



The Lloyd Williamson Schools Foundation

First Aid Policy

Updated September 2025
Review due: September 2026 (or as guidance changes)
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Headteacher

Introduction

The aim of this policy is to ensure that there are sufficient competent first aid personnel available to deal with accidents and injuries occurring at the schools.

Additionally, all staff employed by the schools plus peripatetic staff and regular volunteers should hold a qualification in Paediatric First Aid.

Allied to this, is the provision of adequate training and equipment to ensure that the statutory requirements and needs of the organisation are met.

Linked and related policies are:

HEALTH AND SAFETY POLICY
POSITIVE HANDLING
COSHH

People at work can suffer injuries or fall ill, irrespective of whether the injury or illness is caused by the work that they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones.

The five most common scenarios when people need first aid include:

- Severe bleeding
- Choking
- Heart attack
- Unconscious but breathing
- Unconscious and not breathing

The Health and Safety (First Aid) at Work Regulations 1981 (as amended in 2009) cover the arrangements that need to be made, with the key emphasis on suitable and sufficient cover. The level of first aid cover needed should be determined by carrying out an assessment of the risk.

The school is spread over 2 sites so there needs to be a minimum of six fully qualified first aiders:

Our aim is to ensure that there are sufficient competent first aid personnel available to deal with accidents and injuries occurring at work. Allied to this, is the provision of adequate training and equipment to ensure that the statutory requirements and needs of the organisation are met.

Definitions:

First Aid - Occasions or situations where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. Treatment of minor injuries which otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

First Aider - An employee who undertakes first aid duties associated with LWS and who holds a valid certificate of competence issued by an organisation whose training and qualification are approved by the Health and Safety Executive (HSE).

Appointed Person - An employee who takes charge of a situation if a serious illness/injury occurs in the unforeseen absence of a qualified First Aider and ensures that processes are in place to manage that situation.

Paediatric First Aider – staff with a recognised qualification in paediatric First Aid. This must be renewed every three years to remain valid.

The Legal Framework

- The Health and Safety (First Aid) Regulations 1981 (as amended in 2009):
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Managers are responsible for the safe undertaking of all aspects of work under their control. Where hazards and risks are identified, it is the Manager's duty to take action to prevent harm occurring and to put in place such measures as are necessary. Managers have a responsibility to risk assess within their areas of responsibility.

The Health and Safety Policy places the responsibility for identification of health and safety training needs with the SMT. The Principal must ensure that staff who volunteer for first aid duties are assessed as suitable, adequately trained and understand their responsibility and level of authority. Where there are insufficient numbers of volunteers, the SMT is responsible for nominating a person to undertake first aid training and associated responsibility. The SMT and Health and Safety officers must ensure that all employees are notified of first aid arrangements for the workplace and that the correct signage is displayed within it.

Signs should also identify the location of first aid boxes.

At induction, staff should be notified of who the first aiders are. These are also on signs around the schools and nurseries. Employees should be familiar with the identity of their nearest First Aider and location of the nearest first aid box.

The SLT and H&S officer must ensure that first aid boxes are accessible at all times. The names and locations of first aid personnel and equipment must be displayed around the schools and nurseries and such information must be regularly updated to reflect any changes in location or personnel

Qualified First Aiders (completing HSE approved training) must undertake refresher training at the required intervals in order to comply with current legislation and to ensure that their skills are maintained. All First Aiders are required to provide first aid in the event of an incident, in keeping with their level of training.

All details following an incident should be entered onto the risk register. All items used from the first aid box should be replaced by the First Aider at the earliest opportunity. The first aid boxes must be checked at regular intervals. They should also check that they are adequately stocked, within the expiry date and order supplies, as appropriate.

Appointed Persons (First Aiders)

Appointed Persons should prove competence by passing a one day Appointed Persons course in accordance with HSE requirements. They should also undertake a yearly update in order to comply with current legislation and to ensure that their skills are maintained. Appointed Persons are required to provide first aid in the event of an incident, in keeping with their level of training.

