



First Aid in Schools Policy



Heathlands School

Policy Review

This policy will be reviewed in full by the Governing Board.

The policy was agreed by the Pupil Welfare and Curriculum Committee on 5.3.24

Next Review due March 2026

Signature Date
Co-Headteacher

Signature Date
Governor

1. Heathlands conforms to the Hertfordshire guidance to schools on the assessment and provision for first aid needs and in doing so, ensures that the requirements of the First-aid regulations (Health and Safety (First Aid) Regulations 1981) are met.
2. This above legislation relates to the provision of first aid for employees if they are injured or become ill at work, however Heathlands has assessed the overall risk and determines the number of first aiders required in order that pupil needs are also appropriately considered.

Category of Risk	Numbers employed at any one location	Suggested minimum number of First Aid Personnel within the school
Lower Hazard	fewer than 25	In school settings even where there are fewer than 25 staff then Emergency First Aid at Work (EFAW) / a basic level of first aid training in order to meet pupil needs would be expected as a minimum.
	25 -50	At least one first aider trained in EFAW
	more than 50	At least one first aider trained in First aid at work (FAW) for every 100 employed (or part thereof).
Higher Hazard¹	5-50	At least one First Aider trained in EFAW or FAW depending on types of injuries that may occur.
	more than 50	At least one additional First Aider trained in FAW for every 50 employed (or part thereof)
School settings where the EYFS framework applies	N/A	At least one person who has a current paediatric first aid certificate (12 hours) must be on the premises at all times when children are present and must accompany children on outings.

3. Heathlands is also aware of and conforms to [The Early Years Foundation Stage Statutory framework \(EYFS\)](#) first aid requirements which is mandatory for all schools and early years providers in Ofsted registered settings attended by young children (i.e. children up to the end of the academic year in which the child has their 5th birthday).
4. In determining the minimum numbers of trained first aid staff required, the following aspects are considered:
 - adequate provision in order to cover work patterns, absence, leave, offsite activities.
 - previous injuries / illnesses experienced;
 - the layout of the premises.
 - the location of the school in relation to emergency services;
 - specific hazards on site (e.g. DT machinery, hazardous substances, science lab.)
 - numbers of pupils on site;
 - extended / extra-curricular school activities.
5. For higher risk rooms such as science, DT, PE an individual risk assessment is undertaken annually and all relevant staff are made aware of immediate remedial measures in order to manage the initial injury and ensure an effective hand over of any specific information (particularly relating to chemical incidents) to the school first aiders.
6. All staff who agree to train to become first aiders do so on a voluntary basis.
7. First aid arrangements are also considered when the school premises are used for lettings.

Specific Medical Needs

8. Specialist advice and staff training is sought for individuals with specific disabilities, long-standing medical conditions or allergies which may require special treatment in the case of accidents or illness. Advice is written into a medical protocol of which all staff are made aware.
There is also a Heathlands policy on supporting pupils with medical conditions at school based on DFE guidance <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>.
9. In addition, some staff or students carry their own prescribed medication such as inhalers for asthma, insulin for managing diabetes etc. If an individual needs to take their own prescribed medication, the first aider's role is limited to helping them do so and contacting the emergency services as appropriate.

First Aid Training

10. Heathlands school first aiders will hold a valid certificate in either:

- First aid at work.
- Paediatric first aid. (in relation to EYFS statutory framework).
- Emergency first aid at work.

First aid training is valid for three years, after which a refresher course is required before re-certification. An annual refresher is also available if required.

11. Staff who administer first aid according to their training and in the course of their employment are covered by Heathlands school's liability insurance.

12. **Automated External Defibrillators (AED)**

An AED is located in the Heath House foyer, (key code: 9999). It is designed to be used by anyone without any specific training by following the step-by-step instructions provided. However, first aid training at Heathlands also provides specific training on use and maintenance of the AED.

First Aid Equipment and Room

13. There are several clearly marked, readily accessible first aid kits located in key areas of the school. Staff are made aware of the locations of these kits. A travel first aid kit is also kept in each of the school vehicles.
14. First aid kits are regularly checked and restocked as necessary to ensure that they contain a sufficient quantity of first aid materials. (See [appendix A](#) for a list of minimum contents).
15. Heathlands conforms to the School Premises (England) Regulations 2012 in providing a suitable room for medical treatment that is equipped with a sink and close to a WC.

Emergency Procedures

16. In the case of serious or potentially serious injuries or sickness, professional medical assistance is sought at the earliest possible time to avoid the danger of inappropriate diagnosis or treatment.
17. Staff are aware they should use a school vehicle and not transport children to hospital in their own car. However, where appropriate a call will be made for an ambulance. A member of staff will accompany the child to hospital by ambulance to provide communication support and stay until parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

Provision of Information

18. First aid arrangements are also referred to in the health and safety policy. These arrangements (including the location of equipment, facilities and personnel) form part of induction training for all new and temporary staff.

19. There are notices posted in appropriate position within the school, giving the location of first aid equipment and facilities and the names of the trained first aiders.

Record Keeping

20. The following records are maintained and available:
- Certification of training for all first aiders and refresher periods.
 - Any specialised instruction required by first-aiders or other staff (in medical protocols e.g. Epi-pens)
 - First aid cases treated (see also accident / incident reporting).

APPENDIX A

Suggested contents lists for first aid kits are as follows:

First aid kit

- Leaflet giving advice on first aid;
- Twenty individually wrapped sterile plasters (assorted sizes) appropriate to the work environment (which must be detectable for the catering industry);
- Two sterile eye pads;
- **Four** individually wrapped triangular bandages;
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings (12x12cm);
- Two large sterile individually wrapped unmedicated wound dressings (18x18cm);
- At least 3 pairs of disposable gloves.

Travel first aid kit

- Leaflet giving advice on first aid;
- Six individually wrapped sterile plasters (assorted sizes);
- Two individually wrapped triangular bandages;
- Two safety pins;
- Individually wrapped moist cleaning wipes;
- One large sterile unmedicated wound dressing (18x18cm); and
- Two pairs of disposable gloves.

Disposable gloves should be vinyl, nitrile or powder free, low protein latex and CE marked.

Blunt ended stainless steel scissors (minimum length 12.7 cm) may also be useful to cut clothing away.