



## **First Aid Policy**

<b>Co-ordinator</b>	Medical Lead TA
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### For compliance with:

- Health & Safety at Work etc Act 1974
- The Management of Health & Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- Statutory Framework for the Early Years Foundation Stage

### This document applies to:

- Governors, Senior Managers & Head Teachers, who have responsibilities as set out in the Health & Safety Policy
- All building managers and site team staff, responsible for ensuring there is adequate first aid provision in their workplace/team
- All first aiders

### Review History

*This standard will be reviewed every three years or following legislative changes*

Date	Version	Summary of changes	Amended by:
24/05/16	1	Moved to new template	Tamsin Chapman
21/09/18	2	Updates to reflect legislation changes, clarification in responsibilities. First Aid request allowance form added	Tamsin Chapman

***Uncontrolled when printed***



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Section 1

Summary of management responsibilities

To comply with this standard managers/head teacher are required, where applicable to do the following.

What do you need to do?

- A. Conduct a First Aid Needs Risk Assessment to determine what first aid provision is needed in your workplace/team
- B. If the workplace is used by other teaching sites, consult with fellow Managers / Teachers / Teaching Assistants and the Premises Team to determine shared First Aid provision. Document and communicate these arrangements.
- C. Ensure that nominated First Aiders on all sites, receive appropriate training
- D. Ensure that First Aider notices are prominently displayed and kept up-to-date
- E. When staff complete First Aid at Work training and they are not First Aiders as part of their job description, complete an allowance request form and send it along with a copy of the staff member's First Aid certificate to the Payroll & Pensions Team to ensure they receive the extra payment.
- F. Ensure that all staff under your control (including agency, supply staff, work experience personnel and contractors) are advised at their induction on how to obtain emergency assistance, the name and location of the nearest First Aider and the location of the First Aid box/room
- G. Ensure that every employee has easy access to First Aid and that adequate communications are in place for contacting First Aiders
- H. Ensure that all key areas on site, have a sufficient level of first aid supplies which are kept in a clearly identified container and in accessible location, and that any waste substances/containers are disposed of in accordance with the relevant waste regulations
- I. Provide personal protective clothing or equipment as necessary, and ensure that First Aiders know how to use and maintain them
- J. If you are a First Aider, ensure you are aware of your responsibilities which include administering basic First Aid when it is required, but only within the limits of the training you have been given, calling an ambulance if necessary and reporting to the Evacuation Controller in the event of a building evacuation
- K. Ensure all first aid forms are completed and maintain records of any First Aid treatment provided

## Section 2 [Further Responsibilities](#)

In addition to the Management Responsibilities detailed in Section 1, the following groups also have their own responsibilities:

### **First Aiders' Responsibilities**

- Administer basic First Aid when it is required, but only within the limits of the training you have been given.
- Ensure that an ambulance is called when injured persons require emergency medical care, and that paramedics are directed to the scene of the accident.
- During any emergency evacuation of your workplace (e.g. for fire), report to the Evacuation Controller at the staff Assembly Point, and if practicable, wear a hi-vis jacket and take your first aid kit with you. However, if you are not at your desk during the evacuation, DO NOT go back to your desk to get your kit or jacket.
- Complete and maintain records of any treatment you provide – Level 2 forms should be completed each time you administer first aid and incidents involving students, should be recorded on CPOM's. HS2 Incident Report Form needs to be completed online for work-related incidents that could lead to the employee or pupil being absent from school.
- Check the First Aid containers frequently (monthly is recommended), and contact the office team, to request replenishment of any items as needed. The recommended contents list is attached in [Appendix 2](#)
- Ensure that all used First Aid material/soiled dressings etc. are disposed of appropriately. Infectious items should be treated as clinical waste and disposed of in the yellow clinical waste bags. Please see the [Infection Control standard](#) for more information (Schools access via [BEEM](#))
- Make sure that your training is kept up to date. Full First Aiders should attend a 1 day recertification course every 3 years, in the 3 months before their certificate expires.
- Liaise with senior management over any issues regarding First Aid
- In a serious emergency, clear the area of any staff not involved in the incident, and ensure that the area is kept clear for the emergency services to access the area safely.

