



Bridge Hall Primary School First Aid Policy Statement & Guidance

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CONTENTS

1.0	Bridge Hall Primary School First Aid Policy Statement of Intent	2
2.0	Aims of the guidance	4
3.0	Scope	4
4.0	What SMBC must do	4
5.0	Determining the First Aid Needs Conducting a Site Risk Assessment	4
6.0	Statement of Roles and Responsibilities	5
7.0	How to choose a First Aider.	5
8.0	The Two Levels of First Aid Qualification	5
9.0	Responsibilities of a First Aider	6
10.0	First Aid Training	6
11.0	Protection for First Aider.	7
12.0	First Aid Precautions	7
13.0	Types of Infection	7
14.0	Prevention of incidents	7
15.0	First Aid Equipment and Facilities	8
16.0	Protective clothing	8
17.0	Management of blood and body fluid exposure incidents	8
18.0	First Aid Treatments, Medications and Additional Treatment	9
19.0	Recording and reporting of accidents	10
20.0	First Aid boxes	10
21.0	Basic First Aid Box Contents	10
22.0	Defibrillators	10
23.0	Communication and Information for Staff, Visitors and Contractors	10
24.0	First Aid Treatment Record Keeping	11
25.0	Associated documents	12

1.0 Bridge Hall Primary School First Aid Policy Statement of Intent

1.1 This policy statement and the guidance that follows is based on the following:

Health and Safety Executive – First Aid at Work:

<https://www.hse.gov.uk/firstaid/>

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 assess 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, plan 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

First aid can help to save lives and prevent minor injuries becoming major ones. Under health and safety legislation Stockport Metropolitan Borough Council (SMBC) recognises that it must ensure that there are adequate first aid staff with appropriate training equipment and facilities for providing first aid in SMBC Buildings and Facilities.

2.0 Aims of the guidance

2.1 The aims of the guidance are threefold:

1. Ensure the health and safety of all staff, visitors, and contractors
2. Ensure that staff are aware of their responsibilities with regards to the health and safety of themselves and others
3. Provide a framework for responding to an incident and recording and reporting the outcomes

3.0 Scope

3.1 This guidance and procedure applies to all employees of Bridge Hall Primary School and failure to comply with this Guidance may result in disciplinary action.

4.0 What SMBC must do

1. Conduct a risk assessment that will determine the first aid requirement.
2. Ensure sufficient first aid trained staff are available on-site.
3. Ensure that suitable first aid arrangements are in place when off-site.
4. Ensure that staff nominated to provide first aid receive recognised training.
5. Ensure appropriate first aid material, equipment and facilities are provided.
6. Inform staff visitors and contractors of first aid arrangements.
7. Ensure that all first aid equipment and facilities are well maintained.
8. Ensure that suitable records of first aid treatment are kept.

5.0 Determining the First Aid Needs Conducting a Site Risk Assessment

It is not possible to give hard and fast rules about the numbers of First Aiders required on each site or situation. How much first-aid provision an educational establishment must make depends on the specific circumstances of that establishment. There is no fixed level, but each Building and Facility needs to assess what equipment, facilities and personnel are appropriate.

In determining appropriate provision overall, Corporate Leadership Teams must consider the following factors:

1. The size and location of the establishment and the distribution of employees
2. Distance emergency services would need to travel to site
3. The establishments history of accidents
4. Provision for absence of first aiders due to sickness, holiday cover etc.
5. Hazards and risks encountered in the workplace
6. Staff and with special medical conditions or disabilities
7. Provision outside normal hours e.g., extended services

6.0 Statement of Roles and Responsibilities

6.1 Senior Leadership Team:

To ensure that this guidance and is implemented and reviewed regularly.

6.2 Line Managers:

Be responsible for ensuring that financial resources are made available for suitable and sufficient training and first aid equipment. Arrange training from a recognised provider.

6.3 Health and Safety Team

The Headteacher will ensure that staff training records are kept up to date.

7.0 How to choose a First Aider.

- 7.1 The selection of staff to become first aid qualified personnel should take account of several factors including:

1. Calm in a crisis
2. Trusted by their co-workers
3. Able to pass an examination – practical and written
4. Physically able to give CPR
5. Able to leave their work at short notice
6. Have an interest in Health and Safety
7. Reliability, disposition, and communication skills
8. Aptitude and ability to absorb new knowledge and skills
9. Ability to cope with stressful and physically demanding emergency procedures

- 7.2 In the event of difficulty in recruiting volunteers, willingness to serve as a first aider can be selected criterion for staff appointed to any relevant post in the establishment.

