St Matthew's CE (Aided) Primary School and Nursery Centre

First Aid Policy

2026 – 2027

Approved by:	To be approved by the Governing Body October 2027.	**Date:** 05/01/2026
Last reviewed on:	15.10.2026	
Next review due by:	Sept 2027	

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and statutory guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy should be read alongside the school's Allergy Safety Policy and Supporting Pupils with Medical Conditions Policy. The school will comply with statutory guidance on Allergy Safety in Schools (2026), including arrangements for allergy awareness training, emergency response procedures, provision of spare adrenaline auto-injectors and Individual Healthcare Plans where required. It should also be read in conjunction with Keeping Children Safe in Education 2026, the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy, Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy. All first aid procedures must be implemented with due regard to safeguarding responsibilities and the welfare of children.

3. Allergy Emergencies

Management of Allergic Reactions and Anaphylaxis
The school recognises that allergic reactions, including anaphylaxis, are medical emergencies.

The school will:

- Maintain an up-to-date register of pupils with diagnosed allergies.
- Ensure Individual Healthcare Plans are in place where required.
- Store pupil emergency medication safely and accessibly.
- Maintain spare adrenaline auto-injectors in accordance with statutory guidance.
- Ensure staff receive allergy awareness and emergency response training.
- Contact emergency services immediately where anaphylaxis is suspected.
- Inform parents/carers as soon as practicable following any allergic reaction requiring treatment.

4. Role and responsibilities

4.1 Appointed person(s) and first aiders

The school's appointed person is Jayne O'Connell / Jessica Fenn. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date
- Be aware of pupils with known allergies and medical conditions.
- Follow Individual Healthcare Plans and emergency protocols for allergic reactions.
- Administer emergency medication when trained and authorised to do so

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

4.2 The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

4.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

5. Ensuring that an appropriate number of trained first aiders are present in the school at all times
6. Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
7. Ensuring all staff are aware of first aid procedures
8. Ensuring appropriate risk assessments are completed and appropriate measures are put in place
9. Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
10. Ensuring that adequate space is available for catering to the medical needs of pupils
11. Reporting specified incidents to the HSE when necessary (see section 6)

4.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5 First Aid Procedures

5.1 In-school procedures

At least one person holding a current full Paediatric First Aid certificate will be on the premises and available at all times when EYFS children are present and will accompany EYFS children on outings.

In the event of an accident resulting in injury/or an illness:

- The closest member of staff present will assess the seriousness of the injury/illness and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury/illness and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives

Minor injuries/illnesses: (grazes, cuts, nose-bleeds etc.)

- The first aider will complete a first aid form on the same day of an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, see appendix 2
- The first aider will give the first aid form to the class teacher so that this can be given to the child to take home to parents/carers

For more severe injuries/illnesses: (head bumps, facial injuries, suspected breaks and sprains)

To be dealt with in the first-aid room or child's classroom. If sent in with a severe illness/injury a member of staff should accompany the child.

- The first aider will complete a first aid form on the same day of an incident resulting in an injury and a phone call home to parents will be made but the first aider.
- The first aider will seek advice from a member of SLT, and the most appropriate action agreed.
- If the child is too unwell/in pain to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, a member of the office staff will contact parents immediately.

Any injury, presentation, disclosure or pattern of incidents that may indicate abuse, neglect, exploitation, child-on-child abuse, sexual violence or harassment, serious violence, self-harm, mental health concerns, online harm or wider safeguarding risks must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the Child Protection and Safeguarding Policy.

Particular attention will be paid to children who may be more vulnerable to abuse, neglect or exploitation, including children with SEND, children who are looked after, previously looked after children, young carers, children with social workers and children experiencing mental health difficulties.

Playtime procedures:

See above and:

As there is no first-aid room available at playtime the child should be taken to the classroom first-aider.

