiders
- Employees should make themselves aware of first aid arrangements in their usual place of work
- When visiting other places ensure you are aware of any first aid provision
- If working with service users ensure you are familiar with any first aid arrangements
- Some buildings, e.g. Schools may have a first aid room.
- Non-school employees should apply for first aid training via [Greencross training ltd](#)

#### General First Aid Procedure – in the event that someone becomes unwell or is injured they should:

- Contact the nearest first aider by the quickest means available – or someone should do this for them if they cannot
- If first aider cannot be located contact a security or reception point within the building
- If injury is life threatening (e.g. chest pains, head injuries, major bleeding, unconscious) call the emergency services *first* then inform security or reception point if needed. Provide as much information as you can do the emergency services (and security / reception) including exact location and nature of injury.

#### The first aider should:

- Provide immediate treatment, care and support for an acute injury or illness
- Provide information regarding the injury and /or treatment to the line manager if requested

#### The first aider will not:

- Give a diagnosis for an illness
- Advise on a pre-existing medical condition
- Dispense or administer medication (unless emergency medication such as an epi-pen)

## Part 2 – Quick reference guide for manager

In a hurry? Here is what you need to know

### Managers:

- Within ECC buildings first aid provision should be available in the form of nominated first aiders with first aid boxes
- You will need to allow any employees you manage who are first aiders to have time off for training and to attend to anyone needing first aid
- Ensure new employees are made aware of first aid provision as part of their induction (noticeboards with first aiders listed etc)
- Non-school employees should apply for first aid training via [Greencross training Ltd](#)

### Premises Managers:

- You must ensure there is a first aid needs risk assessment carried out for the establishment (a checklist which can be used is included within this policy).
- Ensure the assessment is reviewed periodically.
- Adequate first aid provision must be available within the premises based on the first needs risk assessment
- Ensure there are sufficient first aid boxes which adequately stocked.
- Ensure first aid boxes are regularly checked and topped up with stock as needed.

## Part 3 – Policy, Definitions, Detailed Guidance and Responsibilities

### Policy

Although many of our environments are lower risk, some environments will be higher, with a potential for injury and harm. ECC must ensure suitable and sufficient first aiders are appointed, they are properly trained and have access to the right equipment and procedures. This is done through undertaking an assessment of first aid needs.

Across ECC the assessments should be carried out as follows:

- Main ECC offices, e.g. County Hall, Ely House etc – the risk assessment is undertaken by Mitie. ECC Heads of Service and Managers are required to ensure sufficient employees are available to be first aiders.
- Other ECC offices / establishments, e.g. Country Parks, Outdoors, ACL, Youth Service, Libraries etc. – first aid needs risk assessment must be undertaken by establishment / premises manager (or most Senior Manager). The first aid needs form can be found at Part 4 page 19
- Community / VC Schools (including PRU's) –first aid needs risk assessment must be undertaken by Headteacher (or designated member of staff within school / centre). Schools should consider carefully the likely risks to pupils and visitors and make allowance for them when drawing up policies and deciding on first aid provision, including numbers of first aid personnel.

### Definitions

**First Aider:** Person nominated as first aider at work who has received first aid training.

**Appointed Person:** Person nominated to take charge in the event of a first aid need. May have undertaken some first at work training but not necessarily.

**First Aid at Work (FAW) training:** Training and assessment over a minimum of 3 days with at least 18 hours face-to-face, covering set criteria on administering first aid.

**Emergency First Aid at Work (EFAW) training:** Training and assessment over a minimum of 1 day with at least 6 hours face-to-face, covering set criteria on the administering basic first aid.

### Detailed guidance and process:

#### First Aid Provision including numbers of first-aid personnel (first aid needs risk assessment):

Each function / service area / establishment must have access to sufficient numbers of first aiders. It is the responsibility of line management or premises manager to ensure that they have sufficient first aid cover, arrangements, information and equipment for their workers and work areas.

