



# FIRST AID POLICY

Linked policies:

- Anti-Bullying Policy
- Appropriate use of Social Media Policy for Parents
- Alternative and off-site Provision Policy
- Behaviour and Discipline Policy
- Child Acceptable Use Policy
- Child on Child Abuse Policy
- Child Protection and Safeguarding Policy
- Drugs and Substance Abuse Policy
- Educational Visits Policy
- E-Safety Use of Devices Policy
- First Aid Policy
- Intimate Care Policy
- KCSIE 2024
- Managing Safeguarding Concerns and Allegations
- Safer Recruitment Policy
- Whistleblowing Policy

**Date: October 2023**

**Review Date: October 2024**

Woodlands 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, and each classroom.

A number of school staff receive epipen training and guidance on how to deal with epilepsy.

NAME	Expiry Date	Type of First Aid Training	Epi Pen Trained	NAME	Expiry Date	Type of First Aid Training	Epi Pen Trained
Lisa Hevingham	14/10/2024	Paediatric	20/10/22	Ann-Marie Cross	01/09/2023	Paediatric	20/10/22
Sue Williams	26/05/2024	Paediatric		Julie Murdoch	01/09/2023	Paediatric	
Helen Browne	14/10/2024	Paediatric		Emma Ingham	01/09/2023	Paediatric	20/10/22
Teresa Oliver	01/09/2023	Paediatric		Pauline Hall	01/09/2023	Paediatric	20/10/22
Karen Millington	04/11/2024	Paediatric		Michelle Lewis	01/09/2023	Paediatric	20/10/22
Sarah Bryan	04/11/2024	Paediatric		Teresa Brennan	01/09/2023	Paediatric	20/10/22
Teresa Oliver	01/09/2023	Paediatric	20/10/22	Amanda Vale	01/09/2023	Paediatric	20/10/22
Dena Molloy	01/09/2023	Paediatric	20/10/22	Kaye Price	01/09/2023	Paediatric	20/10/22
Helena Fairclough	01/09/2023	Paediatric	20/10/22	Sue Lewis	01/09/2023	Paediatric	
Anna Barnett	12/11/2022	Forest School & Paediatric		Yvonne Cilly	13/10/2023	Mental Health and Paediatric	
Jill Clinton	02/03/2023	Paediatric		Mandy Fisher	13/10/2023	Mental Health	
Ellie Shaw	02/03/2023	Paediatric		Dena Molloy	01/09/2023	Paediatric	
Fiona Bramhill	01/09/2023	Paediatric		Helena Fairclough	01/09/2023	Paediatric	
Debbie Astbury	01/09/2023	Paediatric		Jo Duncombe	13.10.23	Mental Health and Paediatric	

### Assessment of First Aid Provision

The Head Teacher and members of the Admin Team carry 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 corridor alcove next to the school dining hall. **ALL MEDICATION WILL BE LOCKED IN THE FIRST AID AREA.** Medicines in school are clearly labelled with the child's name. First aid supplies are checked and replenished regularly by a nominated first aider.

### The Treatment of Asthma

Asthma inhalers and spacers 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.

(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 seen by a first aider for serious injuries as well as minor injuries for example:

- Head injuries (not headaches) – parents must be called as soon as possible after the injury has occurred.
- 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 aid 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 all injuries where treatment has been given, a courtesy phone call may also be made. For all head injuries, parents are called via telephone and informed of the accident, before the end of the day. Telford and Wrekin 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.

### **Insurance**

In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee. The school's insurance arrangements provide full cover for any claims arising from the actions of staff acting within the scope of their employment. In addition, the Council's insurance policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.

### **Care Plans**

In some cases children will require care plans to be created by the Inclusion Manager/ SENDco in conjunction with the family and the appropriate agencies. Copies of these are kept with the child's class teacher, SENDco and child's file.

### **COVID-19**

We await new guidance from the Health Protection Hub should Covid become an issue again or should a new infectious disease become apparent.



## *Internal Health & Safety*

### FIRST AID GUIDANCE

## Contents:

1. The Law
2. Key Action Points
3. First Aiders
4. Appointed persons
5. Mental Health First Aid
6. First aid needs assessment
7. Communication of first aid arrangements
8. Accident reporting and record keeping
9. First Aid equipment
10. First Aid rooms
11. 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

Appendix 3: Recommended numbers of first aid personnel to be available at all times in T&W CORE

### BUILDINGS

Appendix 4: Mental Health First Aid and other Council wider support

## 1. THE LAW

The Health and Safety (First-Aid) Regulations 1981(as amended 1<sup>st</sup> October 2013) require the provision of First-Aiders/Appointed Persons and first-aid materials for employees.