Lunchtime procedures:

See above and:

First aider will address all first aid on the playground during lunchtime. For more severe/injuries/illnesses a member of staff on the playground must take the pupil to the first aid room to be treated.

Defibrillator

The school maintains an automated external defibrillator (AED) on site. Its location is clearly identified and communicated to staff. Staff are encouraged to familiarise themselves with its location and operation.

6. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit containing the minimum:
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details
- Specific individual medication (e.g. prescribed by a doctor)

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings

- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the visit organiser prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, unless the visit is for Early Year Foundation Stage then all staff will be paediatric first aid trained.

7.First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The nurture provision room
- Reception (at the desk)
- The school kitchens
- School vehicles
- Within classrooms
- Down the Key Stage 1 and Key Stage 2 Corridor.
- All First aid trained staff each have their own first aid kit.

8 Record-keeping and reporting

8.1 First aid and accident record book

- A first-aid form will be completed by the first aider on the same day of an incident resulting in an injury

- As much detail as possible should be supplied when reporting an accident, see appendix 2
- The first aider will give the first aid form to the class teacher so that this can be given to the child to take home to parents/carers
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Repeated injuries, unexplained injuries, injuries inconsistent with the explanation given, delays in seeking treatment, or injuries that indicate a possible pattern of harm must be recorded and discussed with the DSL. Staff must exercise professional curiosity and consider whether medical presentations could indicate wider safeguarding concerns.

First aid records may contribute to safeguarding chronologies where repeated injuries, patterns of presentation or concerns regarding a child's welfare have been identified. The DSL will determine whether information should be incorporated into safeguarding records or shared with external agencies.

8.2 Reporting to the HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

Significant injuries, recurring injuries, unexplained marks, or injuries inconsistent with the explanation provided must be discussed with the DSL and recorded in accordance with safeguarding procedures.

Information arising from first aid incidents may be shared with safeguarding staff where necessary to protect a child. Staff should not assume that someone else has reported safeguarding concerns and must record and share concerns in line with the school's safeguarding procedures.

Where a first aid incident gives rise to a concern regarding the conduct of an adult working with children, this must be reported in accordance with the school's Low-Level Concerns and Allegations Against Staff procedures.

8.3 Notifying parents

All first aiders will complete a first aid form when providing first-aid. These forms will be given to the class teacher to ensure they are sent home with the child on the day the accident or injury occurs. If the accident or injury is more severe e.g. a head bump, the first aider will telephone the parent to let them know about the injury and/or to discuss if the child requires further medical attention. Parents will also be informed if emergency services are called.

8.4 Reporting to Ofsted and child protection agencies

The Headteacher or delegated senior leader will notify Ofsted of any serious accident, serious injury, illness or death of a child whilst in the school's care as soon as reasonably practicable and within statutory timescales. EYFS incidents will be reported in accordance with the EYFS Statutory Framework.

They will also notify Family Connect of any serious accident or injury to, or the death of, a pupil while in the school's care. EYFS providers will notify parents and/or carers of any accident or injury sustained by a child on the same day, or as soon as reasonably practicable, and maintain a written record.

9.Training

All school staff are able to undertake first aid training if they would like to. The Senior Leadership team will make the decision about how many first-aiders are required and provide training for staff requiring this.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 2).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate and all staff working within the Early Years Foundation Stage will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

All staff will receive allergy awareness training appropriate to their role. Training will include:

- recognising signs and symptoms of allergic reactions;
- recognising anaphylaxis;
- emergency response procedures;
- use of adrenaline auto-injectors;
- recording and reviewing allergy incidents and near misses.

All staff will receive safeguarding training, including regular updates regarding child protection, indicators of abuse and neglect, reporting processes and the role of professional curiosity. First aid training does not replace safeguarding responsibilities and staff must remain vigilant to safeguarding concerns at all times.

10.Monitoring arrangements

This policy will be reviewed annually by the SENDCo and School Business Manager and approved by the Governing Body.

