

First Aid Policy and Responsibilities

1. Summary

Schools are required to provide first aid for all employees and, in keeping with the *in loco parentis* doctrine, to all pupils also. The HSE Approved Code of Practice gives discretion to individual establishments to assess their own needs rather than rely on a fixed numerical ratio between numbers of people and first aiders.

The findings of the school [first aid needs assessment](#) will help the school decide how many first aiders are required; a model risk assessment is available on Right Choice. There are no hard and fast rules on exact numbers and the school will need to consider all the relevant circumstances of the particular school.

However, the local authority has produced recommended **minimum** levels of first aid cover that should be in place.

Type of School	Number of people on site (Staff & Pupils)	Number of first aiders
Nursery/Primary	0 - 100	1 first aid at work qualified and 1 relief to provide cover for absences. Thereafter 1 additional first aid at work qualified for every 100 persons on site. Plus 1 qualified paediatric first aider and 1 relief to provide cover for absences where children under five years of age are present.
Secondary	0 - 100	1 first aid at work qualified and 1 relief to provide cover for absences. Thereafter 1 additional first aid at work qualified for every 100 persons on site. Plus 1 qualified first aider and 1 relief for each high-risk area i.e. Science, D&T, PE, Food Technology.
Special	0 - 100	1 first aid at work qualified and 1 relief to provide cover for absences. Thereafter 1 additional first aider for every 100 persons on site.
NB. Appropriate numbers of additional first aider at work qualified should be established based on each school's specific needs and staffing arrangements to cover absences.		

2. Local Authority responsibilities

Monitor the arrangements for the management of first aid as part of its regular monitoring visits to Wiltshire Council maintained schools.

Investigate any incidents reported, by Wiltshire Council maintained schools, through the incident reporting system in line with Council guidelines. Liaising with the HSE as appropriate.

OD (Wiltshire training) provide a range of first aid courses, details can be found on [Right Choice](#).

3. School responsibilities

Carry out and regularly review a first aid needs assessment. This should be at least annually or when there is a relevant change. A review may also be needed after an incident requiring the provision of first aid so that lessons can be learned.

Factors to be considered in assessing the First Aid needs of the school

- history of incidents – accident stats can indicate the most common types of injuries, times and locations
- the nature, age and number of pupils
- the size of the school and if it is split over a large area or different sites
- the remoteness of the site from emergency medical services
- other groups of people on a shared site
- school trips
- annual leave and other absences of first aiders
- the consequences of teaching staff having to leave classes to administer first aid
- the risks involved in a specific activity, e.g. PE, science, D&T, food technology
- out of hours activities i.e. sports activities, clubs, breakfast and after school club

Paediatric First Aid

The DfE Statutory Framework for the Early Years Foundation Stage requires that in addition to first aid at work qualified staff you **must** have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children under five years of age are present (Early Years Foundation Stage). In practice this means you need at least two people trained to ensure cover at all times.

The DfE also require all newly qualified entrants to the early years workforce who have completed a level two and/or level three 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 two or level three in an early years setting.

The Council offers a [paediatric first aid course](#) which meets the Ofsted requirements. Details are available in the training section on Right Choice.

High Risk Areas

The practical subjects – Art, Design & Technology, Physical Education, Food Technology and Science present special risks and ideally each of these areas should have adequate first aid facilities and first aider cover (plus relief first aider to cover absences). Suitable eye irrigation arrangements should be in place in Art, Design & Technology and Science ([see CLEAPSS guidance](#)).

Travelling First Aid Kits

Travelling first aid kits **must** be available on all coaches, minibuses and vehicles used to transport pupils and staff.

There is no mandatory list of items to be included in a first aid kit. Deciding what to include should be based on the school's assessment of first aid needs.

First Aid Room

There is no legal requirement to have a first aid room in low risk environments but it is recommended that where possible schools have a first aid room for the treatment of injuries and for keeping casualties warm and comfortable during treatment and if necessary whilst waiting for the emergency services.

Signage

Notices and signs giving the name, contact details, location and directions to the nearest first aider **must** be prominently displayed and kept up to date throughout the school.

Recording Accidents and First Aid Treatment

A record should be kept of all first aid administered, even if it is for a minor incident. The school should have a process in place for this.

For pupils, employees, visitors or contractors the school should be recording any accidents, which meet the reporting criteria, using the Council online reporting form.

Non-maintained schools should have their own internal incident reporting system in place.

Further information is available in the [incidents and accidents](#) section of Right Choice.

Bumps on the head

A qualified first aider will know the procedure for dealing with a child who has a bump to the head and in any serious case professional medical attention **must** be sought and the parents should be notified immediately.

However, sometimes the effects only become noticeable after a period of time - perhaps several hours - and so **all** bumps to the head should be recorded and the school **must** have a procedure in place with a system for monitoring the injured child.

Each teacher whose lesson the child attends **must** be asked to keep a look out for signs of drowsiness or distress. Parents **must** be informed where a child has sustained a bump to the head, remember just putting a note in a book bag or giving a child a sticker is not always sufficient to get the message home to parents. You may need to consider telephone notification.

4. Key information and definitions

A school **first aider** is someone who holds a current certificate obtained by successfully completing a three day 'First Aid at Work' course from an accredited provider. Schools must provide training for those appointed as first aiders including requalification training after three years.

Completion of the '**Emergency First Aid**' course (1 day) or similar, whilst useful, does not allow someone to be included in the numbers of trained first aiders.

A **Paediatric first aider** is someone who holds a current certificate obtained by successfully completing a two day (12 hours) 'Paediatric First Aid' course from an accredited provider. Early years settings must provide training for those appointed as paediatric first aiders including requalification training after three years.

Note: Holding a "paediatric first aid" qualification does not allow the member of staff to be included in the number of first aiders at the school. Only "first aid at work" qualifications can be counted.

In addition to first aiders you should have an **appointed person** to take charge of first-aid arrangements. The role of the appointed person includes looking after and maintaining first-aid equipment and facilities and calling the emergency services when required.

5. FAQs

Q. Can a first aider be held liable in some way after administering treatment?

A. No, any claim against an employee would be covered by the Council's insurance policies, (or the school's insurance policies for non-maintained schools) provided the member of staff was acting in good faith and without malice.

Q. Can someone who is not a trained first aider administer first aid?

A. Yes, if no qualified first aider is available, or there is a delay in first aid treatment, then a non-trained person can provide assistance if they do so reasonably and in good faith.

Q. Can a first aider provide pain killers or other medicines?

A. No, medicines should not be kept in a first aid kit, this includes tablets, lotions, potions and other items.

6. Success indicators

- A current first aid needs assessment is in place.
- The school has an appropriate number of trained first aiders, and where applicable paediatric first aiders, at all times.
- Up to date contact details of first aiders are easily available throughout the school.
- The school has an appropriate number of correctly stocked first aid kits.
- First aid treatment records are complete for all occasions where it is administered.



7. Further help and information

DfE – [Guidance on first aid for schools](#)

HSE – [First aid at work](#) (approved code of practice)

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