Employees

Every employee has a duty under H&S legislation to take reasonable care of the health and safety of themselves and that of any other person who may be affected by their acts or omissions whilst at work. Employees should also make themselves familiar with the first aid arrangements provided and, in particular, with the name and location of their nearest First Aider and first aid box. It is everyone's responsibility to report any matters that present a serious and immediate danger or where there are shortcomings in the arrangements that have been made for health and safety. The reporting of hazardous and unsafe conditions is therefore a statutory duty of every employee.

The SLT and Health & Safety officer need to risk assess first aid provision to enable a decision to be made with regards to the precise ratio of first aiders to employees. They should consider:

- The nature and distribution of the workforce.
- Shift patterns.
- Inexperienced workers, employees with disabilities or special health problems.
- Annual leave and other absences of First Aiders and appointed persons.
- Members of the public visiting their workplace.
- Any other relevant factors.

First Aid Information

- The location of First Aid boxes is to be made known to all staff by way of a safety notice. The safety notice includes the names of staff able to provide First Aid at work.
- All staff receive information regarding First Aid arrangements at induction.

There is no mandatory list of items that should be included in the first aid box, but a normal stock would include items covered in Appendix 2.

In addition:

- Properly stocked First Aid boxes should be kept in prominent locations throughout the schools and nurseries.
- The size and contents of each of the boxes meets the HSE guidelines and are properly identifiable.
- Responsibility for ensuring the boxes are maintained is delegated to nominated members of the SLT on each site. They should be examined frequently and be re-stocked as soon as possible after use.

Arrangements are in place for summoning emergency services in the event of a major illness or life-threatening situation.

Reporting arrangements

- All accidents / incidents where a First Aider provides significant assistance to a casualty must be reported on the correct LWSF reporting form.
- Where the incident is identified as reportable to RIDDOR (e.g. serious injury or death). The Head or the Director of Operations is responsible for ensuring that a RIDDOR report is notified to the HSE.
- Staff identified as First Aiders will receive refresher training every three years, before the date of expiry of their existing certificate.

REFERENCES

The Health and Safety at Work etc. Act, 1974 The Management of Health and Safety at Work Regulations 1999 The Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice. (as amended 2009)

Appendix 1

Other factors to consider and review as necessary. Individual RAs maybe necessary e.g. for pregnant workers

What is your record of accidents and cases of ill health?

What type are they and where did they happen?

Review the contents of the first aid box.

Are there inexperienced workers on site, or employees with disabilities or special health problems?

Is there shift work or out of hours working? (There needs to be first aid provision at all times people are at work).

Do we have any work experience, trainees, students or volunteers?

Do we have employees with reading or language difficulties? There needs to be special arrangements to give them first aid information.

Minimum number of first aiders at all times:

- **LOW RISK** e.g. teaching Fewer than 50 people - at least one appointed person. 50-100 At least one first aider. More than 100 One additional First Aider for every 100 employed.
- **MEDIUM RISK** E.g. light maintenance work, food preparation, stores & distribution. Fewer than 20 At least one appointed person. 20-100 At least one First Aider for every 50 employed (or part thereof). More than 100 One additional First Aider for every 100 employed.
- **HIGHER RISK** E.g. refurbishment, extensive works with dangerous chemicals, machinery or equipment. Fewer than 5 At least one appointed person. 5-50 At least one first aider. More than 50 One additional First Aider for every 50 employed.

Appendix 2

The following table is a suggested list of contents for small, medium, large and travel first aid kits and a guide to choosing the size of kit for your own workplace.

Specification for the contents of workplace first aid kits

CONTENT	SMALL	MEDIUM	LARGE	TRAVEL
Guidance leaflet	1	1	1	1
Contents list	1	1	1	1
Medium sterile dressings	4	6	8	1
Large sterile dressings	1	2	2	1
Triangular bandages	2	3	4	1
Safety pins	6	12	24	2
Sterile eye pads	2	3	4	1
Waterproof plasters	40	60	100	10
Sterile saline wipes	20	30	40	4
Microporous Tape	1	1	1	1
Nitrile gloves (pairs)	6	9	12	3
Sterile finger dressings	2	3	4	1
Resuscitation face shields	1	1	2	1
Foil blankets	1	2	3	1

Sterile eyewash 150ml	0	0	0	1
Hydrogel burn dressings	1	2	2	1
Scissors	1	1	1	1
Conforming bandage	1	2	2	1

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