11 Links with other policies

This first aid policy is linked to the

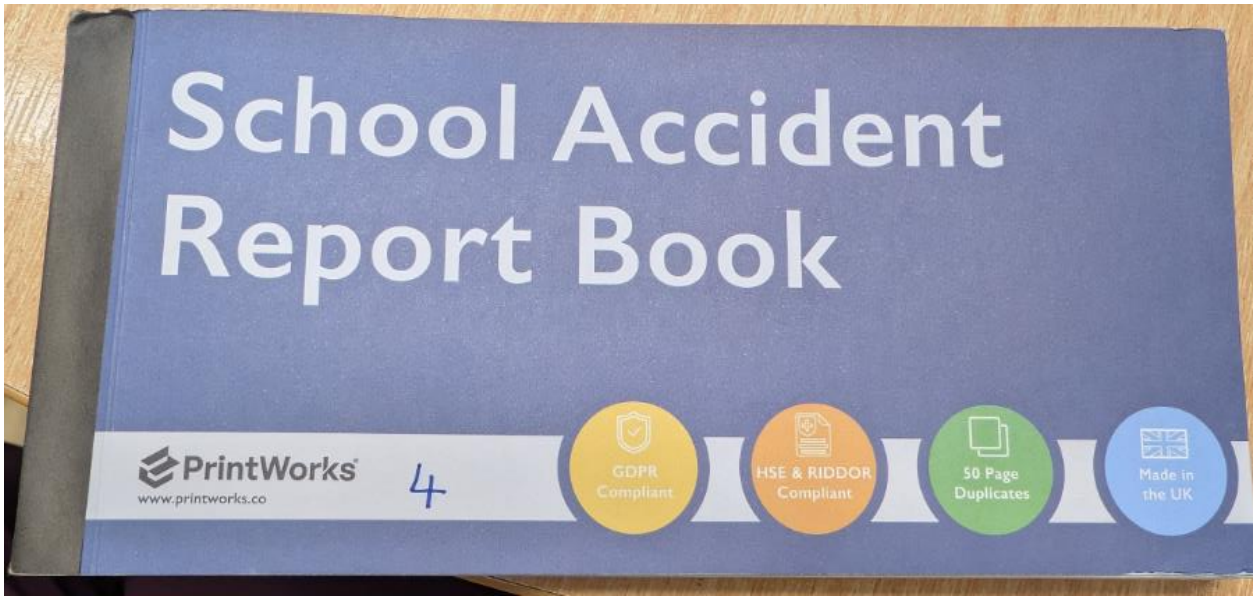
- Health and Safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

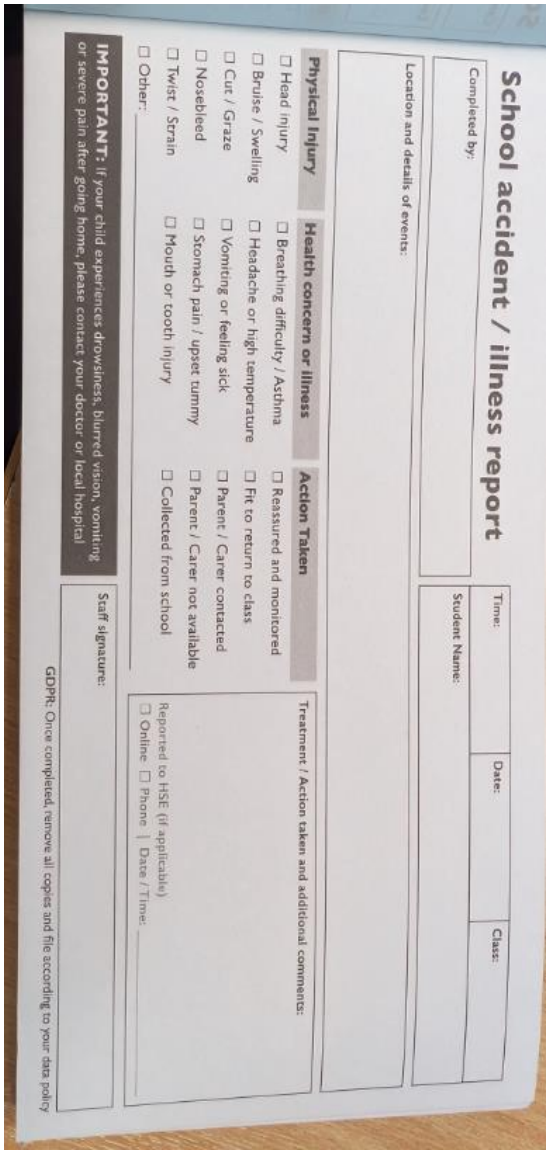
Appendix 1: List of First Aiders with expiry dates