## **Health & Safety Team / Business Managers Responsibilities**

- The Business Manager and LTA for medical needs, will provide guidance and support on First Aid provision and First Aid Needs Risk Assessments where needed and will monitor first aid arrangements linked to general safety management standards and the implementation of this standard. They will also procure and oversee the First Aid training programme and can provide access to staff training records
- They will co-ordinate First Aid arrangements and ensure that First Aid notices for buildings are produced and kept up-to-date
- They are responsible for ordering replacement supplies for First Aid boxes within school, when informed by First Aiders that these are needed

## **Employees' Responsibilities**

- If you have any medical conditions or allergies that require specific antidotes or treatment, there is no requirement that you must inform the First Aiders in your area, however, it would be helpful to let them know of any particular treatment you might require, so that relevant provision can be made and training received. Conditions may include epilepsy, diabetes, asthma or severe allergic reactions. Additionally, if you are allergic to any standard First Aid supplies, please inform the First Aiders so that alternative provision can be made for you.
- If you are aware of inadequate First Aid provision or facilities in your workplace, report this to your manager or to the Premises Team

## **Section 3**      **[Actions required](#)**

### **A. Conduct a First Aid Needs Risk Assessment to determine what first aid provision is needed in your workplace/team**

The provision of First Aid facilities, equipment or personnel should be based on an assessment of risk. It is the manager/head teacher's responsibility to ensure they assess the needs of their workplace to determine what level of First Aid provision is needed.

The following factors should be considered:

- The hazards and risks associated with the work being undertaken
- The size and nature of the workforce (Use the [Aide to First Aid Needs Assessment Appendix 1](#))
- Accident statistics and trends for the organisation. This information may be obtained from accident records such as the accident book, completed incident forms or from Health & Safety, who hold statistics on incidents within the organisation
- The distribution of the work force, i.e. the geographical size of the work premises, the use of travelling and/or lone workers etc
- Layout and organisation of workplace e.g. open plan areas, proximity of different rooms, visibility of all areas
- Accessibility of external emergency facilities and services
- The arrangements between employers where work premises are shared
- Contingency arrangements for covering flexible and out of hours working, and planned and unplanned absences of trained and/or designated First Aid personnel
- Any trainees in the workforce who are counted as employees under the Health and Safety (Training for Employment) Regulations 1990
- Any visitors to the work premises, e.g. members of the public
- Vulnerable workers/visitors
- Where there are any children under 5 years old at school there must be staff who have had Paediatric First Aid training (either an Emergency Paediatric First Aid certificate or a full Paediatric First Aid certificate) and there must be at least one person who has attended the full course on site or on outings at all times when the children are there.

Managers/Head Teachers are encouraged to invite volunteers to become First Aiders. If there are insufficient volunteers, managers must nominate a person from each area to take charge of any situation where an employee becomes injured or ill. The Appointed Person need not necessarily be a qualified First Aider but he or she will be given a clear indication of his or her responsibilities and the training required in order to effectively discharge them. Please note; teachers' conditions of employment do not include giving First Aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best efforts at all times, particularly in emergencies, to secure the welfare of their pupils in the same way that parents might be expected to act towards their children.

There should be at least one First Aider at workplaces where there are 50 or more staff, subject to annual leave, sickness and other absence. When there are insufficient volunteers and an assessment indicates high risk, contact the Health & Safety team for advice.

Changes in service provision or working styles require a review of the assessment to ensure there continues to be sufficient provision.

**B. If the workplace is shared with other sites, consult with fellow managers and/or Premises Team to determine shared First Aid provision. Document and communicate these arrangements.**

All agreements to share First Aid arrangements must be documented and communicated. The School Business Manager and LTA for medical needs are responsible for co-ordinating First Aid arrangements and for producing and updating notices giving information on trained First Aiders on each area of school / college sites. These buildings may also have an arrangement for First Aiders to sign in and out on reception to let reception staff know that they're available. Managers should identify what the arrangement is for their building and then ensure that First Aiders are aware.