Although the provisions for first aiders depend on the particular environment and work activities, when it comes to deciding on first aid provisions the general issues to consider include:

- The size and layout of the premises, office, work area or site;
- The number of occupants likely to be on site;
- The workplace hazards, work activities and previous record on accidents;
- The time / hours that first aid cover will be needed;

- The remoteness of the premises / building from any emergency / medical services;
- The different needs of mobile, remote, shift or lone workers.

Common workplace hazards, accidents and examples of injury's resulting include:

Hazard	Causes of accidents	Example of injury requiring first aid
Chemicals	Exposure during handling, spillages, splashing, leaks	Poisoning, loss of consciousness, burns, eye injuries, respiratory problems
Electricity	Failure to securely isolate electrical systems and equipment during work on them, poorly maintained electrical equipment, contact with overhead power lines, underground power cables or mains electricity supplies, using unsuitable electrical equipment in explosive atmospheres	Electric shock, burns, heart attack
Machinery	Loose hair or clothing becoming tangled in machinery, being hit by moving parts or material thrown from machinery, contact with sharp edges	Crush injuries, amputations, fractures, lacerations, eye injuries
Manual Handling	Repetitive and/or heavy lifting, bending and twisting, exerting too much force, handling bulky or unstable loads, handling in uncomfortable working positions	Fractures, lacerations, sprains and strains
Slips and trips	Uneven floors, staircases, trailing cables, obstructions, slippery surfaces due to spillages, worn carpets and mats	Fractures, lacerations, sprains and strains
Work at height	Overreaching or overbalancing when using ladders, falling off or through a roof	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains, lacerations
Workplace transport	Hit by, against or falling from a vehicle, being hit by part of a load falling from a vehicle, being injured as a result of a vehicle collapse or overturn	Crush injuries, head injury, fractures, sprains and strains

There are no rules on exact numbers of first aid personnel. The number of first aiders must be determined by completing a risk assessment, giving consideration to the points above and considering special requirements i.e. shift / weekend working, use of defibrillators, travel or remote working.

Details of first aiders (including location & contact numbers) should be displayed on appropriate health and safety notice boards.

The Health and Safety (First-Aid) Regulations 1981 do not oblige employers to provide first aid for members of the public. However, as a public service provider there is an assumption that we will provide first aid to members of the public on our premises therefore adequate account of this must be taken when carrying out an assessment of first aid needs.

### **ECC Specific Considerations for First Aid Provision:**

Below are factors for services areas to consider when carrying out the first aid needs assessment.

- Main offices across ECC are likely to be low risk activities with standard office hours to cover. The arrangements are overseen jointly between ECC and Mitie. Managers need to make enough employees available to be first aiders and ensure they are given time to attend training in order that there is adequate provision.
- Children's and Families Services and similar services should consider if they will need some paediatric first aid trained staff.
- Country Parks and Outdoors need to consider the higher risk activities undertaken, the larger areas / premises where cover is needed and the times the centres operate.
- Where services are provided over evenings, weekends and within residential settings, first aid provision needs to be factored in as part of this.
- ACL have a range of sites which can be spread out, staff undertaking a wide range of activities, long opening hours and a wide range of services users (needs, ages etc), all of which have to be considered as part of the provision assessment.
- Youth service deliver services at centres and in the community. These will include various activities (sporting, crafts etc) and with young people who may have specific needs or who's behaviour may mean specific needs.
- Services which transport young people need to consider if first aid kits should be available. ECC owned minibuses should all have first aid kits on board.
- Libraries are generally low risk but need to consider as part of assessment activities, e.g. children's rhyme time and cover in terms of opening hours as well as the mobile provision.
- All non-school employees should apply for first aid training via [Greencross training ltd](#)

### **School Specific Considerations for First Aid Provision:**

Schools will generally fall into the lower risk category, although some schools or areas of activity may be higher risk. If there are parts of a school where different levels of risk can be identified, consideration should be given to the need to make different levels of provision in different areas / departments.