First Aider	Tye	Expiry Date
Jessica Fenn	Paediatric	23.2.2027
Coleen Charley	Paediatric	23.2.2027
Michelle Urey	Paediatric	14.3.2027

Kirsty Urey	Paediatric & Emergency First Aid at Work.	14.3.2027
Scott Stewart	Paediatric First Aid	25.6.2027 (Trainer hub)
Nicola Clapperton	Paediatric First Aid	05.7.2027
Jayne O'Connell	First Aid at work	27.9.2027 (Trainer hub)
Stephanie Hattingh	Paediatric and Emergency First Aid at Work	07.2.2028 (Trainer hub)
Stefanie Cund	Paediatric	10.3.2028 (Trainer hub)
Jayne O'Connell	Safe Handling of Medication	06.5.2026 (Trainer hub)
Kim Kent	Paediatric	12.9.2028 (Trainer hub)
Michael Sheppard	Paediatric First Aid	14.11.2028 (Edufit)
Paige Ellis	Paediatric	16.1.2029 (Trainer hub)
Charlene Robinson	Paediatric	16.1.2029 (Trainer hub)
Paige Chesterton	Paediatric	06.2.2029 (Trainer hub)
Paige Ellis	Safe Handling of Medication	26.2.2026
Jessica Fenn	Safe Handling of Medication	26.2.2026
Kim Kent	Safe Handling of Medication	26.2.2026
Laura Burns	Paediatric First Aid First Aid at Work	17.4.2029 (Trainer hub)
Nikki Shah	Paediatric First Aid	07.5.2029 (Trainer hub)
Carrie-Ann Benbow	Paediatric First Aid	07.5.2029 (Trainer hub)

Appendix 2: Accident report form.





School accident / illness report

Completed by:

Time:

Date:

Class:

Student Name:

Location and details of events:

Physical Injury

- ☐ Head injury
- ☐ Bruise / Swelling
- ☐ Cut / Graze
- ☐ Nosebleed
- ☐ Twist / Strain
- ☐ Other:

Health concern or illness

- ☐ Breathing difficulty / Asthma
- ☐ Headache or high temperature
- ☐ Vomiting or feeling sick
- ☐ Stomach pain / upset tummy
- ☐ Mouth or tooth injury

Action Taken

- ☐ Reassured and monitored
- ☐ Fit to return to class
- ☐ Parent / Carer contacted
- ☐ Parent / Carer not available
- ☐ Collected from school

Treatment / Action taken and additional comments:

Reported to HSE (if applicable)
☐ Online ☐ Phone | Date / Time:

IMPORTANT: If your child experiences drowsiness, blurred vision, vomiting or severe pain after going home, please contact your doctor or local hospital

Staff signature:

GDPR: Once completed, remove all copies and file according to your data policy

Appendix 3: Telford and Wrekin Council First Aid Guidance

Telford & Wrekin COUNCIL

FIRST AID GUIDANCE

Health and Safety

Contents:

1. The Law
2. Key Action Points
3. First Aiders
4. Appointed persons
5. Mental Health First Aid
6. First aid needs assessment
7. Communication of first aid arrangements
8. Accident reporting and record keeping
9. First Aid equipment
10. First Aid rooms
11. Further information

Appendix 1: Record of first aid treatment

1. THE LAW

1.1 The Health and Safety (First-Aid) Regulations 1981(as amended 1st October 2013) require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

1.2 Mental Health First Aid (MHFA) England best-practice guidance for employers on how to implement Mental Health First Aid in the workplace

1.3 Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non employees are considered in the assessment of first aid needs and provision is made for them. It is the Council policy to do this.

