



Timothy Hackworth Primary School



‘Respectful and resilient; being the best that we can be.’

First Aid Guidance

CRC Article 19: All children have the right to be safe.



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Approved by:	Governing Body
Head Teacher signature:	<i>L. Boulton</i>
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Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the [CONVENTION ON THE RIGHTS OF THE CHILD](#).

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths.

At all times, we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is [the right of every child](#), and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Durham County Council – First Aid at Work Health and Safety Guidance

Distribution

To be brought to the attention of all Directors, Heads of School, Heads of Service, Managers, Supervisors and Employees including Trade Union Representatives and Elected Members.

Introduction

This guidance sets out tasks, issues, and guidance to be followed to help ensure the health, safety and welfare of employees and pupils within our schools as well as other individuals that may be visiting or working in the same premises as our staff.

This guidance is to be used alongside the relevant First Aid at Work Procedure within the School Health and Safety Policy and Procedures Manual.

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Section 1 - Responsibilities

The Health and Safety at Work Act 1974, sets out certain duties and responsibilities for employers and employees. It is the responsibility of your employer to ensure, as far as is reasonably practicable, the health, safety, and welfare of all staff. Durham County Council (DCC) will seek to ensure that all work shall be undertaken in such a manner that your health and safety is not at risk by ensuring as safe a working environment as possible.

It is your legal responsibility as an employee under the same law, whilst at work, to take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions at work.

Section 2 – What is First Aid at Work?

People in workplaces can suffer injury or illness. It doesn't matter whether the injury or illness was caused by work. What does matter is that they receive immediate appropriate attention and that, if necessary, an ambulance is called without delay. This is particularly relevant in a school as there is an increased likelihood of the pupils requiring first aid during the course of the school day.

Section 3 – What is the purpose of first aid?

To preserve life and minimise the consequences of injury or illness until medical help is available. To treat minor injuries which would otherwise receive no treatment, or which do not need treatment by a doctor or nurse.

Section 4 – What do I need to do?

The Health and Safety (First Aid) Regulations require you to provide appropriate equipment, facilities and personnel to be able to provide first aid for your employees if they are injured or become ill at work.

Section 5 – When deciding what first aid arrangements I need to make, what do I need to take in to account?

Firstly, you need to make an assessment of the significant risks in your workplace. From this, decide what are the risks of injury and ill health identified in your assessment.

The factors you will have to bear in mind when making your assessment are:

- How many staff members/pupils are on the site?
- Do visitors/contractors come onto your premises?
- Do you have inexperienced or young persons on your premises?
- Do you have people with disabilities or special health needs?
- Is your premises shared with other employers?
- Are there parts of your premises where different levels of risk can be identified? For example, Workshops, kitchens or science laboratories?
- Are your premises spread out, do you have multi-floored buildings?
- Do you have lone workers or workers who visit other premises?
- How remote are your premises from emergency medical services?
- Do some of your employees work unusual hours or shift patterns?
- Do your people work with hazardous substances, dangerous tools or machinery, unpredictable loads or violent/unpredictable people?

Section 6 – Qualification Guidance

Appointed Persons

It is important to note that there is no legal requirement to train an Appointed Person although basic training should be given regarding the upkeep of first aid equipment, how to call the emergency services and recording incidents in an accident book. No formal medical/first aid training is required.

Emergency First Aid at Work (EFAW)

This is a 1-day tutor assessed course designed to give people a very basic knowledge of first aid principles and the skills to be able to deal in an emergency situation. While only a very basic course it is a superb addition to any existing first aid team.

First Aid at Work (FAW)

This comprehensive 3-day course covers most illnesses and accidents that will occur in a school or workplace. It is designed to give staff a much more in-depth knowledge in first aid and is the most widely acknowledged first aid qualification available. This course is, unlike the EFAW course, externally assessed.

Paediatric First Aid

This is an OFSTED devised course which covers basic first aid for all child carers. It is a course which is a requirement for all establishments if they have children on site under the age of 8. This course does cover some illnesses which are not covered in the FAW course although these are generally not classed as 'emergency' situations. It is not necessary to have somebody attend an EFAW/FAW course if they hold a paediatric first aid qualification - and as such it can help increase the number of first

aiders on site if different members of staff attend this course and the FAW course.

Additional Training

The first aid needs assessment may identify additional training that may be required or beneficial for example, use of automated external defibrillator etc.

Section 7 – How many first aiders and appointed persons do I need?

There are no hard and fast rules on how many first aiders and appointed persons you need. But your own risk assessment will help you decide. In addition, the table below may provide some guidance for you on the number of required first aiders.

Category of risk	Number of People	Suggested Number of First Aiders
Low Risk For example, offices, libraries and so on.	Fewer than 25	At least one appointed person.
Low Risk For example, offices, libraries and so on.	25 - 50	At least one first-aider trained in EFAW.
Low Risk For example, offices, libraries and so on.	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof).
High Risk For example, construction. Machinery, workshops, hazardous chemicals and so on.	Fewer than 5	At least one appointed person
High Risk For example, construction. Machinery, workshops, hazardous chemicals and so on.	5 to 50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur.
High Risk For example, construction. Machinery, workshops, hazardous chemicals and so on.	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof).

