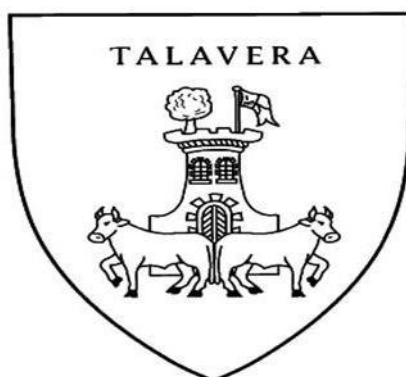


Health and safety corporate procedure



First aid at Talavera Infant School

Name of Unit/Premises/Centre/School	Talavera Infant School
Date of Policy Issue/Review	May 2026
Name of Responsible Manager/Headteacher	Lisa Goodall/Debbie Cook
Signature of Responsible Manager/Headteacher	

This procedure replaces all previous policies and procedures relating to first aid.

When you are reading a printed procedure offline, please refer to the online version to make sure that you are using the most accurate and up to date issue.

Purpose

This procedure sets a common approach to providing adequate first aid provision at work in Hampshire County Council. The purpose is to provide suitably trained and equipped personnel to treat employees and others using our sites if they become ill or injured.

Scope

The Council undertakes numerous activities that present significantly different risks and therefore require varying levels of first aid. This procedure recognises this variation and provides a common method of deciding the appropriate first aid provision in the form of people and equipment.

Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered.

Sections

- [Section 1: First aid needs assessment](#)
- [Section 2: First aid materials, equipment and facilities](#)
- [Section 3: First aid personnel](#)
- [Section 4: First aid training](#)

There are five appendices which mirror the four sections of this procedure with a final checklist to assist managers.

Terminology

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

First aid is the first and immediate assistance given to any person with either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery until medical services arrive, if necessary.

Associated records

Appropriate records will be informed by local risk assessment and guidance. Records must be kept and maintained to comply with this procedure and will be retained in accordance with [Hampshire County Council's data retention policy](#).

Procedure

Section 1 – First aid needs assessment – [Appendix 1](#)

Managers of sites must consider the appropriate first aid, giving due regard to the activities and risks created. Appendix 1 contains guidance to assist in this assessment. The conclusions of this assessment should be recorded.

The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities, e.g. using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g. service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting, distance between buildings or sites
- The remoteness of the establishment/setting from emergency medical services
- The needs of travelling, remote and lone workers
- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off-site activity and work away from base including travelling
- Whether your employees work on shared or multi-occupancy sites

You might also consider:

- Support for someone who might be experiencing a mental health issue, for further guidance refer to: [Mental ill health and first aid](#).

The first aid needs assessment should be reviewed regularly (at least annually) and in anticipation of, or after, any significant changes to ensure the provision remains suitable.

Peripatetic staff/travelling staff

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid, but suitability must be decided through a needs assessment as for fixed location workers.

Informing employees of the arrangements

The assessment should also set out how employees will be informed of the arrangements.

Section 2 – First aid materials, facilities and equipment – [Appendix 2](#)

As a result of the first aid needs assessment, suitable and sufficient materials, equipment and facilities must be provided.

Appendix 2 gives guidance on the following:

- First aid box contents
- Medical rooms/first aid accommodation
- Specific equipment

Section 3 – First aid personnel – [Appendix 3](#)

Staff who are expected to perform first aid duties should be notified in writing of their role and training requirements. They should be made aware of the first aid needs assessment and be clear what part they play in delivery of first aid. They should be provided with suitable training for their role which should be updated in accordance with Appendix 4.

There are different levels of first aid personnel which relate to different levels of training and different competencies. Details are set out in Appendix 3.

In summary they fall into four categories:

- Appointed Person
- Emergency First Aid at Work
- First Aid at Work
- Additional training (such as paediatric first aid, mental health in the workplace, or the use of a defibrillator.)