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. KEY ACTION POINTS

Carry out first aid needs assessment to determine the level of first-aid provision required in terms of the following:

- the number of first-aiders/appointed persons/paediatric trained
- consider ways to manage mental ill health to include staff that are trained in Mental health first aid
- the need to consider mental health with physical health
- the number, content and locations of first aid equipment
- arrangements for off-site activities / remote working
- arrangements for activities taking place outside core hours

## 3. FIRST AIDERS

3.1 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.
- Be employed in a post where they are readily accessible in case of emergencies.

3.2 First aiders are expected to:

- Check and replenish first aid boxes on a rota basis (to be agreed with other first aiders in the vicinity)
- Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the health and safety team are kept up to date
- Maintain confidential records of first aid treatment in accordance with section 7.

There are two types of training for first aiders:

### 3.3 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 under 3.3 and also be able to:

- Administer first aid to a casualty with:
  - Injuries to bones, muscles and joints, including suspected spinal injuries;
  - Chest injuries;
  - Burns and scalds;
  - Eye injuries;
  - Sudden poisoning;
  - Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Provide appropriate first aid for minor injuries

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



### 3.4 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:

- Understand the role of the first aider, including reference to:
- The importance of preventing cross infection;
- The need for recording incidents and actions;
- Use of available equipment;
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Administer cardiopulmonary resuscitation (CPR) and use an automated external defibrillator;
- Administer first aid to a casualty who is unconscious (including seizure);
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

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

### 3.5 Paediatric First Aid

The current legal requirements for paediatric first aid are set out in the safeguarding and welfare section of the 2017 EYFS. The following information is taken from the 2017 Statutory Framework for the Early Years

Foundation Stage published by the Department of Education, 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. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting<sup>33</sup>. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

## **Emergency paediatric first aid training course - 1 day**

Understand the role and responsibilities of the emergency paediatric first aider, have the ability to assess an emergency situation and prioritise your actions. You will also learn how to help a baby or child who is:

- unresponsive and breathing normally
- unresponsive and not breathing normally
- having a seizure
- choking
- suffering from shock
- bleeding

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

## **Paediatric first aid**

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.

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

Understand the role and responsibilities of the paediatric first aider.

Be able to assess an emergency situation safely.

**Be able to provide first aid for an infant and a child:**

- who is unresponsive and breathing normally, including child and infant resuscitation
- who is unresponsive and not breathing normally
- who has a foreign body airway obstruction
- with external bleeding
- with injuries to bones, joints and muscles.

**Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:**

- sickle cell crisis
- diabetic emergencies
- asthma attack
- allergic reaction
- meningitis
- febrile convulsions.

**Understand how to administer first aid to an infant and a child:**

- who is experiencing the effects of extreme heat and cold
- who has sustained an electric shock
- with burns or scalds
- who has been poisoned
- who has been bitten or stung
- with minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- with conditions affecting the eyes, ears and nose
- with head and spinal injuries
- with anaphylaxis
- who is suffering from shock.

**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.

### **3.6 Defibrillator Training**

Some 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 Addenbrooke 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.

### **3.7 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.

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

### **3.9 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](http://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 [Cooperative.Admin@telford.gov.uk](mailto:Cooperative.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](mailto:trainingenquiries@telford.gov.uk)

School based staff should book direct with Steve Carter [steve.carter@telford.gov.uk](mailto:steve.carter@telford.gov.uk) on 01952 380161 or with Telford Occupational Health Service Ltd, Halesfield 13, Telford, TF7 4QP. 01952 581251 or email [jandt@tohs.co.uk](mailto:jandt@tohs.co.uk)

#### **4.0 APPOINTED PERSONS**

An appointed person is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- looks after first aid equipment and restocking as necessary.
- ensures that the necessary accident reporting is carried out.

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

#### **5.0 MENTAL HEALTH FIRST AID**

As part of the councils commitment to enhancing work-place mental health and to ensure that everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions staff can become Mental Health first aiders. This training enables those trained to identify and understand symptoms and be able to support someone how might be experiencing a mental health issue and will teach delegates how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

Telford and Wrekin Council staff have access to a range of services that can be considered to assist with managing mental ill health in the workplace, that include information and training for managers and employees, access to the councils' occupational health professionals, a team of mental health trained first aiders and a full employee support programme.

If you wish to become a Mental Health First Aider .....or would like more information on where to find a Mental Health First Aider contact .....