Within schools first aid provision must be available at all times, as far as possible while people are on the school premises. This may be qualified first aiders / paediatric first aiders during the standard school day but an appointed person for times when there is minimal staff. Activities on the school site outside of the standard school day can be factored in as part of the first aid needs risk assessment, e.g. parents evening.

Where offsite / educational visits are carried out first aid provision should be considered as part of the visit risk assessment.

The school will need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site school. Additional first aid kits may be needed for split sites.

If the school is remote from emergency services, it is good practice to inform the local emergency services, in writing, of the school's location (giving Ordnance Survey grid references, if necessary) and any particular circumstances that may affect access to the school. If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

The presence of specific hazards, such as hazardous substances, dangerous tools and machinery may warrant specific or additional types of first aid equipment, trained personnel etc. Consideration will also need to be given as to where this first aid provision is located in

relation to the hazards. For example, it is recommended that in higher risk areas such as science, D&T, PE etc. at least one person is trained to a minimum level of emergency first aid and be available when such areas are in use. First aid containers should also be available within specific curriculum areas where an increased risk exists. It will also be necessary to ensure that additional equipment is available to deal with potential specific injuries, e.g. eye wash stations. Further information on first aid is also available from organisations such as CLEAPSS specific to these curriculum areas and risks (where the school has access to these organisation / publications). For example, CLEAPSS do not consider eye wash bottles suitable for science labs as a standard eye wash bottle will last less than a minute and they advise that eyes should be irrigated for a minimum of 20 mins when chemical is found in the eye. They give specific guidance around tubing stored in sealed clear plastic bag labelled and kept near an accessible sink in each lab. For other circumstances eye wash bottles / stations are suitable.

Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

For Schools members of the public will include pupils as well as visitors and volunteers. Schools will therefore need to consider pupils as part of their first needs risk assessment. School will also need to ensure that any requirements of the DfE are met, specifically in relation to paediatric first aid specified as part of the Early Years Framework (applicable to the care of children from birth to five). The framework requires that at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. See First Aid training section below for criteria and information on PFA training.

In summary schools should ensure the following aspects have been considered in addition to the general advice above:

- Break times and lunch times, e.g. MDA's first aid trained
- Provision which will allow for any leave or other staff absences
- Offsite activities risk assessments include first aid provision
- Practical department specific risks considered and provided for (science, technology, home economics, PE)
- Out of hours school clubs (breakfast clubs, sports clubs etc)
- Agreements when contractors on site (e.g. school meals provision)
- Trainees on site
- Volunteers on site

Written parental permission should be obtained, at the time of the placement, to the seeking of any necessary emergency medical advice or treatment in the future.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school 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.

### **First Aider Selection:**

There are a number of factors to consider when selecting first aiders including the individuals:

- Reliability, disposition and communications skills
- Ability to cope with stressful and physically demanding emergency situations
- Aptitude and ability to learn new skills

- Normal work duties - first aiders should be able to attend an emergency immediately. These should generally be members of staff that are based at the premises on a day to day basis.

### **First Aid Training:**

All first training certificates, whether FAW or EFAW are valid for 3 years. It must be ensured that employees have attended requalification training before the certificate expires. See the checklist for evaluating first aid competence shown in Section 4 for details on what information a first aid certificate should contain.

HSE strongly recommends that first aiders (FAW/EFAW) undertake annual refresher training during the 3-year certification period. This is not mandatory. Suggested content is detailed below.

**Emergency first aid at work (EFAW)** – the training and assessment should be at least 6 hours (not including breaks) over a minimum period of 1 day and cover:

- Understanding the role of the first-aider, including;
  - the importance of preventing cross-infection
  - the need for recording incidents and actions
  - use of available equipment
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator, where available
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

**Requalification for emergency first aid at work training** - is also at least 6 hours (not including breaks) over a minimum period of 1 day, covering the same areas of training as above.