2. KEY ACTION POINTS

Carry out first aid needs assessment to determine the level of first-aid provision required in terms of the following:

- the number of first-aiders/appointed persons/paediatric trained
- the number of staff trained in Mental health first aid and their location across the school
- the number, content and locations of first aid equipment
- arrangements for off-site activities / remote working
- arrangements for activities taking place outside core hours

3. FIRST AIDERS

3.1 First aiders may either be contractually obliged to take on this role or be selected from staff volunteers. A first aider needs to:

- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training.
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Be employed in a post where they are readily accessible in case of emergencies.

3.2 First aiders are expected to:

- Check and replenish first aid boxes on a rota basis (to be agreed with other first aiders in the vicinity)
- Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the health and safety team are kept up to date
- Maintain confidential records of first aid treatment in accordance with section 7.

There are two types of training for first aiders:

3.3 First Aid at Work (FAW)

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.3 and also be able to:

- 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).
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Provide appropriate first aid for minor injuries

This must be renewed every three years by means of a two day re-qualification course.

3.4 Emergency First Aid at Work (EFAW)

At least a 6 hour course (not including breaks), over a minimum period of 1 day.

On completion of training, successful candidates should be able to:

- Understand the role of the first aider, including reference to:
- 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 cardiopulmonary resuscitation (CPR) and use an automated external defibrillator;
- Administer first aid to a casualty who is unconscious (including seizure);
- 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).

This must be renewed every three years by means of a one day re-qualification course.

3.5 Paediatric First Aid

The current legal requirements for paediatric first aid are set out in the safeguarding and welfare section of the 2026 EYFS The following information is taken from the 2026 Statutory Framework for the Early Years Foundation Stage published by the Department of Education, at least one person who has a current **full** paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current **full** paediatric first aid certificate.

PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in

order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting33. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Emergency paediatric first aid training course - 1 day

Understand the role and responsibilities of the emergency paediatric first aider, have the ability to assess an emergency situation and prioritise your actions. You will also learn how to help a baby or child who is:

- unresponsive and breathing normally
- unresponsive and not breathing normally
- having a seizure
- choking
- suffering from shock
- bleeding

This must be renewed every three years by means of a one day re-qualification course

Paediatric first aid

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

Understand the role and responsibilities of the paediatric first aider.

Be able to assess an emergency situation safely.

Be able to provide first aid for an infant and a child:

- who is unresponsive and breathing normally, including child and infant resuscitation
- who is unresponsive and not breathing normally
- who has a foreign body airway obstruction
- with external bleeding
- with injuries to bones, joints and muscles.

Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:

- sickle cell crisis
- diabetic emergencies
- asthma attack
- allergic reaction
- meningitis
- febrile convulsions.

Understand how to administer first aid to an infant and a child:

- who is experiencing the effects of extreme heat and cold
- who has sustained an electric shock
- with burns or scalds
- who has been poisoned
- who has been bitten or stung
- with minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- with conditions affecting the eyes, ears and nose
- with head and spinal injuries
- with anaphylaxis
- who is suffering from shock.

Understand how to complete records relating to illnesses, injuries and emergencies.

This must be renewed every three years by means of a one day re-qualification course.

3.6 Defibrillator Training

Some Schools have defibrillators on site. First Aid at Work training now includes the use of a defibrillator but additional training can be provided if necessary.

