

4.08 First Aid Plan

a) Risk Assessment

- Employers have to make a judgment based on their own particular circumstances and a suitable and sufficient risk assessment. Governing bodies and Headteachers should consider the likely risks to pupils and visitors as well as employees when drawing up policies and deciding on the complement of first aid personnel. This should include the following:

b) First Aiders

- There are no rules on the exact numbers of first-aid personnel required in a school, but the Health and Safety Commission has issued guidance on numbers of first-aid personnel based on employee/pupil numbers. This is captured in the DfE guidance referred to below.
- The minimum requirement is that an appointed person must take charge of the first aid arrangements.
- First aiders must complete a training course approved by the Health and Safety Executive. At school, the main duties of a first aider are to:
 - Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
 - When necessary, ensure that an ambulance or other professional medical help is called.

c) Appointed Persons are not first aiders, but someone who:

- Takes charge when someone is injured or becomes ill
- Looks after the first aid equipment, e.g. restocking the first aid container
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

d) Further Information: [Schools Health and Safety Manual](#)

e) Further information: Department for Education guidance on [First Aid](#)

f) Further information: [The Health and Safety \(First Aid\) Regulations 1981](#)

g) First-aid Containers

- There is no mandatory list of items for a first aid container. However, the Health and Safety Executive recommend that, where there is no special risk identified, a minimum provision of first aid items would be:
 - a leaflet giving general advice on first aid
 - 20 individually wrapped sterile adhesive dressings (assorted sizes)
 - two sterile eye pads
 - four individually wrapped triangular bandages (preferably sterile)

- six safety pins
 - six medium sized individually wrapped sterile unmedicated wound dressings
 - two large sterile individually wrapped unmedicated wound dressings
 - one pair of disposable gloves.
- A school's first aid procedure should identify the appointed person (see above) responsible for examining the contents of first aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the school and items should be discarded safely after the expiry date has passed.

h) Record Keeping

- Headteachers should ensure that records are kept of any first-aid treatment given by First-aiders and appointed persons. This information should also be logged on the incident report form. It is good practice for these records to include:
 - the date, time and place of the incident
 - the name and class of the injured or ill person
 - details of the injury/illness and what first aid was given
 - what happened to the person immediately afterwards
 - the name and signature of the first-aider or person dealing with the incident.

i) Notification

- In an emergency, the Headteacher/teacher in charge should have procedures for contacting the child's parent/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the pupil's parents/carers, e.g. by sending a letter home with the pupil or telephoning the parent.