8.0 The Two Levels of First Aid Qualification

- 8.1 The Health and Safety (First Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- *Emergency First Aid at Work (EFAW)*: This level will be relevant when a qualified first aid person/s are required but the work environment is deemed to be lower risk (such as an office)
- *First Aid at Work (FAW)*: This level will be relevant when a qualified first aid person/s are required but where the work environment is deemed to be higher risk

8.2 The following chart will assist establishments in determining what level and how many first aid personnel are required:

Hazard level	Number of employees and/or pupils	Level of first aid provision required
Low hazard (e.g. office, shops, libraries)	Less than 25	At least one appointed person
	25-50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)
Higher hazard (e.g. where dangerous machinery, sharp instruments, chemicals used)	Less than 5	At least one appointed person
	5-50	At least one person trained in EFAW or FAW (depending on risk assessment)
	More than 50	At least one person trained in FAW for every 50 persons (or part thereof)

9.0 Responsibilities of a First Aider

1. To preserve life until medical help arrives.
2. To limit the effects of the injury or illness.
3. To evacuate the casualty safely.
4. To promote recovery.
5. To get the casualty further medical help if required.

10.0 First Aid Training

10.1 All First Aiders must attend a Health and Safety Executive approved training course and hold a current certificate for First Aid at Work from the training organisation. The training organisation should be made aware of any special hazards on site so that relevant First Aid training is received,

10.2 A person will only be 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three-day course in first aid at work
- The EFAW s one day course in emergency first aid at work

A three-year certificate will be issued to those who successfully complete an FAW or EFAW course.

Re-qualification training for both courses is required after the three-year period.

10.3 Guidance from the Health and Safety Executive suggests that First Aiders and Emergency First Aiders should undertake annual refresher training over half a day during any 3-year period to keep skills up to date.

10.4 First Aid training records and lists of First Aiders will be kept in a readily accessible format for audit and inspection purposes by the Health, Safety and Wellbeing team.

11.0 Protection for First Aider.

11.1 All First Aid staff who regularly treat cuts and come into contact with blood should ensure that they follow safe handling procedures to protect themselves against blood borne viruses such as Hepatitis B and HIV. In case of contamination or body fluid spills follow the procedures outlined below.

12.0 First Aid Precautions

12.1 Contamination can occur when body fluids gain entry through the skin or mucous membranes such as the eyes or mouth. It is always safest to assume that all body fluids carry some infection and take adequate precautions to prevent contamination.

13.0 Types of Infection

There are mainly three types of common infections (although there are others):

1. Hepatitis B virus (HBV)
2. Hepatitis C virus (HCV)
3. Human Immunodeficiency Disease (HIV)

14.0 Prevention of incidents

14.1 Waterproof dressings should be used to dress cuts and grazes as these may be potential routes of infection.

14.2 When dealing with any blood or bodily fluids protective clothing should always be worn.

- 14.3 Ensure when appropriate contaminated/protective equipment used in the administration of first aid is disposed of in clinical waste bins. If these are unavailable then black bin bags are acceptable.

15.0 First Aid Equipment and Facilities

- 15.1 Each establishment should have a suitable number of first aid boxes properly marked (the marking should be a white cross on a green background). More than one box is necessary if the workplace is large and only one box would not be readily accessible to all staff. There should be a box readily available in higher risk areas of business such as staff canteens/kitchens and workshops.
- 15.2 There is no mandatory list of items that should be included in a first aid container although the Health and Safety Executive do make recommendations for contents (see <https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm>)
- 15.3 The needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons and individually wrapped moist wipes. They may be kept in the first-aid container if there is room or stored separately.
- 15.4 The Building and Facilities first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use.
- 15.5 There should be extra stock in the business. Items should be discarded safely after the expiry date has passed.

16.0 Protective clothing

Gloves

Whilst still penetrable, gloves reduce the risk of transmission of infection. Wearing an outer and an inner glove reduces this risk even further.

Apron

Will protect the individual from splashes and spills from cleaning and dripping wounds.