**First aid at work training (FAW)** – the training and assessment should be at least 18 hours (not including breaks) over a minimum period of 3 days and should cover all the areas as for emergency first aid above and the following areas:

- administer first aid to a casualty with:
  - injuries to bones, muscles and joints, including suspected spinal injuries
  - chest injuries
  - burns and scalds
  - eye injuries
  - sudden poisoning
  - anaphylactic shock
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

**Requalification for first aid at work training** - should be at least 12 hours (not including breaks) over a minimum period of 2 days, covering the same areas of training as for first aid at work above.

**Annual Refresher Training** – Suggested content of course includes:

- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- Administer first aid to a casualty who is unconscious (including seizure).
- Administer cardiopulmonary resuscitation (CPR).
- Administer first aid to a casualty who is wounded and bleeding.
- Administer first aid to a casualty who is suffering from shock.

**Appointed persons** - when an employer's first aid needs assessment identifies that a first aider is not necessary, i.e. because the work place is low risk and there are only a small number of employees, the minimum requirement is to appoint a person to:

- take charge when someone is injured or ill, including calling an ambulance if required;
- look after the first aid equipment, e.g. restocking the first aid box.

There is no formal training requirement for appointed persons. There are training courses available for appointed persons. An appointed person should not attempt to give first aid for which they have not been trained.

Appointed persons are not necessary where there are an adequate number of qualified first-aiders.

The use of an appointed person may be appropriate in small outreach offices, community centres out of hour's provision etc.

### **Paediatric First Aid (PFA) training criteria / requirements (DfE EY Framework):**

- Training is designed for workers caring for young children and is appropriate to the age of the children being cared for.
- Following training an assessment of competence leads to the award of certificate which must be renewed every 3 years.
- Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
- **Emergency PFA** training must be undertaken face-to-face, last a minimum of 6 hours (excluding breaks) and cover:
  - Be able to assess an emergency situation and prioritise what action should be taken
  - Help a baby or child who is unresponsive and breathing normally
  - Help a baby or child who is unresponsive and not breathing normally
  - Help a baby or child who is having seizure
  - Help a baby or child who is choking
  - Help a baby or child who is bleeding
  - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
- **Full PFA** training must last a minimum of 12 hours (excluding breaks), cover emergency PFA and also the following:
  - Help a baby or child who is suffering from anaphylactic shock
  - Help a baby or child who has had an electric shock
  - Help a baby or child who has burns or scalds
  - Help a baby or child who has a suspected fracture
  - Help a baby or child with head, neck or back injuries
  - Help a baby or child who is suspected of being poisoned
  - Help a baby or child with a foreign body in eyes, ears or nose
  - Help a baby or child with an eye injury
  - Help a baby or child with a bite or sting
  - Help a baby or child who is suffering from the effects of extreme heat or cold
  - Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions

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- Understand the role and responsibilities of the paediatric first aider
- The Early Years Framework requires that consideration is given to providing annual refresher training during the 3 year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures. This is in line with HSE recommendations for FAW and EFAW.

### First Aid Training Providers:

ECC Corporate areas of the Council should apply for first aid training via [Greencross training ltd](#)

Schools are responsible for sourcing their own first aid training.

There are four types of provider to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- independent training where the provider can prove their competence
- training from one of the Voluntary Aid Societies recognised by the government:
  - St John Ambulance
  - British Red Cross

A checklist for first aid training competence is shown in Section 4.

### Training with an e-learning component:

Some training providers offer blended learning (mix of e-learning and face to face) which is acceptable. It is however important to determine if this method is suitable. The HSE recommend the following considerations can be satisfied:

- the individual being trained knows how to use the technology that delivers the training;
- the training provider has an adequate means of supporting the individual during their training;
- the training provider has a robust system in place to prevent identity fraud;
- sufficient time is allocated to classroom-based learning and assessment of the practical elements of the syllabus. HSE strongly recommends that practical elements of the course should be assessed by direct observation, to ensure the competence of candidates;
- the provider has an appropriate means of assessing the e-learning component of the training.