**C. Ensure that nominated First Aiders in your building/team receive appropriate training**

A First Aider is a person who holds a First Aid at Work Qualification.

An Appointed Person is a person appointed to take charge of First Aid needs, including looking after equipment and facilities. Appointed Persons can also, in the absence of a First Aider, call the emergency services when required. They can only provide emergency First Aid if they have been on an approved one-day Emergency First Aid at Work training course.

There are a number of First Aid training courses available:



- **First Aid at Work Qualification** — a three day course provided by a qualified instructor. The training should be refreshed annually (via a half day course) and all First Aiders must attend a two day recertification course every three years in order to renew their certificates.
- **First Aid at Work Recertification**— a two day course provided by a qualified instructor. This course is to enable employees who hold a First Aid at Work Certificate to renew their certificates on a three yearly basis. First Aiders may complete a re-certification course up to three months before the expiry date of the current certificate. However, if they have allowed their certificate to lapse, they must do the full First Aid at Work course within one month of the certificate's expiry date
- **First Aid Half Day Annual Refresher** - a half day course provided by a qualified instructor. This course is to enable employees who hold a First Aid at Work Certificate to refresh their first aid training and knowledge on an annual basis.
- **Emergency First Aid at Work**— a one day course provided by a qualified instructor, suitable for Appointed Persons or staff who need to do basic First Aid training as part of their job description
- **Paediatric First Aid** – a two day course provided by a qualified instructor, specifically covering First Aid on children (standard First Aid at Work courses do not include resuscitation procedures for children)
- **Emergency Paediatric First Aid** – a one day course provided by a qualified instructor, suitable for staff who need to do Paediatric First Aid training as part of their job description. All newly qualified Level 2 or Level 3 Childcare staff must complete Paediatric First Aid training.

Lead First Aiders must attend the full First Aid at Work Qualification course. They must also attend the two-day First Aid at Work Refresher course, every 3 years, before the expiry date of their certificate.

Appointed Persons must attend the Emergency First Aid at Work course and renew this by re-attending the course every 3 years.

Paediatric First Aiders must attend either the full Paediatric First Aid or Emergency Paediatric First Aid course every 3 years.

If specific risks have been identified in the workplace, additional specialist training may also be necessary. When booking employees on to the course, advise the training

department of specialist training needs. It may be possible to include the specialist training on the course.

When recruiting and selecting First Aiders, managers need to consider all of the following attributes: reliability, communication skills, aptitude for learning, ability to cope with medical emergencies and physical fitness. The people selected should be able to leave their job at a moment's notice and should normally be on-site during working hours. Managers should also make arrangements for cover in the event of annual leave, sickness and other work absences, together with appropriate First Aid cover outside normal working hours.

For information about First Aid training courses and dates and to book a space, please visit the [Brighton & Hove Learning Gateway](#).

**D. Ensure that First Aider notices are prominently displayed and kept up-to-date**

All workplaces must have an up to date First Aid notice. These notices should indicate who the First Aiders and Appointed Persons are within that area, how they can be contacted, the location of the nearest First Aid room and the First Aid container. First Aid notices must be displayed in prominent positions around the building.

**E. Ensure that all staff under your control (including supply, agency, casual, work experience personnel and contractors) are advised at their induction on how to obtain emergency assistance, the name and location of the nearest First Aider and the location of the First Aid box/room**

All new staff should complete the BHCC Workplace Induction Checklist which includes prompts for Health & Safety information to be discussed. Information on First Aid arrangements and how accidents/incidents are reported to and whom, should be given on the employee's first day.

NB: Schools staff should consider advising pupils of First Aid arrangements if high risk activities are taking place, especially if off-site

**F. Ensure that every employee has easy access to First Aid and that adequate communications are in place for contacting First Aiders**

Managers/First Aiders/Premises Team must devise a process for ensuring that staff know who to contact when they need first aid assistance, and in larger workplaces, this will involve having multiple First Aiders. Staff requiring first aid assistance would go to the reception staff can advise as to the nearest available First Aider.