17.0 Management of blood and body fluid exposure incidents

- 17.1 If the mouth or eyes are involved, they should be washed thoroughly with water. If skin is punctured, free bleeding should be encouraged, and the wound should be washed with soap and water but not scrubbed or sucked.

- 17.2 All exposure incidents should be reported promptly to ensure appropriate management to reduce the risk of blood – borne virus transmission and also to document the incident and the circumstances of it.
- 17.3 Exposures to hepatitis B or C or HIV are reportable to the Health and Safety Executive, under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as a dangerous occurrence. Please advise the Health, Safety and Wellbeing Team of any exposures via email healthandsafety@stockport.gov.uk

18.0 First Aid Treatments, Medications and Additional Treatment

- 18.1 All First Aid staff should only give treatments for which they have been trained. The procedures for giving First Aid are set out in the First Aid Manual of St John Ambulance, St Andrew's Ambulance Association and the British Red Cross Handbook or a manual as provided by HSE recognised trainer.
- 18.2 First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice.
- 18.3 It is recommended that tablets and medicines should not be kept in the first-aid container.
- 18.4 If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

19.0 Recording and reporting of accidents

- 19.1 Accidents, injuries, cases of workplace ill-health and near misses in Stockport Buildings and Facilities must be recorded via the on-line reporting tool:
<https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting>

20.0 First Aid boxes

- 20.1 Containers for First Aid equipment can be boxes, bags or cupboards and should be made of material able to protect the contents from damp and dust. Containers should be marked with a white cross on a green background. The contents of the First Aid containers are covered by the First Aid Regulations and should be checked monthly by First Aid personnel.

21.0 Basic First Aid Box Contents

- A leaflet giving general guidance on First Aid
 - 20 individually wrapped sterile adhesive plasters (assorted sizes)
 - Sterile eye pads
 - 6 triangular bandages (individually wrapped)
 - 6 safety pins
 - 10 individually wrapped wipes
 - 6 medium size individually wrapped wound dressings (12cm x 12cm)
 - Large size individually wrapped wound dressings (18cm x 18cm)
 - Pairs of disposable gloves
 - Sterile eye solution
- 21.1 Those who work off site or travel on behalf of Bridge Hall Primary School (company car drivers) can be provided with a personal/travel first aid kit. However, this is not a legal requirement.

22.0 Defibrillators

- 22.1 Defibrillators must be checked every month by a first aider, to ensure that they are in the correct locations, fully operationally and ready to use. The expiry date on the battery and the pads must also be checked and replacements ordered as required.

23.0 Communication and Information for Staff, Visitors and Contractors

- 23.1 All arrangements for First Aid must be brought to the attention of all employees. For visitors and contractors, it is important that they are aware of local arrangements as well. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the first-aid needs of the business.
- 23.2 In the event of an incident requiring First Aid, procedures should be in place to ensure immediate notification and release of a First Aider.

- 23.3 A simple method of keeping staff and pupils informed is by displaying first-aid notices in staff/common rooms. The information should be clear and easily understood.
- 23.4 Notices must be displayed in a prominent place, preferably at least one in each building if the business is on several sites.
- 23.5 Including first-aid information in induction programmes will help ensure that new staff are told about the first-aid arrangements.
- 23.6 It is also good practice to include such information in a staff handbook.

24.0 First Aid Treatment Record Keeping

- 24.1 A record should be kept of any first aid treatment given. The record should include:
- date, time and place of the incident
 - name and job of the injured or ill person
 - details of the injury/illness and what first aid was given
 - what happened to the person immediately afterwards (for example went back to work, went home, went to hospital)
 - name and signature of the first-aider or person dealing with the incident
- 24.2 A simple example of a first aid treatment template is given overleaf:

First Aid Treatment Template	
Name of person requiring first aid	
Date and time of treatment	
Details of illness or injuries	
Details of first aid treatment provided	
Name of first aid person providing treatment	
Signature & Date	

25.0 Associated documents

- SMBC Induction Programme
- Report and Accident or Near Miss Procedure
- First Aid and Returning to the Office following Covid-19
<https://stockportcouncil.sharepoint.com/taps/Shared%20Documents/Covid/Information%20for%20Staff%20Members%20Returning%20to%20the%20Office.pdf#search=First%20Aid>