Details of how to obtain first aiders in an emergency should be prominently displayed. In smaller sites this may be a list of trained first aiders with contact details whereas on complex sites there may be one contact number managed for example by the Facilities Management Team. Regardless, it should be clear how a person obtains competent assistance rapidly.

Section 4 – First aid training – [Appendix 4](#)

Suitable training is required to fulfil the first aid personnel roles above. Training courses must comply with current standards from the [Resuscitation Council \(UK\)](#).

Appendix 4 contains a diagram to assist in understanding the requirements for refresher training.

Section 5 – Further Information added by Talavera Infant School

In the event of an accident involving a child it is our policy to always notify parents of their child's accident if:

- It requires first aid treatment
- It requires attendance at hospital
- All injuries to the head

This may be by phone call, text message or note depending upon the nature of the incident. If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the Qualified First aider/Appointed Person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

The first aid arrangements for school organised trips/visit are included in the risk assessment for each trip to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Record Keeping:

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Accident books are kept in all classrooms and the medical room and changed each September with old records being filed

Guides

[Health & Safety Executive guide to first aid at work](#)

[Resuscitation Council \(UK\)](#)

Appendices

[Appendix 1 – First aid needs assessment](#)

[Appendix 2 – First aid materials, facilities and equipment \(first aid kits\)](#)

[Appendix 3 – First aid personnel](#)

[Appendix 4 – First aid training](#)

[Appendix 5 – Management flowchart and checklist](#)

Appendix 1 – First aid needs assessment

The table below is the Health & Safety Executive's general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on the number and type of first aid staff to be available on site at any time
Lower hazards e.g. offices, shops, libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities.	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

Industry specific guidance can be obtained from the [Health and Safety Team](#).

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.

Part 1 – First aid needs assessment		
Name of premises/ site/ school		
	Aspects to consider at your premises	First aid provision considerations (insert your information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>Minor bumps and grazes</i> <i>Falling from height on P.E/play apparatus</i> <i>Forest School activities</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.)	<i>No high risk activities</i>
3	Are large numbers of people employed on site?	<i>Maximum 330 children</i> <i>50 staff</i> <i>At times 100 parents</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Minor accidents happen at playtimes</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>Details of children with specific health needs are displayed in medical room and staffroom as well as the individual classrooms. Staff with medical issues are recorded in green file in Finance Office (accessed by Head, Deputy and SBM)</i>

First aid

6	Are there clients or service users on the site who may need first aid?	<i>Contractors; parents and pupils</i>
7	Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?	<i>We have a trained Mental Health First Aider</i>
8	Have you nominated appointed persons to meet basic first aid requirements for times where qualified first aid staff may not be available?	<i>No</i>
9	Is there first aid cover for holidays/sickness, lunchtimes and for the beginning and end of the working day?	<i>Trained staff are on site at lunch times Admin with first aid on site 8.15-4.00 Hangout (after school club) staff have first aid training</i>
10	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>Main building and two modular classrooms. All ground level. First Aid kits are available in the two outdoor classes and there is quick access from the main school.</i>
11	Do you have any work experience trainees?	<i>At times work experience students are on site and they would be treated as visitors</i>
12	Are there inexperienced or young staff/workers/visitors on site?	<i>No</i>
13	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	<i>First aiders provided for the largest number of people on site (school hours)</i>
14	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>No</i>

First aid

15	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>No</i>
16	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>2 miles to fire station 5 miles to ambulance station Attendance is usually within 15-30 minutes</i>
17	Do some staff work alone or remotely (including contracted home workers)?	<i>Lone working policy covers what to do in an emergency</i>
18	Do you have service users aged five or younger?	<i>Yes</i>
19	Do members of the public visit your premises?	<i>Yes</i>
20	Do you have any employees with reading or language difficulties?	<i>No</i>