First Aid arrangements must be communicated to all employees, including supply, agency, casual, work experience personnel and contractors. Such arrangements only operate efficiently in an emergency when they are known, understood and accepted by everyone in the workplace.

**G. Ensure that all establishments have a sufficient level of first aid supplies which are kept in a clearly identified and accessible location, and that any waste substances/containers are disposed of in accordance with the relevant waste regulations**

First Aiders should check the First Aid container frequently (monthly is recommended), and contact the Office Manager to request replenishment of any items as needed. The recommended contents list is attached in [Appendix 2](#). They should also ensure that all used First Aid material/soiled dressings etc. are disposed of appropriately. Infectious items should be treated as clinical waste and disposed of in yellow clinical waste sealed bags. Please see the [Infection Control Standard](#) for more information. (Schools access via [BEEM](#)).

**H. Provide personal protective clothing or equipment as necessary, and ensure that First Aiders know how to use and maintain it. This may include defibrillators.**

Personal protective clothing and equipment should be provided where needed and should be stored and maintained according to the manufacturer's instructions

In some (usually larger) workplaces within BHCC, defibrillators have been installed. A defibrillator is a machine that can restart the heart by giving an electric shock in some cases of cardiac arrest. An automated external defibrillator (AED) is a type of defibrillator that detects the electrical activity in the heart and gives automated instructions to the rescuer on what to do. The provision of a defibrillator will be based on the findings of your risk assessment and training is given as part of all First Aid and Basic Life Support courses.

Details of the location of the defibrillator should be included on the First Aid notice for the building.

**I. If you are a First Aider, ensure you are aware of your responsibilities which include administering basic First Aid when it is required, but only within the limits of the training you have been given, calling an ambulance if necessary and reporting to the Evacuation Controller in the event of a building evacuation**

Full responsibilities for First Aiders are set out in Section 2 of the standard – [Further Responsibilities](#).

### ***Legal Indemnity***

Existing Employers' Liability and Public Liability Insurance will indemnify (on BHCC property) qualified First Aiders whilst acting within the scope of their duties and training as First Aiders for employees, service users, pupils, members of the public etc., on behalf of the council. Public Liability Insurance does not cover First Aiders administering assistance to people that have not sustained an injury as a result of BHCC activities or on BHCC property (e.g. if a member of the public comes into the reception of a civic building and asks for assistance with an injury sustained outside the building on a public highway). First Aiders are under no obligation to administer assistance in cases such as this.

### **J. Complete and maintain records of any First Aid treatment provided**

All first aid treatment administered should be logged, even minor incidents (such as someone needing a plaster). In addition to this all-work-related incidents should be recorded and reported via the Health & Safety team's online incident reporting system.

In the event of a civil claim; documents including records of training, records of First Aid treatment and incident forms and local record systems, such as First Aid books may all be subject to disclosure.

An example of a local record system; a treatment log sheet, is included in [Appendix 3](#). Completing a log sheet such as this one will help First Aiders to keep track of First Aid materials used that may be in need of replenishment. However, if you use a record

system such as this, it does not replace the need to complete an HS2 Incident Report Form online form for workplace accidents.

A record system can be in an electronic or hard copy format. Building Managers will need to ensure a system is maintained for appropriately storing information relating to first aid incidents.

## **Section 4**            **[Further information](#)**

[The First Aid pages](#) on the Wave contain further information including current locations of First Aid rooms and defibrillators within the organisation (non schools).

[The Health Safety & Wellbeing Legal Register](#) contains relevant legislation such as the Health & Safety at Work Act and all Regulations. (Schools access via [BEEM](#)).

[Administration of Meds & Personal Care \(for schools\) pages](#) on BEEM – includes links to standard and guidance

### **Relevant links**

Additional information and guidance can be found on the Health and Safety Executive website <http://www.hse.gov.uk/firstaid/index.htm>

The Department of Education have published a [Paediatric First Aid Audit Toolkit & Guidance](#) for the use of staff working in Early Years settings.

