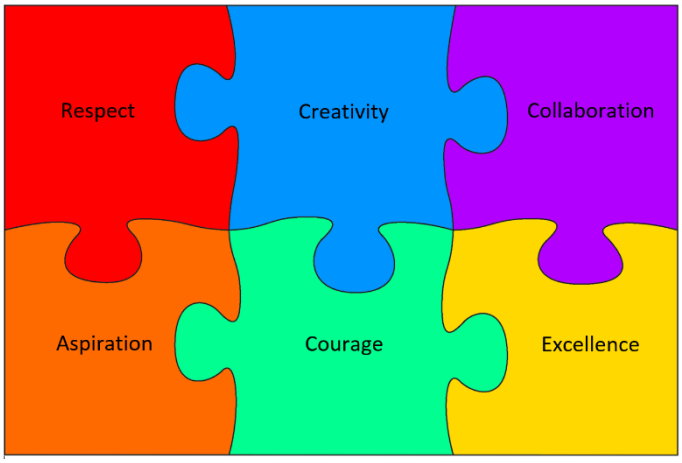
Randlay Primary School & Nursery

First Aid Policy



Reviewed October 2025
Next review – October 2026

Randlay Primary School and Nursery First Aid Policy

Randlay Primary School and Nursery will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

In the EYFS at least one person who holds a current paediatric first aid certificate is on the premises at all times when children are present, and must accompany children on outings. In this setting there are significantly more staff qualified in paediatric first aid.

First Aid Training

All first aiders must complete a training course approved by the Health and Safety Executive (HSE) including paediatric first aid for all Nursery staff. This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first aiders is available in the school office, First Aid Area staff room. A number of school staff receive epipen training and guidance on how to deal with epilepsy.

Assessment of First Aid Provision

The Head Teacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building and special medical needs. The Governing Body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate.

First Aid Provision

Basic first aid is located in the first aid area in school. ALL MEDICATION WILL BE KEPT IN THE FIRST AID AREA and refriderated if required. Medicines in school are clearly labelled with the child's name. First aid supplies are checked and replenished regularly by a nominated first aider.
Randlay have an on site defibrillator that is located in the main school opposite the hall and is accessible during school opening hours. The defibrillator is accessible for use on both children and adults within the school community, including visitors. In emergency situations, it may be necessary to remove clothing to access the bare chest of the casualty when using the device.

The Treatment of Asthma

One asthma inhaler and a spacer must be clearly labelled with the child's name and kept in the child's classroom in a named bag which also displays the child's photograph. The emergency inhaler box is taken out at break time and lunch time by the designated person on duty.

(Please see Asthma policy for more details).

Staff and visitors to school should carry their own inhalers and have access to them should they need them. In the event that an adult in school suffers an attack and staff cannot locate their inhaler, they would call emergency services and seek advice which most probably would be for us to administer the emergency inhaler we have on site.

Epi pens

The school has its own emergency epi pens, as well as children having their own. Staff and visitors to school should carry their own epi pens and have access to them should they need them. In the event that an adult in school suffers an attack and staff cannot locate their pen, they would call emergency services

and seek advice which most probably would be for us to administer the emergency epi pen we have on site.

Educational Visits and Journeys

(Also see Educational Visits Policy)

A risk assessment is carried out by the organiser. A named first aider will attend every visit and will take portable first aid kits, having checked the contents and expiry dates.

Staff should also take with them a list of the medical needs and necessary medication required for their pupils and is familiar with the pupils and their medical needs.

Procedure

Children should be sent to a first aider for serious injuries as well as minor injuries for example: • Head injuries (not headaches)
• Heavy bleeding- cuts, nosebleeds etc.
• Strong possibility of (or actual) vomiting
• Likelihood the child will be sent home due to temperature etc, (unless vomiting the child will return to class to await collection)
• Sprains
• Suspected fractures- if sensible to move the child
• Distinctive rashes
• Cuts, grazes and bruises.

Play time:

TA first aiders on duty, all minor first is done outside on the playground. Head or serious injuries are sent to the office at break time if they require first aid.

Lunch time:

Lunchtime supervisors. All children are sent to phase 3 (GP) if they require first aid.

In Class:

Support staff in class, support staff in neighbouring classrooms.

Any spilt blood must be washed away or mopped up with sanitizer.

Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.

Injuries should be treated with the appropriate remedy i.e.
Bruises- cold water compress ice pack
Grazes- wash area with cold water
Creams- must not be applied
Cotton wool must not be used.

Cuts and grazes should be covered with an appropriate sized plaster. All first aid waste e.g. rubber gloves etc, must be placed inside a bag and placed in the usual refuse bin for disposal.
Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.

If a child should require further medical treatment, the first available person must call an ambulance using the **999 service**, giving school address and nature of the problem. A staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Accident Book and Forms

The accident book is to be completed for significant injuries. Accident forms must be completed for more serious injuries and all head injuries. These forms once completed must be sent to the LA within three working days. During the summer months parents should be reminded to take extra precautions for their children against sunshine, they should be asked that they apply sun cream or sun block to their children before they come to the school and provide their child with a hat to wear in the playground.

Internal Health & Safety

First Aid Guidance

CONTENTS:

1. The Law
2. First Aiders and Appointed persons
3. Mental Health First Aid
4. First aid needs assessment (including mental health)
5. Communication of first aid arrangements
6. First Aid equipment
7. First Aid rooms
8. Accident reporting and record keeping
9. Further information

Appendix 1: Record of first aid treatment
Appendix 2: Recommended numbers of first aid personnel to be available at all times in T&W

1. THE LAW

The Health and Safety (First-Aid) Regulations 1981(as amended 2018 and 2024) require the provision of First Aiders/Appointed Persons and first-aid materials for employees.

Mental Health First Aid (MHFA) England best-practice guidance for employers on how to implement Mental Health First Aid in the workplace.

Whilst the regulations do not state that employers have to provide first-aid for anyone other than their own staff the approved code of practice strongly recommends that the non-employees are considered in the assessment of first aid needs and provision is made for them. It is Council policy to do this.

2. FIRST AIDERS and APPOINTED PERSONS

This guidance is written to reflect the HSE's four-layer framework for first-aid provision that has been in place for many years. The framework helps Telford & Wrekin council comply with the Regulations

These layers are:

- Appointed person (AP)
- Emergency first aid at work (EFAW)
- First aid at work (FAW)
- Additional training

2.1 APPOINTED PERSONS (AP)

As an employee of Telford and Wrekin Council operating under the hybrid working style, we request that you would be able to undertake the role of an appointed person in the event of a first aid incident.

An appointed person is someone who:

- helps to take charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- Helps look after first aid equipment and restocking, as necessary. In a Telford and Wrekin Core Building this function is undertaken by facilities management.
- ensures that the necessary accident reporting is carried out.

To effectively partake in this role, you are required to undertake the online First Aid Introduction training course on OLLIE

Appointed persons are not first aiders and should not administer first aid treatment that they have not been trained to do.

2. 2 FIRST AIDERS

First aiders may either be contractually obliged to take on this role or be selected from staff volunteers. A first aider needs to:

- Have a suitable calm, reliable disposition, an empathetic approach and good communication skills.
- Be willing and able to undertake the necessary training.
- Put their skills into practice when the need arises in sometimes stressful and physically demanding situations.
- Apply their skills in any work environment if needed.
- Be employed in a post where they are readily accessible in case of emergencies.

First aiders are expected to:

- Check and replenish first aid boxes on a regular basis (this could be in conjunction with other first aiders in the workplace)
- If a first aid list is displayed in a place or work (non core building) ensure it is kept up to date and is displayed next to first aid box location.
- Maintain confidential records of first aid treatment in accordance with section 8.

2.2.1 Emergency First Aid at Work (EFAW)

At least a 6 hour course (not including breaks), over a minimum period of 1 day.

On completion of training, successful candidates should be able to apply the apply the knowledge listed on page 36 (appendix 6) First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations L74 (hse.gov.uk)

This must be renewed every three years by means of a one day re-qualification course.

2.2.2 First Aid at Work (FAW)

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed on page 35 and 36 (appendix 5 & 6) First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations L74 (hse.gov.uk)

This must be renewed every three years by means of a two-day re-qualification course.