First aid

Part 2 – Summary of first aid provision required			
Name of premises/ site/ school			
Level of first aid staff (type of provision)	Numbers of staff required to be on site at any time	Names of trained staff	Date training requires updating
Qualified First Aider	0		
Emergency First Aider	1	Sarah-Jane Jackson	October 2026
School First Aid Trained	0	Sandra Gould Claire Purchase Tanya Frampton Lisa Goodall Liz Burton	March 2027 May 2026 December 2027 September 2027 October 2027
Paediatric First Aid Trained	1 (on outings and during meals)	Rosie Tucker Sallie Rafferty Tracey Stillwell Chloe Rawbone Sarah McAlindin Nicky Patrick Selina Rooney Natalie Osborn	January 2027 November 2028 April 2026 (booked for May 2026) January 2029 November 2026 January 2027 May 2028 June 2028

First aid

		Lauren Austin Sunet Booysen Becki Hedges Lucia Todaro Manning Zoe Sampat Sidra Choudhry Jade Bessell	May 2028 June 2028 July 2028 July 2028 July 2028 November 2028 November 2028
Appointed Person	0	Liz Burton Lisa Goodall	See above
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>	Asthma/Allergies & Anaphylaxis	Covered in Paediatric First Aid – see staff above Asthma/Allergy/Anaphylaxis Training - Tanya Frampton; Sandra Gould; Cariad Jones; Amy Pullen; Chloe Rawbone; Olivia Hogan; Rachel King; Lisa Goodall; Hazel Sinden; Talya Bishop; Kim Ballard; Claire Purchase, Hayley Lewis; Lynn Brown	See above October 2027
	Mental Health First Aid Champion	Claire Purchase	November 2027

First aid

Arrangements/cover outside of core hours: <i>(before opening or after closing if there are staff or users on site)</i>	Breakfast Club – Provided by TS Coaching all staff members Paediatric First Aid qualifications to Level 3 Hangout After School Club - Tracey Stillwell, Sallie Rafferty, Rosie Tucker, Zoe Sampat & Chloe Rawbone
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First aid needs assessment completion			
Manager's comments		<i>Insert comments relevant to assessment as appropriate</i>	
Name of manager		Signature of manager	Date
Debbie Cook			
Assessment reviews		<i>Set future actions and review dates and sign/comment upon completion</i>	
What needs to be done in the next 12 months to maintain suitable first aid provision?		Track training expiry dates and book any necessary future training	
Who is checking that it has been done?		Headteacher	
Who is tasked with doing it and by when?		School Business Manager – termly ongoing	
Review date	Reviewed by	Reviewer signature	Remarks

First aid

Appendix 2 – First aid materials, facilities and equipment (first aid kits)

First aid box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container (*in a prominent position, maintained in a good condition, and readily available for use*) with the following:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings

First aid

- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rust less blunt-ended scissors

First aid rooms and facilities

Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then you should contact a member of the [Health and Safety Team](#).

Defibrillators

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment.

- We have 8 first aid kits on site: Medical Room; Year R corridor; Year 1 corridor; Year 2 corridor; Modular classrooms; Staffroom, Meadow & Beech & 6 travel first aid kits (checked termly by Office Team)
- We have 11 classroom trip/fall kits (maintained by class LSAs)
- We have a defibrillator located in main reception

Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP).** Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW).** Emergency First Aid at Work employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW).** First Aid at Work employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years, then the full course must be retaken.

Additional training

Examples of additional training needs (not exhaustive)

Additional training	Examples where additional training may be relevant in Hampshire County Council
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry
Management of a drowning casualty	Swimming pools, rivers, lakes, outside education activities
Use of an Automated External Defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment
Recognising the presence of major illness (<i>including heart attack, stroke, epilepsy, asthma, diabetes</i>) and providing appropriate first aid	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public