### **Health & Safety Standards & Guidance**

[Infection Control Standard](#)

[Administration of Medicines in Schools & Early Years Settings Standard](#)

[Risk Assessment Guidance](#)

[Incident Reporting Guide](#)

Schools can access all of these documents via [BEEM](#)

### **Appendices**

[Appendix 1: Aide to First Aid Risk Assessment & Checklist](#)

[Appendix 2: Facilities & Equipment](#)

[Appendix 3: First Aid Treatments Administered Log Sheet](#)

[Appendix 4: First Aid Allowance Request Form](#)

## APPENDIX 1: AIDE TO FIRST AID NEEDS ASSESSMENT & CHECKLIST

### 1. Recommended minimum ratio of employees to First Aid staff

Category of Risk	Number of Employees at the Location	Suggested Number of First Aid Staff
<b>Lower Risk</b> e.g. shops, offices, libraries etc.	Fewer than 50	At least 1 appointed person
	50-100	At least 1 first aider
	More than 100	1 additional first aider for every 100 employed
<b>Medium Risk</b> e.g. light engineering, food processing, pest control etc.	Fewer than 20	At least 1 appointed person
	20-100	1 first aider for every 50 or part of employed
	More than 100	1 additional first aider for every 100 employed.
<b>High Risk</b> E.g. construction work, chemical, manufacture, sharp instruments etc.	Fewer than 5	At least 1 appointed person
	5-50	At least 1 first aider
	More than 50	1 additional first aider for every 50 employed
	Where hazards exist that require additional first aid skills	In addition, at least 1 first aider trained in the specific emergency action.

### 2. Number of Employees

There are no approximate figures for the ratio of First Aiders that should be appointed, to the total number of employees. However, the above table can be used in the First Aid needs assessment process. When the risk of the work activity being undertaken has been assessed, the number of First Aiders can be recommended. It is essential that any establishments, with special or unusual hazards, should ensure that at least one person has received specialised training in the particular hazard or hazards concerned. Where employees work on shift rotas, or outside of normal hours, the manager should bear in mind that each shift must be adequately covered. In these situations, it would be inappropriate to decide on the level of First Aid cover based on the total number of employees only.

### **3. Schools**

Schools should bear in mind that First Aid provision must be available at all times; while people are on school premises, and also off premises, for instance, whilst on school visits. Schools will generally fall into the lowest risk category of workplace, but some schools or activities may fall into the medium risk category e.g. special schools that cater for pupils with challenging behavior. Schools should base their provision on the results of their First Aid needs assessment. When considering how many First Aid personnel are required, the governing body and head teachers should also consider:

Adequate provision for lunchtimes and breaks

- Adequate provision for offsite activities, e.g. school trips
- Adequate provision for practical departments, e.g. science, technology or physical education
- Adequate provision for out of hours activities, e.g. after school clubs

Unless First Aid cover is part of a member of staff's job description, people who agree to be First Aiders do so on a voluntary basis.

### **4. Lone Workers**

If you have employees who travel a lot, work remotely or work alone, you should consider issuing personal First Aid kits, depending on the level of risk evaluated in your First Aid needs assessment. First Aid kits may be issued either to an individual or carried within a vehicle. Managers/head teachers should also ensure that adequate First Aid training is in place, suitable to the individual/team needs.



## ASSESSMENT OF FIRST AID NEEDS CHECKLIST

The checklist below will help you assess what First Aid provision you need to make for your workplace.