3.7 All first aiders must be allocated enough time to:

- attend training
- carry out their routine responsibilities to check and restock first aid equipment
- review their first aid training materials.

3.8 Insurance The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

3.9 First aid training provider

First aiders must complete a training course administered by a competent First Aid training provider.

The requirement for first aid training providers to be HSE registered has been removed, however training organisations will still be required to meet certain standards/criteria set by the HSE.

Telford & Wrekin Council First Aid training provider offer 'regulated qualifications. These are nationally recognised and our training centre is registered as an 'awarding organisation' (AO). These AOs are recognised by national qualification regulators (Ofqual) that have dedicated policies and quality assurance processes that approve and monitor our training centres to ensure training meets standards set by the national regulators. The regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First Aid Qualifications – see the SQA website www.sqa.org.uk.

To book on any first aid courses please use the OLLIE site, there are a selection of dates but if there are none available or you can't attend the dates that are available please email Co-operative.Admin@telford.gov.uk to request a place.

If you are not registered with the online booking system (OLLIE) you can access and book all your first aid training via trainingenquiries@telford.gov.uk

School based staff should book direct with Steve Carter steve.carter@telford.gov.uk on 01952 380161 or with Telford Occupational Health Service Ltd, Halesfield 13, Telford, TF7 4QP. 01952 581251 or email jandt@tohs.co.uk

4.0 APPOINTED PERSONS

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- looks after first aid equipment and restocking as necessary.
- ensures that the necessary accident reporting is carried out.

Appointed persons are not first aiders and should not administer first aid treatment that they have not been trained to do.

5.0 MENTAL HEALTH FIRST AID

The Council committed acknowledging the importance of mental wellbeing and promoting positive mental well being in the workplace in order that every individual reaches their own potential and can cope with the normal stresses of life. It is important that we have identified employees who are able to spot the signs and symptoms of mental ill health and provide help and signposting when an individual finds themselves in crisis. Mental Health First Aid (MHFA) is an internationally recognised qualification which teaches individuals how to recognise crucial signs of mental ill health and feel confident to guide someone to appropriate support when in crisis.

For further information take at look at what the HSE have to say on managing workplace stress and mental health issues

Mental Health First Aiders need to;

- Have a calm, reliable disposition, an empathetic approach and good communication skills
- Are able to listen non-judgementally
- Understand the importance of confidentiality
- Have an interest in mental health and wellbeing
- Have a desire to learn more about mental health and support others

- Put their skills into practice when the need arises in sometimes stressful and emotionally demanding situations

Mental Health First Aiders are expected to;

- Be employed in a post where they are readily accessible in case of a crisis
- Gain the support of their manager to become a Mental Health First Aider
- Be willing and able to undertake relevant training
- Carry their 5 step MHFA action plan (ALGEE checklist) with them at all times (provided at training)
- Make themselves aware of and familiar with the Wellbeing Policy
- Make themselves aware of their nearest MH First aid room (please refer to the First Aid Guidance document) should they need to assist a colleague in crisis
- Ensure they know the key code to access first aid room keys at their location
- Ensure the most up to date MHFA contact list for their building is displayed next to first aid boxes aned in core areas where needed
- Ensure contact and location details registered with the ODD Team are kept up to date
- Attend all support sessions with fellow MH First Aiders

MH First Aid

It is important that all employees and managers are aware of the signs and symptoms of someone who may be suffering from mental ill healthand are able to access mental health awareness training to support them in maintaining good mental health at work, with a proactive and preventative approach to mental wellbeing.

However we recognise that some people may suddenly find themselves suffering from severe mental health issues and in crisis at work due to unforeseen circumstances, traumactic events or loss. MHFAs are expected to provide immediate support and signposting advice for these individuals at the point of crisis, calling upon appropriate professional support where this is required and relevant. MH First Aiders are not trained to be therapists or psychiatrists – there is not an expectation that they will resolve the individual's issues but instead offer initial support through non-judgemental listening and guidance. MHFAs are not expected tp provide low level support or counselling to individuals on an ongoing basis.