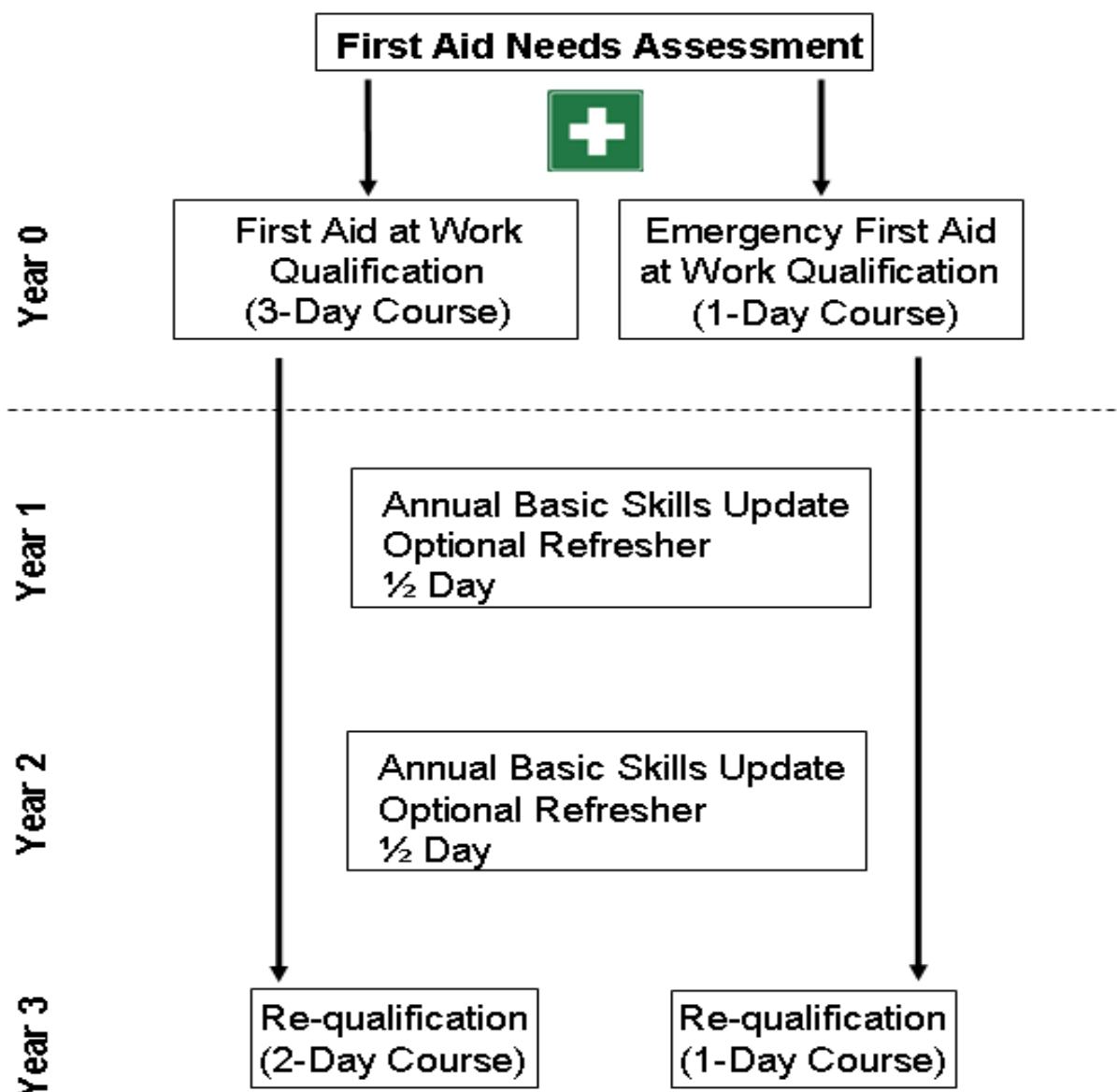
First aid

Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting	Schools and nurseries
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Selection of personnel

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

Appendix 4 – First aid training flow chart



Records

Copies of training certificates must be maintained by local management.

Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

Appendix 5 – Management check sheet and flow chart