FACTOR TO CONSIDER	SPACE FOR NOTES	IMPACT ON FIRST AID PROVISION
<p><b>HAZARDS</b> – use the findings of your First Aids need 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</p>		
<p>Does your workplace have low hazards such as those that might be found in offices and shops?</p>		<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of First Aid arrangements;</li> <li>• A suitably stocked First Aid box.</li> </ul>
<p>Does your workplace have higher hazards such as chemicals or dangerous machinery?</p> <p>Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?</p>		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Providing First Aiders;</li> <li>• Additional training for First Aiders to deal with injuries resulting from special hazards;</li> <li>• Additional First Aid equipment;</li> <li>• Precise siting of First Aid equipment;</li> <li>• Providing a First Aid room;</li> <li>• Informing the emergency services.</li> </ul>
<b>EMPLOYEES</b>		
<p>How many people are employed on site?</p>		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of First Aid arrangements;</li> <li>• A suitably stocked First Aid box.</li> </ul> <p>Even in workplaces with a small number of employees, there is still the possibility of an accident or sudden illness so you should consider providing a qualified First Aider</p> <p>Where there are large numbers of employees you should consider providing:</p> <ul style="list-style-type: none"> <li>• First Aiders;</li> <li>• Additional First Aid equipment;</li> </ul>

		<ul style="list-style-type: none"> <li>• A First Aid room.</li> </ul>
Are there inexperienced workers on site, or employees with disabilities or special health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Additional training for First Aiders;</li> <li>• Additional First Aiders equipment;</li> <li>• Local siting of First Aiders equipment.</li> </ul> <p>Your first-aid provision should cover any work experience trainees.</p>
<b>RECORD OF ACCIDENTS AND ILL HEALTH</b>		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		<p>Ensure your First Aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your First Aid provision as appropriate.</p>
<b>WORKING ARRANGEMENTS</b>		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Issuing personal First Aid kits;</li> <li>• Issuing personal communicators to remote workers;</li> <li>• Issuing mobile phones to lone workers.</li> </ul>
Do any of your employees work shifts or work out of hours?		<p>You should ensure there is adequate First Aid provision at all times people are at work.</p>
Are the premises spread out, for example are there several buildings on the site or multi-floor buildings?		<p>You should consider provision in each building or on each floor.</p>
Is your workplace remote from emergency medical services?		<p>You should:</p> <ul style="list-style-type: none"> <li>• Consider special arrangements with the emergency services;</li> <li>• Inform the emergency services of your location.</li> </ul>
Do any of your employees work at sites occupied by other employers?		<p>You should make arrangements with other site occupiers to ensure adequate provision of First Aid. A written agreement between employers is strongly recommended.</p>
Do you have sufficient provision to cover absences of First Aiders or appointed persons?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• What cover is needed for annual leave and other planned absences;</li> <li>• What cover is needed for</li> </ul>

		unplanned and exceptional absences.
<b>NON-EMPLOYEES</b>		
Do members of the public visit your premises?		Under the First Aid Regulations, you have no legal obligation to provide First Aid for non-employees but it is strongly recommended that you include them in your First Aid provision. This is particularly relevant in workplaces that provide a service for others such as schools, places of entertainment and shops. Areas that provide services to children under 5 years old must also ensure that a trained fully Paediatric First Aider is available whenever the children are present and that all newly qualified Level 2 & 3 staff have a Paediatric First Aid qualification.

<b>SUMMARY OF FIRST AID REQUIREMENTS</b>		
Item	Location	Number
First Aiders		
Appointed persons		
First Aid boxes		
First Aid room		
First Aid signs		
Signature of Assessor		
Date		

## APPENDIX 2: FACILITIES AND EQUIPMENT

### **1. First Aid Containers**

First Aid containers and travelling First Aid kits should contain sufficient quantities of suitable First Aid materials and nothing else. There is no mandatory list of equipment. Managers/head teachers will need to decide what needs to be in the First Aid box based on the hazards in the workplace, however, minimum quantities for low-risk establishments could be considered as:

- A general guidance leaflet on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering industry)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings (approx. 12cm x 12cm)
- 2 large sterile individually wrapped unmedicated wound dressings (approx. 18cm x 18cm)
- 1 pair of disposable gloves (not latex, as some people are allergic to this)

A First Aid box suggested contents checklist is included in this document as an optional aide to managing First Aid supplies.