6.0 FIRST AID NEEDS ASSESSMENT

To work out what level of first aid provision is needed in any Telford & Wrekin workplace consider the factors listed in the table below. Where one factor indicates that a higher level of first aid provision is needed than another factor then the higher level should be implemented. The table below gives the **minimum** acceptable level of first aid provision.

For further details on the number of first aiders and Mental First Aiders required for Telford and Wrekin core buildings see appendix 2

Factor to consider	Space for notes	Impact on first-aid provision
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)		
Does your workplace have low-level hazards such as those that might be found in offices and shops?		The minimum provision is: • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		You should consider: • Providing first-aiders; • Providing additional training for first-aiders to deal with injuries resulting from special hazards; • Providing a suitably stocked first-aid box; • Providing 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.
Do your work activities involve special hazards such as hydrofluoric acid or 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; • Precise location of first-aid room; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Employees		
How many people are employed on site?		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 equipment; • A first-aid room.
Are there 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.
Are staff aware of Mental Health issues and able o recognise the signs of symptoms of mental health?		Consider; • Attendance on the mental health awareness course for employees • Manager attendance on the MH first aid course (1 day)
Have you considered the Mental Health and wellbeing of your staff in line with the APPD framework?		You should consider wellbeing as part of the APPD and regular 1-2-1 discussions. Where an individual raises issues relating to mental wellbeing, refer to the Wellbeing Policy for support mechanisms available to support them.
Accidents and ill-health records		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?		You should consider: • Issuing personal first-aid kits; • Issuing personal communicators/mobile phones to employees.
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.

Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?		You should: • Inform the emergency services of your location; • Consider special arrangements with the emergency services; • Consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first-aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		You should consider: • What cover is needed for annual leave and other planned absences; • What cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises?		Under the health & Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

7.0 COMMUNICATION OF FIRST AID ARRANGEMENTS

It must be made clear on all Telford & Wrekin premises who the first aiders are and where the first aid materials are kept. The standard white cross on a green background should be used to indicate first aid information. Lists of first aiders should be posted in prominent positions including adjacent to first aid boxes, on first aid room doors, in or near lifts and at reception areas. They are also available on the intranet for all the core buildings.

8.0 ACCIDENT REPORTING AND RECORD KEEPING

All first aiders should keep a record of first aid treatment given, when and to whom. This information should be kept securely in accordance with data protection principles. A suitable form for recording this is given in appendix 1.

If the administration of first aid was needed due to a work related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Forms available on the intranet.

9.0 FIRST AID EQUIPMENT

First aid equipment should be kept in a known location where it is readily accessible in an emergency. This has to be balanced against trying to keep the equipment secure so that it doesn't suffer from pilfering. In a multi floor building where any first aider could be called to any floor the first aid kits should be kept in the same location on each floor as far as possible so that they can be found quickly. Where possible hand washing facilities should be close by.

Additional first aid equipment should be sited close to identified hazard areas eg kitchens, workshops, science laboratories.

At all times a balance needs to be struck between having sufficient first aid materials readily to hand to deal with likely emergencies and avoiding overstocking which causes wastage due to dressings exceeding their guaranteed sterility date and needing to be replaced. First aiders are responsible for replenishing first aid boxes.

When purchasing any first aid kit you should ensure they meet the necessary standards, The British Standards Institute (BSi) updated the contents in January 2019 to the following kits to meet the new standard:

- Workplace First Aid Kits – BS 8599-1
- Vehicle First Aid Kits – BS 8599-2

And also the BSi have also introduced two new kits:

- Personal Issue First Aid Kit
- Critical Injury Pack

9.1 First aid box contents:

9.1 The HSE state a standard first aid kit should contain:

- A leaflet giving general guidance on first aid, eg HSE leaflet - "*Basic advice on first aid at work"* http://www.hse.gov.uk/pubns/indg347.pdf
- 20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves (vinyl)
- 1 Revive aid

It may also be useful to have 10 individually wrapped alcohol free wipes.