### First Aid Rooms

There is no legal requirement to have a first aid room; however, a suitable first aid room(s) should be provided where your assessment of first aid needs identifies this as necessary. A first-aid room will usually be necessary where there are higher risk hazards and in larger premises where there is a greater distance from medical services (hospital).

If possible, the room should be reserved specifically for providing first aid and the designated person (first aider or appointed person) should be given responsibility for the room.

Where there is a first aid room it should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified.

Ideally where a first aid room has been assessed as needed it should be kept exclusively for giving first aid if possible. If this is not possible it must be ensured that first aid facilities can still be accessed quickly if needed.

Disposal of old or used first aid equipment must be carried out using the appropriate method of disposal i.e. used first aid equipment is generally classed as clinical waste and must be disposed of accordingly.

### **First Aid rooms in schools**

The Education (School Premises) Regulations 2012 require every school to have a suitable room that can be used for medical treatment when required and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

### **First Aid Equipment**

There is no mandatory list of items to be included in a first aid box. The decision on what to provide should be based on the findings of the first aid needs risk assessment.

In line with the guidance to the First Aid at Work Regulations the minimum contents should include :

- A leaflet giving guidance on First Aid, e.g. HSE Basic advice on first aid at work
- 20 individually wrapped sterile adhesive 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
- 2 large, sterile, individually wrapped unmedicated wound dressings
- 6 medium sized sterile individually wrapped unmedicated wound dressings
- At least 3 pairs of disposable gloves
- Adhesive tape
- Plastic face shield(s)
- Alcohol-free cleansing wipes.

First aiders will be responsible for the safe storage, maintenance and restocking of first aid boxes.

The Health and Safety (First Aid) Regulation also give guidance on items for the contents of a travel first aid kit:

- 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, unmedicated dressing;
- individually wrapped moist cleansing wipes;
- 2pairs of disposable gloves

The employee issued with the travelling first aid kit is responsible for looking after and re-stocking of the box (from ECC supplies / budget).

### **Automated external defibrillators (AEDs)**

The HSE states:

Where an employer has identified through their needs assessment that they wish to provide an automated external defibrillator (AED) in the workplace, then the Provision and Use of Workplace Equipment Regulations (PUWER) apply. For the purpose of complying with PUWER in these situations, the employer should provide information and written instructions, for example from the manufacturer of the AED, on how to use it. Fuller training, however, is likely to make the user more confident and is now an integral part of the syllabus for FAW and EFAW courses.

### **Transferring children to hospital**

- In any setting where the parent / carer / guardian is present it will be for them to transfer children to hospital if necessary.
- In non-school settings (youth service, outdoors, children's residential) where an ECC employer has supervisory responsibility for children, a service area policy will need to be in place regarding taking children / service user to hospital. This may mean that managers are authorised to undertake a dynamic risk assessment regarding the situation.
- In schools it is advised that staff do not take children to hospital in their own car. Wherever possible a parent / carer / guardian / emergency contact should be phoned to come and take the pupil to hospital if that is what is deemed advisable. Where it is not possible to get hold of a parent etc an ambulance would be better. A member of staff should accompany the child to hospital by ambulance and stay until parent / guardian arrives. Where it is clear the ambulance will take a considerable time to attend and a parent / guardian cannot be contacted it may be appropriate for a member of staff to take the pupil to hospital. This would be on the basis of a dynamic assessment, authorised by the most senior member of staff on site and accompanied by another member of staff.

### **Insurance / liability:**

ECC insurance covers first aiders for all the treatment they provide in the course of their first aid role whilst at work or in connection with their work activities. First aiders cannot be found personally liable if they act within the boundaries of their training, ensuring that their certification is in date and provided to their line manager. It is recommended that first aiders maintain their skills throughout their certification period as per the HSE's guidelines which includes annual refresher training and revisiting their course manual.

This includes schools which insure through ECC Insurance.