Medication, for example, pain-relievers, must not be kept in the First Aid container. Headache tablets or indigestion powders should not be supplied by the First Aider or the Appointed Person.

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened, they must not be re-used. The use of eye baths/cups or re-fillable containers is not recommended.

Extra equipment, or items required for special hazards, i.e. antidotes, may be kept in or near First Aid containers but only where the First Aider has been specifically trained in their use. See Section 3 for more information on emergency inhalers and epi-pens.

The container should be of a suitable robust material and built to protect the contents from contamination and damage. The container should be marked with a white cross on a green background in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

## **2. Travelling First Aid Kits**

Where a risk assessment has identified a need for the provision of a traveling First Aid kit, for example for lone workers, again, the emphasis is for the contents to reflect the circumstances in which they may foreseeably be used. However, the following at least should be included:

- A general guidance leaflet on First Aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile individually wrapped unmedicated wound dressing (approximately 18cm x 18cm)
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins
- 1 pair of disposable gloves (not latex, as some people are allergic to this)

## **3. Emergency inhalers and adrenaline auto-injectors (AAIs/epi-pens)**

It is now legal for schools to hold a supply of spare emergency salbutamol inhalers (usually blue) and adrenaline auto injectors (AAIs) on their premises. These items do not have to be accessed via prescription and can be used in situations where children suffer asthma attacks or severe allergic reactions that may require a life-saving dose of adrenaline. However, they cannot be used without medical authorization and written parental consent. They should not be kept in the First Aid box but can be stored together nearby, out of reach and out of sight of children, and following the manufacturer's guidelines on the recommended temperature for them to be stored at. They should also be kept separate from any individual child's personal inhaler or AAI and clearly labelled

to avoid confusion. For further guidelines on these items please see the Administration of Medicines Standard & Guidance for Schools. We do not currently have any on site.

#### **4. Care and replenishment**

The contents of First Aid containers and travelling First Aid kits should be replenished as soon as possible after use to ensure a continued sufficient supply of materials. All First Aid containers and kits should be checked monthly to ensure the contents are discarded after their expiry date. It is the duty of the nominated First Aider to ensure that this happens.

#### **5. Supplementary equipment**

This may include suitable means for the transportation of casualties, scissors, blankets, aprons, tourniquets, haemostatic dressings, moist wipes and other suitable protective equipment. Where such equipment is considered necessary it should be stored in the vicinity of the First Aid containers. Departments should also consider the provision of plastic disposable clinical waste bags for the safe collection and disposal of soiled dressings as clinical waste.

#### **6. First Aid Rooms**

Departments need to consider the provision of a First Aid room where their needs assessment identifies this as being necessary, although the number of employees on the site may be a factor to be considered.

A "suitable person" should be responsible for the room and its contents at all times when employees are at work. If more than one First Aider accesses the room, a rota system could be arranged to ensure that a First Aider is checking the room at least once a week. The room itself should be positioned in such a way as to be the best point of access for transport to hospital and be convenient for access, toilets etc. within the establishment itself. First Aid rooms should be used solely for the purpose of providing First Aid treatment and not as kitchens or 'tea break' rooms. However, in some cases, individual arrangements may be made for the rooms to be used as a rest area for expectant or nursing mothers.

The room should be large enough to hold a couch and the door to the room wide enough to accommodate stretchers, wheelchairs, etc. All surfaces should be impervious and easy to clean, and the room should be cleaned daily. It should be effectively ventilated, heated, lighted and maintained. A notice giving details of First Aiders and contact procedures should be displayed.

## **7. First Aid Room Facilities**

The facilities and equipment which should be provided in First Aid rooms is as follows:

- Sink with running hot and cold water
- Drinking water (if not available on mains tap) and disposable cups
- Paper towels
- Smooth topped working surfaces
- A range of First Aid equipment (at least to the standard required in First Aid containers) and proper storage
- Chair
- A couch (with waterproof cover), pillow and blankets, with sufficient access around it.
- Soap
- Clean protective garments for First Aiders
- Suitable refuse container (foot operated) lined with appropriate disposable yellow plastic bags, i.e. for clinical waste
- An appropriate record keeping facility
- A means of communication, e.g. telephone.