No tablets, ointments or medicines should be kept in the First Aid box

9.2 Eye wash is only required where there isn't ready access to mains water. Where it is needed it should be provided in the form of at least one litre of normal saline in a sealed disposable container. Containers should not be kept for reuse once the seal is broken and must not be used beyond their expiry date. Eye wash should be kept close to eye contamination hazards.

9.3 Portable first aid kit for personal use For staff who travel around a lot or work remotely away from school it makes sense for them to be provided with a small first aid kit to enable them to clean and dress a minor injury without the need to return to base. Their kit should contain as a minimum:

- 6 Individually wrapped sterile plasters (Assorted sizes)
- 6 individually wrapped alcohol free wipes.

10. FIRST AID ROOMS

Some schools, due to the number of people using the premises and the nature of the activities taking place there, may warrant the provision of a first aid room. This room can be used for other compatible purposes eg as a place for expression of breast milk or carrying out medical examinations but should be readily available for first aid purposes whenever needed. Guidance L74 identifies criteria and contents of first aid rooms and is provided in the link below. First aid rooms are also available for MHFAs to undertake mental health first aid when needed

First aiders are encouraged to familiarise themselves on the location and contents of any first aid rooms in their premises so they could use them quickly and easily should the need arise.

11. EDUCATIONAL VISITS & JOURNEYS

In terms of Educational Visits & Journeys the party leader should assess what level of first aid might be needed and ensure that this is provided and first aid equipment is readily accessible. This should be considered as part of the risk assessment process. Please see further advice at http://www.twccommercial.co.uk/educationalvisits

12. FURTHER INFORMATION

- The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance

  The Health and Safety at Work (First Aid) Regulations guidance - L74:

- Other useful guidance on a number of first aid issues from the HSE http://www.hse.gov.uk/firstaid/index.htm

  https://www.gov.uk/government/publications/first-aid-in-schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf

First Aid at Work – Your questions answered -INDG 214:

Basic advice on first aid at work – Guidance – INDG 347:

Selecting a first aid training provider – a guide for employers -GEIS 3:

Basic advice on first aid at work – INDG 347:

Basic advice on first aid at work – Poster:

Electric shock – First aid procedures – Poster:

First aid FAQs:

First Aid Needs Assessment and Workplace Mental Health

First aid at work needs assessment case studies:

First aid guidance updated to incorporate workplace mental health

HSE updated First aid guidance 2019

Managing workplace stress and mental health issues

- Council Guidance on first aid issues on the Health & Safety pages of the intranet.
- There is a list of first aider for councils core buildings on the internet
- Wellbeing Policy
- Wellbeing Offer
- Mental Health First Aid Guidance

Appendix 1

Telford & Wrekin COUNCIL

First Aid Treatment Record

Health and Safety

What we will do with your Personal Information Telford & Wrekin Council is collecting your personal information for the purpose of meeting the statutory requirement of the Health & Safety at Work etc Act 1974.Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law when your data may be shared with other organisations for example the Health and Safety Executive (HSE) or the council's insurers. For further details on the council's privacy arrangements please view the privacy page on the council's Website Page

1. Date and time of incident:

2. Name of casualty:
3. Address of casualty:
4. Place of incident:
5. Circumstances of incident (ie what happened):
6. Name and contact details of witness(es)
7. Injuries/ ill health suffered:
8. Treatment given:
9. Did the casualty: (please circle)
   - Return to work/continue what they were doing?
   - Go home?
   - Go to their GP?
   - Go to hospital?
10. Name of First Aider:
11. Date of report:

NB If the incident was as a result of an accident or a violent incident please ensure that the relevant reporting form is completed online using MyView