2.3 First aid in Schools, early years and further education - PAEDIATRIC FIRST AID (PFA)

The current legal requirements for paediatric first aid are set out here Statutory framework for the early years foundation stage (publishing.service.gov.uk)

And here First aid in schools, early years and further education - GOV.UK (www.gov.uk)

2.3.1 Full Paediatric First Aid

At least one person who has a current **full** paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current **full** paediatric first aid certificate.

PFA training must be renewed every three years and be relevant for workers caring for young children and where relevant, babies.

Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Employees that are full paediatric first aiders need to be able to provide a defined list of first aid for an infant and a child and understand how to administer first aid to an infant and a child with a chronic medical condition or sudden illness (as listed in links in 2.3) and understand how to complete records relating to illnesses, injuries that require first aid and emergencies.

2.3.2 Emergency paediatric first aid

Employees that are Emergency paediatric first aiders need to be able understand the role and responsibilities of the emergency paediatric first aider, have the ability to assess an emergency situation, prioritise your actions and be able to assess an emergency situation safely.

They also need to be able to provide a defined list of first aid for an infant and a child and understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness (as listed in links in 2.3) and understand how to complete records relating to illnesses, injuries and emergencies**.**

This must be renewed every three years by means of a one-day re-qualification course.

The paediatric first aid courses must meet the Ofsted Early Years and Childcare Register requirements.

2.4 Defibrillator Training

Most T&W council locations because of the high number of visitors, or associated risks, including leisure centres have defibrillators on site. These are also provided in Darby House, Southwater One, and Granville house due to the large number of employees on site. First Aid at Work training now includes the use of a defibrillator, but additional training can be provided if necessary.

2.5 All first aiders must be allocated enough time to:

- attend training
- carry out their routine responsibilities to check and restock first aid equipment
- review their first aid training materials.

2.6 Insurance The council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

2.7 First aid training provider

First aiders must complete a training course administered by a competent First Aid training provider.

The requirement for first aid training providers to be HSE registered has been removed, however training organisations will still be required to meet certain standards/criteria set by the HSE.

Telford & Wrekin Council First Aid training provider offer 'regulated qualifications. These are nationally recognised and our training centre is registered as an 'awarding organisation' (AO). These AOs are recognised by national qualification regulators (Ofqual) that have dedicated policies and quality assurance processes that approve and monitor our training centres to ensure training meets standards set by the

national regulators. The regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First Aid Qualifications – see the SQA website www.sqa.org.uk.
To book on any first aid courses please use the OLLIE site.

There are a selection of dates but if there are none available or you can't attend the dates that are available please email Co-operative.Admin@telford.gov.uk to request a place.

If you are not registered with the online booking system (OLLIE) you can access and book all your first aid training via trainingenquiries@telford.gov.uk

3.0 MENTAL HEALTH FIRST AID

The council is committed acknowledging the importance of mental wellbeing and promoting positive mental wellbeing in the workplace in order that every individual reaches their own potential and can cope with the normal stresses of life. It is important that we have identified employees who are able to spot the signs and symptoms of mental ill health and provide help and signposting when an individual finds themselves in crisis. Mental Health First Aid (MHFA) is an internationally recognised qualification which teaches individuals how to recognise crucial signs of mental ill health and feel confident to guide someone to appropriate support when in crisis.

3.1 Mental Health first aiders need to:

- Have a calm, reliable disposition, an empathetic approach and good communication skills.
- Are able to listen non-judgementally
- Understand the importance of confidentiality
- Have an interest in mental health and wellbeing
- Have a desire to learn more about mental health and support others
- Put their skills into practice when the need arises in sometimes stressful and emotionally demanding situations.

3.2 Mental Health First aiders are expected to:

- Be employed in a post where they are readily accessible in case of a crisis
- Gain the support of their manager to become a Mental Health First Aider.
- Be willing and able to undertake relevant training
- Carry their 5 step MHFA action plan (ALGEE checklist) with them at all times (provided at training)
- Make themselves aware of and familiar with the Wellbeing Policy
- Make themselves familiar with the organisation's Wellbeing offer
- Make themselves aware of their nearest MH First aid room (please refer to the First Aid Guidance document) should they need to assist a colleague in crisis
- Ensure they know the key code to access first aid room keys at their location
- Ensure the most up to date MHFA contact list for their building is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the ODD Team are kept up to date
  Attend all support sessions with fellow MH First Aiders

3.3 Mental Health First Aid

It is important that all employees and managers are aware of the signs and symptoms of someone who may be suffering from mental ill health and are able to access mental health awareness training to support this. For most people, the mechanisms outlined in the Wellbeing policy will support them in maintaining good mental health at work, with a proactive and preventative approach to mental wellbeing.

However, we recognise that some people may suddenly find themselves suffering from severe mental health issues and in crisis at work due to unforeseen circumstances, traumatic events or loss. MHFAs are expected to provide immediate support and signposting advice for these individuals at the point of crisis, calling upon appropriate professional support where this is required and relevant. MH First Aiders are not trained to be therapists or psychiatrists – there is not an expectation that they will resolve the individual's

issues but instead will offer initial support through non-judgemental listening and guidance. MHFAs are not expected to provide low level support or counselling to individuals on an ongoing basis.

Access to our Mental-Health-Ambassadors can found here.

Staff can register their interest in becoming a mental health first aider for the organisation (with the support of their manager) by emailing beingthechange@telford.gov.uk

4.0 FIRST AID NEEDS ASSESSMENT

To work out what level of first aid provision is needed in any Telford & Wrekin workplace consider the factors listed in the table below. Where one factor indicates that a higher level of first aid provision is needed than another factor then the higher level should be implemented. The table below gives the **minimum** acceptable level of first aid provision.

For further details on the number of first aiders required for Telford and Wrekin core buildings see appendix 2

Point to consider	Impact on first-aid provision
Hazards **(**use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)	
Does your workplace have low-level hazards such as those that might be found in offices and shops?	The minimum provision is: • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery? Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	You should consider: • Providing first-aiders; • additional training for first aiders to deal with injuries resulting from special hazards; • Providing a suitably stocked first-aid box; • additional first aid equipment; • Precise location of first aid equipment; • Providing a first-aid room; • Informing the emergency services of specific hazards etc in advance.
Employees	
How many people are employed on site?	The minimum provision is: • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box. Depending on your circumstances, you should consider providing: • First aiders; • Additional first-aid equipment; • A first-aid room.
Are there inexperienced workers on site (including those on 'work experience') or employees with disabilities or particular health problems?	You should consider: • Additional training for first aiders; • Additional first-aid equipment; • Location of first-aid equipment.
Are staff aware of Mental Health (MH) issues and able to recognise the signs of symptoms of mental health?	Consider: - • Attendance on the mental health awareness course for all employees • Manager attendance on the MH first aid course (1 day)

Have you considered the Mental Health and wellbeing of your staff in line with the APPD framework?	You should consider: • You should consider wellbeing as part of the APPD and regular 1-2-1 discussions. Where an individual raises issues relating to mental wellbeing, refer to the Wellbeing Policy for support mechanisms available to support them.
Accidents and Ill- health record	
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate. Monitor any concerns or increases of work-related stress or staff raising concerns about work stressors
Working arrangements	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: • Issuing personal first-aid kits; • Issuing personal communicators/mobile phones to employees.
Do any of your employees' work shifts or out-of-hours?	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: • Inform the emergency services of your location; • Consider special arrangements with the emergency services; • Consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	You should consider: • What cover is needed for annual leave and other planned absences; • What cover is needed for unplanned and exceptional absences.
Non – employees	
Do members of the public or non-employees visit your premises?	Under the health & Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.

5 COMMUNICATION OF FIRST AID ARRANGEMENTS

It must be made clear on all Telford & Wrekin premises who the dedicated first aiders are and where the first aid materials are kept.

All employees must make themselves familiar with the arrangements and their role as an appointed person in section 2.1

The standard white cross on a green background should be used to indicate first aid information. Lists of first aiders should be posted in prominent positions including adjacent to first aid boxes, on first aid room doors, in or near lifts and at reception areas.

There is a list of trained Fire & first aid lists for council buildings for all the core buildings.

6 FIRST AID EQUIPMENT

6.1 First aid equipment should be kept in a known location where it is readily accessible in an emergency. This has to be balanced against trying to keep the equipment secure so that it doesn't suffer from pilfering. In a multi floor building where any first aider could be called to any floor the first aid kits should be kept in the same location on each floor as far as possible so that they can be found quickly. Where possible hand washing facilities should be close by.

6.2 Additional first aid equipment should be sited close to identified hazard areas e.g. kitchens, workshops, science laboratories.

6.3 At all times a balance needs to be struck between having sufficient first aid materials readily to hand to deal with likely emergencies and avoiding overstocking which causes wastage due to dressings exceeding their guaranteed sterility date and needing to be replaced. First aiders are responsible for replenishing first aid boxes.

When purchasing any first aid kit you should ensure they meet the necessary standards, The British Standards Institute (BSi) updated the contents in January 2019 to the following kits to meet the new standard:

- Workplace First Aid Kits – BS 8599-1
- Vehicle First Aid Kits – BS 8599-2 Guidance

And also the BSi have also introduced two new kits:

- Personal Issue First Aid Kit
- Critical Injury Pack

6.4 First aid container contents:

6.4.1 The HSE state a standard first aid kit should contain:

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low level hazards, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid (e.g. HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- at least three pairs of disposable gloves

This is a suggested contents list only. The contents of any first-aid kit should reflect the outcome of your first aid needs assessment. It is recommended that you don't keep tablets and medicines in the first-aid box

6.4.2 Eye wash is only required where there isn't ready access to mains water. Where it is needed it should be provided in the form of at least one litre of normal saline in a sealed disposable container. Containers should not be kept for reuse once the seal is broken and must not be used beyond their expiry date. Eye wash should be kept close to eye contamination hazards.

6.4.3 Portable first aid kit for personal use For employees who travel around a lot it makes sense for them to be provided with a small first aid kit to enable them to clean and dress a minor injury without the need to return to base. Their kit should contain as a minimum:

- 6 Individually wrapped sterile plasters (Assorted sizes)
- 6 individually wrapped alcohol free wipes.

7. FIRST AID ROOMS

7.1 Some Council premises, due to the number of people using the premises and the nature of the activities taking place there, may warrant the provision of a first aid room. This room can be used for other compatible purposes e.g. as a place for expression of breast milk or carrying out medical examinations but should be readily available for first aid purposes whenever needed. Guidance L74 identifies criteria and contents of first aid rooms and is provided in the link First aid at work. Guidance on Regulations L74

First aid rooms are also available for MHFAs to undertake mental health first aid when needed.

7.2 First aiders are encouraged to familiarise themselves on the location and contents of any first aid rooms in their premises so they could use them quickly and easily should the need arise.

8. ACCIDENT REPORTING AND RECORD KEEPING

8.1 All first aiders should keep a record of first aid treatment given, when and to whom. This information should be kept securely in accordance with data protection principles. A suitable form for recording this is given in appendix 1.

8.2 If the administration of first aid was needed due to a work-related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Forms are completed on Myview accessed on the intranet.

9. FURTHER INFORMATION

- Wellbeing (sharepoint.com)
- Telford & Wrekin Council Wellbeing Offer (sharepoint.com)
- First aid - HSE
- The Health and Safety (First Aid) Regulations 1981 First aid at work. Guidance on Regulations L74
- First aid in schools, early years and further education - GOV.UK (www.gov.uk)
- First Aid Needs Assessment and Workplace Mental Health
- Selecting a first aid training provider – a guide
- Basic Advice on First aid at work leaflet

Appendix 1

Telford & Wrekin COUNCIL	**INTERNAL HEALTH AND SAFETY** **First Aid Report Form**

What we will do with your Personal Information Telford & Wrekin Council is collecting your personal information for the purpose of meeting the statutory requirement of the Health & Safety at Work etc Act 1974.Telford & Wrekin Council will not share any of your personal data collected with external organisations unless required to do so by law when your data may be shared with other organisations for example the Health and Safety Executive (HSE) or the council's insurers. For further details on the council's privacy arrangements please view the privacy page on the council's Website Page

FIRST AID TREATMENT RECORD

1. Date and time of incident:
2. Name of casualty:
3. Address of casualty:

4. Place of incident:
5. Circumstances of incident (i.e. what happened):
6. Name and contact details of witness(es)
7. Injuries/ ill health suffered:
8. Treatment given:
9. Did the casualty: (please circle)

- Return to work/continue what they were doing?
- Go home?
- Go to their GP?
- Go to hospital?

10. Name of First Aider:
11. Date of report:

NB If the incident was as a result of an accident or a violent incident, please ensure that the relevant reporting form is completed online using MyView