For Schools which do not insure with ECC Insurance it would be expected that your policy would include this aspect. It is for the School to check and ensure that the policy does include this.

### **Staff with Medical Needs**

First aiders are not empowered to dispense pills or medications. Therefore creams, lotions or drugs, however seemingly mild must not be kept in first aid boxes or administered by first aiders.

Some staff may carry their own medication such as inhalers for asthma, insulin for managing diabetes, Epi-pens for allergic reactions etc. These medications are prescribed by a doctor. When an individual needs to take their own prescribed medication, the first aider's role is limited to helping them to do so and contacting the emergency services, as appropriate.

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse). However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an Epi-pen to treat anaphylactic shock falls into this category. Therefore, first-aiders may administer an Epi-pen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epi-pen and where the first-aider is trained to use it.

### **Non-employees with Medical Needs:**

#### **Non-Schools**

- In any setting where the parent / carer / guardian is present it will be for them to deal with the medical needs of children, including administering epi-pens or support with use of inhalers.
- In settings (youth service, outdoors, children's residential) where an ECC employer has supervisory responsibility for children / young people there must be service / unit specific processes in place to manage any medical needs of service users.

#### **Schools:**

It is likely that within schools a number of pupils will have medical needs due to disabilities, illness or allergies.

Schools should have their own policy on administering medications to pupils with medical conditions. This should be developed following the DfE guidance on '[Supporting pupils with medical conditions at schools](#)'. This includes both statutory and non-statutory advice for school leaders on ensuring school specific policies and arrangements are in place so that pupils are properly supported and that they have full access to education including school trips and physical education.

The first aid at work training does however cover dealing with anaphylactic shock in practical terms.

The protocol and process around administering medication should be detailed in line with the schools policy on administering medication. The DfE have also issued guidance on [obtaining and use of Emergency Inhalers and Spare Adrenaline Auto-Injectors in Schools](#).

### **Recording and Reporting:**

#### **First Aid Record:**

A record of any first aid administered should be kept. This should include:

- Date, time and place of the incident
- Name and job title (if employee) of person concerned
- Details of injury/illness and what first aid was given
- What happened to the person immediately after
- Name of the first aider / person dealing with incident.

The council's incident reporting system (MySafety) allows this information to be captured through the accident / incident reporting forms.

#### **Accident Report & Investigation:**

All accidents and injuries must be recorded in accordance with the HSP 12 – Accident Reporting and Investigation Policy and Guidance.

### **Data Protection and Confidentiality of Medical Information:**

First aiders must exercise care in maintaining the dignity of casualties and confidentiality of medical information acquired in the course of their duties. First aiders must be aware that an individual may have right of access to information held about them and to redress for inappropriate use of their personal data.

Particular care must be taken in dealing with vulnerable adults, the elderly, and children, to ensure that appropriate safeguards are taken.

### **Responsibilities**

#### **The Chief Executive**

Ultimate responsibility and accountability for the provision of adequate first aid rests with the Chief Executive. The Chief Executive is responsible for

- Ensuring the adequate provision of resources for strategic and operational first aid
- Ensuring that the structure of Essex County Council, enables the successful implementation of this policy
- Ensuring this policy is fully understood and implemented by all directors and that the appropriate management arrangements are in place and are robust

**Directors** are responsible for ensuring that

- This policy is implemented in their Service.
- There is adequate provision of resources for strategic and operational first aid provision in relation to their Function

**All managers** must, in their area of control

- Ensure the implementation of this policy
- Ensure there are enough first aiders in their area of control / service. If it is identified that there does not appear to be sufficient first aid cover ensure it is addressed or if this is not possible to do ensure it is raised with senior management / premises / H&S co-ordinators.
- Ensure any employee who is willing to be a first aider is given the necessary time to attend training and enabled to be able to perform their duties.
- Ensure that there are sufficient first aid lists, with correct information to inform staff of the name and contact details of the nearest first aider and the correct emergency procedure (in some offices this may be a joint responsibility with Mitie)
- Where they have responsibility for premises they must ensure a first aid needs risk assessment has been carried out and first provision in line with the assessment put in place. This must be reviewed periodically.

#### **All employees and volunteers**

- Must be aware of the first aid policy
- Must familiarise themselves with the first aid procedure for their place of work, including who the nearest first aiders are
- Must support colleagues in terms of getting first aid help if necessary

**First aiders** will be expected to

- provide care and treatment to any person, at any location, within the boundaries of their training
- get help or assistance if necessary

- ensure they are listed on relevant first aid lists, with correct information to inform staff of the name and contact details of the nearest first aider and the correct emergency procedure
- ensure that adequate first aid supplies are maintained and available in their first aid box (contents as detailed in this policy)
- ensure first aid boxes and provisions are available to anyone who needs first aid assistance (this does not mean making their first aid box freely available for other employees to 'help themselves' to)
- assist with the completion of any accident investigation and reports

### **Essex County Council Community and Voluntary Controlled Schools**

Headteachers have responsibility for ensuring that this policy is implemented within their premises (the task of doing this in practice may be delegate to H&S Co-ordinator, Site Manager, Office Manager or other member of staff deemed appropriate). As the person in control of the premises, they are responsible for ensuring:

- A first aid needs risk assessment has been carried out
- There is adequate arrangements for first aid in line with the needs identified in the first aid needs risk assessment, including trained first aiders, first aid equipment, first aid room / area etc.
- All staff are aware of the first aid policy and the School specific arrangements for first aid during standard school hours, outside of school hours and for off-site activities.

Note: These school responsibilities would be relevant to other schools who buy in to the ECC H&S Service.

## Part 4 – Templates/ Risk Assessments

### HSF 053 – Checklist for first aid training competence

#### Section A – Trainers/ assessors

Do the trainers / assessors have a current First Aid at Work (FAW) certificate or qualify for an exemption? NA

Do the trainers / assessors have an appropriate training / assessing qualification? NA

#### Section B - Quality Assurance

Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance? This should include assessment of the performance of the trainers / assessors at least annually. NA

Does the designated person have a current FAW certificate or qualify for an exemption? NA

Does the designated person have an assessing / verifying qualification? NA

Is there a documented course evaluation procedure? NA

Is there a documented complaints procedure? NA

#### Section C – Teaching currently accepted first aid practice

Is First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) taught in accordance with current [guidelines](#) on adult basic life support published by the Resuscitation Council (UK) and NA

The current edition of the first-aid manual of the Voluntary Aid Societies ([St John Ambulance](#), British Red Cross, St Andrew's First Aid), or NA

Other published guidelines, provided they are in line with the two above or supported by a responsible body of medical opinion? NA

#### Section D – Training syllabus

Does the course content adequately meet the needs of the workplace as indicated by the first aid needs assessment? NA

For FAW does the syllabus include the topics listed on page 11 of this policy? And does the course include at least 18 training and assessment contact hours over 3 days? NA

For FAW requalification, does the syllabus include the topics on page 11 of this policy? And does the course include at least 12 training and assessment contact hours over 2 days? NA

For EFAW, does the syllabus include the topics on page 11 of this policy? And does the course include at least 6 training and assessment contact hours over 1 day? NA

For EFAW requalification, does the syllabus include the topics listed on page 11 of this policy? And does the course include at least 6 training and assessment contact hours over 1 day? NA

#### Section E – Certificates

Do the certificates issued to the students assessed as competent contain the name of the training organisation, the title of the qualification (for example, FAW or EFAW), reference to the health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for 3 years? (If training is neither FAW or EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed). NA

## First Aid – HSP10.2

### HSF 054 – Checklist for assessment of first aid needs

**Section A – Hazards** - Use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities / hazards which may require different levels of first-aid provision.

1. Does your workplace have low-level hazards such as those that might be found in offices and shops? NA

Minimum provision would be Appointed Person and a first aid box

2. Does your workplace have higher-level hazards such as chemicals or dangerous machinery? NA  
Consider providing first-aiders, additional training for first-aiders to deal with injuries resulting from special hazards, a suitably stocked first-aid box, additional first-aid equipment, precise location of first-aid equipment, providing a first-aid room, informing the emergency services of specific hazards etc. in advance.

3. Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? NA  
Consider providing first-aiders, additional training for first-aiders to deal with injuries resulting from special hazards, additional first-aid equipment, precise location of first-aid equipment, providing a first-aid room, informing the emergency services of specific hazards etc. in advance.

#### Section B - Employees

4. How many people are employed on site? NA

Where there are small numbers of employees, the minimum provision is an appointed person to take charge of first-aid arrangements and a suitably stocked first-aid box

Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider providing first-aiders, additional first-aid equipment and a first-aid room

5. Are there inexperienced workers on site, or employees with disabilities or health problems? NA  
You should consider additional training for first-aiders, additional first-aid equipment, local siting of first-aid equipment. In addition, your first-aid provision should cover any work experience trainees.

#### Section C – Accident and ill health record

6. Do you have a high number of accidents and ill health? Do you know what injuries and illnesses have occurred and where they happened? NA

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.

#### Section D – Working arrangements

7. Do you have employees who travel a lot, work remotely or work alone? NA

You should consider issuing personal first-aid kits and providing communications / personal mobile phones to employees.

8. Do any of your employees work shifts or out-of-hours? NA

You should ensure that there is adequate first-aid provision at all times people are at work.

9. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? NA

You should consider the need for provision in each building or on each floor

10. Is your workplace remote from emergency medical services? NA

You should inform the emergency services of your location, consider special arrangements with the emergency services and emergency transport requirements.

11. Do any of your employees work at sites occupied by other employers? NA

You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.

12. Do you have sufficient provision to cover absences of first-aiders or appointed persons? NA

You should consider what cover is needed for annual leave and other planned absences and for unplanned and exceptional absences.

#### Section E – Non-employees

13. Do members of the public or non-employees visit your premises? NA

Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees, but the HSE strongly recommends that you include them in your first-aid provision.

## Part 5 – External references

### HSE

[Selecting a first-aid trainer](#)

[Basic advice on first aid at work](#)

[DfE Early Years and Foundation Stage Framework](#)

[DfE Supporting pupils with medical conditions at school](#)

## First Aid – HSP10.2

### Part 6 – Legal references

[Health and Safety \(First Aid\) Regulations 1981](#)

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)

## Appendix 1 First aid needs decision making map

From your risk assessment, what degree of hazard is associated with your work activities?

**Low Hazard** (offices, libraries)

Fewer than 25 people

If less than 25 then you will need at least 1 **Appointed Person**

25-50 people then you will need at least one **EFAW** trained first aider

More than 50 people then you will need at least one **FAW** first aider for every 100 employed or part thereof

**For higher hazards.** (Warehousing, extensive work with dangerous machinery or sharp instruments or light engineering.)

Fewer than 5

If less than 5 then you will need at least 1 **Appointed Person**

5-50 people then you will need at least one **EFAW** or **FAW** trained first aider depending on the type of injury that occur

More than 50 people then you will need at least one **FAW** first aider for every 50 employed or part thereof

Remember to consider what previous injuries and illnesses that have occurred in your workplace and that they can be dealt with by your first aiders.

Where first aiders are shown to be unnecessary, you may wish to consider providing additional first aiders in case of an accident or sudden illness.

You should also consider the factors below that may affect your first aid provision

Inexperienced workers or employees with disabilities or particular health problems

Employees who travel a lot, or work alone or remotely

Employees who work shifts or out-of-hours

Premises spread out across buildings or floors

Workplace remote from the emergency services

Employees working at sites occupied by other employees

Planned and unplanned absences or first aiders or appointed persons

Members of the public who visit the workplace