The room should be clearly marked as a First Aid room by means of a sign complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.

It is important that the First Aiders can be reached quickly and departments should ensure that there are effective communications to achieve this.

In situations where specialised First Aid equipment is required at the workplace, this may be kept in the First Aid room as appropriate. As with First Aid containers and travelling First Aid kits, a nominated First Aider or Appointed Person must maintain the First Aid

room stock to the required levels. The First Aid room must always be ready for immediate use.

If the room contains a fridge, nursing mothers returning to work can use this to store their milk; however, nothing else should be stored here unless it is related to First Aid.



**FIRST AID BOX SUGGESTED CONTENTS CHECKLIST**

(Each first aider to have their own resus shield)

**Box No/Ref:**

**Location of box:**

**Year:**

Month Checked	Guidance Leaflet	20 sterile adhesive dressings	2 sterile eye pads	2 Triangular bandages	6 safety	6 Wound dressings 12cm x	2 Wound dressings 18cm x	1 pair disposable gloves	Yellow Clinical Bags	Checked by Signature	Comment or detail of items replaced/restocked (if tamper seal is broken)
JAN											
FEB											
MAR											
APR											
MAY											
JUN											
JUL											
AUG											
SEP											
OCT											
NOV											
DEC											

**APPENDIX 3: FIRST AID TREATMENTS ADMINISTERED LOG SHEET**

FIRST AIDER'S NAME.....				AREA OF RESPONSIBILITY					
NATURE OF EMERGENCY	ACTION TAKEN	PARAMEDIC ATTENDANCE		DATE OF TREATMENT	HS2 Completed ?	EQUIPMENT USED	FIRST AID BOX RESTOCKED		FIRST AIDER SIGNATURE
		Y	N				Y	N	

**APPENDIX 4: FIRST AID ALLOWANCE REQUEST FORM**

**Business Operations**

**Request for New Allowance**

<b>Employee Details</b>			
<b>Full Name:</b>		<b>Personal Ref. No:</b>	
<b>Position:</b>		<b>Team/Unit:</b>	
<b>Payment Details:</b>			
<b>Type of Allowance:</b>			
<b>Start Date of Allowance:</b>		<b>End Date of Allowance*:</b>	
<b>Allowance Value:</b>			
<b>Reason for Allowance:</b>			
<b>Other Details:</b>			
<b>Line Manager:</b>		<b>Telephone No:</b>	
<b>Authorised by</b>			
<b>Name:</b> .....			
<b>Position:</b> .....			
<b>Signed:</b> .....		<b>Date:</b> .....	

**\*Please note that an End Date is required before any Allowance is paid.**

**Please note all fields are mandatory. If the form is incomplete it will be returned and result in a delay in payment of salary.**

**Please ensure all required documents are attached to the form**

This form is to be completed for all employees requesting a new allowance.

Please send the completed form to the Payroll & Pensions Team via the courier service or a scanned copy of the original hard copy (PDF's etc) via email HR Payroll. Please note any forms submitted

through email will need to be sent from the account of the signatory. We are able to accept electronic signatures for forms submitted by email.

**Pay Deadlines.**

**All staff are monthly paid on the last banking day. Completed forms must be received prior to the deadline at Payroll and Pensions Team, Business Operations, 3<sup>rd</sup> floor, Bartholomew House, Bartholomew Square, Brighton, East Sussex, BN1 1JE**

It should be noted that the submission of late or incomplete forms will result in a delay to payment of salary. Payment will be made with the next available pay run and no payments will be made outside of the normal pay runs.

Should you have any queries regarding the completion of this form please contact the Payroll & Pensions Team at [HRPayroll@brighton-hove.gov.uk](mailto:HRPayroll@brighton-hove.gov.uk) or on x 5106.

Date received by Business Operations:

Date entered onto PIER:

Payroll and Pensions Officer: