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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

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LEAFLET 4 TOPART 3 TO SCE SHEF MANUAL

FIRST AID

1. The requirement for first aid provision for employees is laid down in the Health and Safety (First-Aid) Regulations 1981. The general responsibility for taking reasonable care of pupils is enshrined in common law under the *in loco parentis doctrine*. In addition the Early Years Foundation Standard (EYFS) demands specific first-aid cover for FS1 and FS2. Therefore it follows that although the Health and Safety (First-Aid) Regulations do not specifically cover pupils those responsible for pupils have a duty to provide adequately for them as well as any visitors/contractors on the premises. For that reason first aid arrangements for employees should be combined with those for pupils.

2. A first aid assessment must be carried out in every establishment in SCE. The assessment must be documented, dated and signed by the Headteacher/senior line manager. The guidance in the Approved Code of Practice (ACOP) to the 1981 regulations indicates that in lower risk workplaces there should be one first aider for between 50-100 employees with an additional first aider for every extra 100, plus cover for absence. In addition, although there is no legal requirement in Health and Safety at Work to consider non-employees, SCE schools should appoint 1 first aider for every 150 children as a minimum. Schools that have nurses on site may reduce the numbers of first aiders by the same number accordingly. The following examples indicate the **minimum** requirement based on that guidance:

- A secondary school with 900 pupils and 50 employees would need 7 first aiders. One for the total number of employees and 6 for the pupils.
- A primary school with 150 pupils and 10 employees would need 2 first aiders.
- An HQ building with 50 employees would need one first aider.

Extra first aider(s) should be considered to provide cover for absence.

3. A guide which should be used to assist with the assessment of first aid needs can be found at Annex A and the following information must be considered:

- a. The size of the establishment, including consideration for split sites.
- b. The location of the establishment. Its remoteness/proximity to Medical Centre.
- c. Employee numbers and pupil numbers with age ranges.
- d. Pupils and/or employees with disabilities or special health needs.

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- e. Accident Statistics. These will also help identify the level of first aid needed.

The Guidance on First Aid for Schools advises that schools should also take into account:

- a. Adequate provision for lunchtime.
 - b. Adequate provision for leave or in case of absence through illness or courses.
 - c. Provision for offsite activity cover while maintaining cover on site.
 - d. Adequate provision for practical departments e.g. Science, PE, Technology.
4. The requirements of the EYFS affect primary and nursery schools only. They state that there must be one person trained in emergency paediatric first aid on the premises at all times. In addition one person also trained in emergency paediatric first aid must accompany any group of children from FS1 and FS2 that are taken on activities outside of the school's perimeter. This requirement does **not** negate any responsibility to comply with the Health and Safety (First-Aid) Regulations.
5. The need for first-aid boxes and any other equipment for first-aid eg eye wash bottles should also be determined as part of the assessment of first-aid needs. Every employer must provide at least one fully stocked first-aid box for each site. Schools will need additional boxes where there are split sites, for distant sports fields or playgrounds, in practical departments which are high risk and for off site activities etc. An employee should be identified to be responsible for ensuring the boxes are checked regularly. Each first aider should report to the responsible person each time items are used to ensure that the contents are restocked as soon as possible after use. New stock can be ordered from: Medical Distribution Centre, Tower Barracks, Dulmen, BFPO 40. Further guidance on re-ordering first aid items and an order form can be found at Annex B.

The minimum contents should be:

- a. A leaflet giving general advice on First Aid.
- b. Twenty individually wrapped sterile adhesive dressings in assorted sizes.
- c. Two sterile eye pads with attachments.
- d. Four individually wrapped triangular bandages.
- e. Six Safety pins.

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- f. Six medium sized (12cm x 12cm approximately) individually wrapped sterile unmedicated wound dressings.
- g. Two large versions of item f (18 cm x 18 cm approximately).
- h. Saline water or sterile normal saline solution (when no mains water is at hand)
- i. Disposable gloves.

Local written procedures should identify the person / postholder and the frequency of checks which must be at least half termly for schools and quarterly for non-educational establishments. The checks should be recorded on the form shown at Annex C to this leaflet and kept within the first-aid box it applies to.

6. Finally, a “suitable and sufficient” room must be provided for First Aid, in accordance with the Education (School Premises) Regulations 1996. The area, which must contain a washbasin and be near to a WC need not be used solely for medical purposes, but it should be appropriate for the purpose and be available for specific use when needed. Factors to be taken into consideration must include the necessity for reasonable supervision, as well as location and privacy. Corridors and Management or Administration Offices are not suitable as “Accommodation” and should be avoided.