Paediatric First Aid	Children in the age range of 0 to 5 years	At least one person who has current paediatric first aid certificate must be on the premises at times when children are present and must accompany children on school trips/outings.
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Section 8 – What type of equipment do I have to provide?

Again, this depends on your risk assessment. You may have to provide equipment such as treatment rooms, stretchers and a wheelchair etc or, it may be adequate to provide a first aid box.

If you would like further advice on what equipment you should provide, then contact the Health and Safety Team on 03000 263430.

Section 9 – What should be in a first aid box?

There is no mandatory list of items to be included in a first-aid box. The decision on what to provide will be influenced by the findings of the first aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- Large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves (see the HSE's leaflet Latex and you).

Employers may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. Whether using a first aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first aid needs assessment.

Soap and water and disposable drying materials, or suitable equivalents for example, 'Medi Fresh' wipes, should also be available. Where tap water is not available, sterile water or sterile normal saline, in disposable containers each holding

at least 300ml, should be kept easily accessible, and near to the first aid box, for eye irrigation. Once open the contents should be fully used or disposed of.

Disposable gloves and plastic aprons should be provided.

Sufficient quantities of each item should always be available in every first aid box or container. Oils, lotions, antiseptic, ointments and tablets etc, do not form part of first aid treatment and, first aiders are not authorised to use or dispense such items.

Section 10 – Do I have to do anything else?

Yes, you have to inform your employees of the first aid arrangements you have made. You can do this by putting up notices and advising staff who and where the first aiders and appointed persons are.

You also have to keep a record of any first aid treatment given.

Section 11 – Is there any specific guidance aimed at childcare?

Yes, any person (not just a DCC employee) whilst on DCC premises or involved in a DCC controlled activity i.e., a pupil on a field trip, volunteer escort or parent etc., should be considered when deciding on first aid assistance provision.

The basic rule of thumb is that a first aider (or in exceptional circumstances, an Appointed Person) should be available to provide assistance within 2-3 minutes of someone sustaining a life threatening or serious condition that could be minimised by fast, first aid attention.

Remember to take into account the fact that risk levels may vary from location to location for example, visits to museums, the seaside and outdoors activities for example may be higher risk areas than other activities.

Section 12 – Automated External Defibrillators

An Automated External Defibrillator (AED) is used to treat casualties who experience sudden cardiac arrest (SCA). The AED will analyse the heart rhythm, advise the operator if a shockable rhythm is detected and when required the AED will charge to the appropriate energy level and deliver a shock. A full [guide to AED's](#) can be found on the Resuscitation Council UK and British Heart Foundation websites.

Provision of defibrillation is critical in ensuring people have the best opportunity to

survive a SCA. The casualty's chance of survival falls by around 7-10% with every minute that defibrillation is delayed. It is critical in most cases that defibrillation is provided within 3-5 minutes.

Anyone can use an AED and they can be used with little or no training, although AED training can also be covered within first training, or as a stand alone course. The machine will guide the operator through the process by verbal instructions and visual prompts. They are safe to use and will not allow a shock to be given unless the heart's rhythm requires it. Further info on use of AED's can be found via the Resuscitation Council [website](#).

Consideration should be given to the location of the AED and emergency response times with the ambulance services having the ability only to attend approximately 80 per cent of the most seriously ill or injured patients within eight minutes.

A process for the required regular checks and maintenance of AED's should be established. In many cases AEDs perform regular self-checks and if a problem is detected it will be indicated. In most cases they show this by a warning sign or light visible on the front of the machine.

Responsible person(s) are required to ensure that AED's are checked regularly and frequently (ideally daily) for such a warning, and for appropriate action to be taken when necessary.

Responsible person(s) to ensure the AED units are maintained in accordance with manufacturer's guidance. If this task is delegated to individuals, allowance must be made to ensure that the checks are not neglected during absence on holidays, sick leave etc. Where units are found to be defective or outdated these will be replaced immediately. Most manufacturers provide a replacement AED while one is removed for servicing, and the arrangements for this should be clarified and agreed during the process of buying the AED.

Users of an AED are not expected to carry out any maintenance tasks other than replacing expired batteries, electrode pads, and other consumable items (razor, airway adjuncts, plastic gloves).

Even then, the shelf-life of these (unused) items is usually 3-5 years, so any maintenance tasks are infrequent. In all cases the manufacturer's instructions will be followed.

Although an AED is a useful piece of equipment to have, it is not a statutory requirement to have one in place.

Additional information

The below further reading list may be useful.

Department For Education Guidance Document – [First Aid in Schools, Early Years and Colleges](#)

The Health and Safety Executive Document – [First Aid at Work, Your Questions Answered](#) (INDG214)

The Health and Safety Executive Document – [First Aid at Work. The Health and Safety \(First Aid\) Regulations 1981.](#)

Further information and guidance

Further advice and guidance is available from the Council's Health and Safety Team or from the Health and Safety extranet pages.

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The [Health and Safety Executive website](#) contains useful information in relation to this subject matter as well as other general Health and Safety guidance, much of which can be downloaded for free.