For further information take a look at what the HSE have to say on [managing workplace stress and mental health issues](#)

## 6.0 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 (including Mental Health First Aiders) required for Telford and Wrekin core buildings see appendix 2

Factor to consider	Space for notes	Impact on first-aid provision
<b>Hazards</b> (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?		<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>

Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Providing first-aiders;</li> <li>• Providing additional training for first-aiders to deal with injuries resulting from special hazards;</li> <li>• Providing a suitably stocked first-aid box;</li> <li>• Providing additional first aid equipment;</li> <li>• Precise location of first aid equipment;</li> <li>• Providing a first-aid room;</li> <li>• Informing the emergency services of specific hazards etc in advance.</li> </ul>
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Providing first-aiders;</li> </ul>

		<ul style="list-style-type: none"> <li>• Additional training for firstaiders to deal with injuries resulting from special hazards;</li> <li>• Additional first-aid equipment;</li> <li>• Precise location of first-aid room;</li> <li>• Providing a first-aid room;</li> <li>• Informing the emergency services of specific hazards etc in advance.</li> </ul>
<b>Employees</b>		
How many people are employed on site?		<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>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, 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 particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• Additional training for firstaiders;</li> <li>• Additional first-aid equipment;</li> <li>• Local siting of first-aid equipment.</li> </ul> <p>Your first-aid provision should cover any work experience trainees.</p>
Have you considered the Mental Health and wellbeing of your staff? Are there staff that have identified work pressures or personal mental health issues?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>• That everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions</li> </ul>
<b>Accidents and ill-health records</b>		
What is your record of accidents and ill health?		Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and
<p>What injuries and illness have occurred and where did they happen?</p> <p>Has there been an increase of work related stress or staff raising concerns about work stressors?</p>		ill health and review your first-aid provision as appropriate.

Working arrangements		
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/mobile phones to employees.</li> </ul>
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, eg 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?		<p>You should:</p> <ul style="list-style-type: none"> <li>• Inform the emergency services of your location;</li> <li>• Consider special arrangements with the emergency services;</li> <li>• Consider emergency transport requirements.</li> </ul>
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?		<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 unplanned and exceptional absences.</li> </ul>
Non-employees		
Do members of the public or non-employees visit your premises?		Under the health & Safety (FirstAid) 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.
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## 7.0 COMMUNICATION OF FIRST AID ARRANGEMENTS

It must be made clear on all Telford & Wrekin premises who the first aiders are and where the first aid materials are kept. 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. They are also available on the intranet for all the core buildings.

## 8.0 ACCIDENT REPORTING AND RECORD KEEPING

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.

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 available on the intranet.

## 9.0 FIRST AID EQUIPMENT

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.

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

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

And also the BSi have also introduced two new kits:

- Personal Issue First Aid Kit
- Critical Injury Pack

## 9.1 First aid box contents:

### 9.1 A standard first aid kit should contain:

- A leaflet giving general guidance on first aid, eg HSE leaflet - "*Basic advice on first aid at work*" <http://www.hse.gov.uk/pubns/indg347.pdf>
- 20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves (vinyl)
- 1 Revive aid

It may also be useful to have 10 individually wrapped alcohol free wipes.

No tablets, ointments or medicines should be kept in the First Aid box

**9.2 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.

**9.3 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.

## 10. FIRST AID ROOMS

Some Council premises, due 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 eg 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 below.

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.

## 11. EDUCATIONAL VISITS & JOURNEYS

In terms of Educational Visits & Journeys the party leader should assess what level of first aid might be needed and ensure that this is provided and first aid equipment is readily accessible. This should be considered as part of the risk assessment process. Please see further advice at <http://www.twcccommercial.co.uk/educationalvisits>

## 12. FURTHER INFORMATION

- The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and Guidance

[The Health and Safety at Work \(First Aid\) Regulations guidance - L74:](#)

- Other useful guidance on a number of first aid issues from the HSE  
<http://www.hse.gov.uk/firstaid/index.htm>

[First Aid at Work – Your questions answered -INDG 214:](#)

[Basic advice on first aid at work – Guidance – INDG 347:](#)

[Selecting a first aid training provider – a guide for employers -GEIS 3:](#)

[Basic advice on first aid at work – INDG 347:](#)

[Basic advice on first aid at work – Poster:](#)

[Electric shock – First aid procedures – Poster:](#)

[First aid FAQs:](#)

[First aid at work needs assessment case studies:](#)

- Council Guidance on first aid issues on the Health & Safety pages of the intranet.
- There is a list of first aiders for councils core buildings on the internet



## First Aid Treatment Record

**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](#)

1. Date and time of incident:
2. Name of casualty:
3. Address of casualty:
4. Place of incident:
5. Circumstances of incident (ie 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

