First Aid Standard

HS-S-11

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:
• Directors, Heads of Service, Senior Managers & Head Teachers, who have responsibilities as set out in the Health & Safety Policy • All building managers and service/team managers 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
November 23	3	Reviewed by school- First Aid risk assessment updated	**Michelle Lord**
November 24	4	Reviewed by school- First Aid risk assessment updated	**Michelle Lord**

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Section 1 Summary of management responsibilities

To comply with this standard managers/head teachers 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 shared with other departments/organisations, consult with fellow managers and the Premises Team to determine shared First Aid provision. Document and communicate these arrangements.
- ☐ C. Ensure that nominated First Aiders in your building/team 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 temporary, 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
- ☐ 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 establishments 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. Complete 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 - incident log/accident book should be completed each time you administer first aid. A HS2 Incident Report Form needs to be completed online for every work-related incident.
- Check the First Aid container frequently (monthly is recommended), and contact the Premises Team if you are in a civic building or the site responsible person if you are in any other council building, 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 clinical waste sealed 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 half day refresher course annually and a 2 day recertification course every 3 years, in the 3 months before their certificate expires
- Liaise with your manager 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.

- If you work in a civic building, let the Premises Team know that you are a trained first aider so that you can be added to the First Aid posters for your building. If you work in another council building in which several teams are based, inform the site responsible person for that building. There may also be an arrangement to sign in at reception when you are in the building, so that the reception team know that you're available to provide aid if needed.
- If you stop being a First Aider for whatever reason or leave the council, please let the Premises team (if you work in a civic building) or the site responsible person (if you work in another building in which several teams are based) know so that their records can be updated. If you are receiving a payment, you should also let Human Resources know, so that they can arrange for this to stop.

Human Resources' Responsibilities

- The Health & Safety Team 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
- The Workforce Development Team will administrate First Aid training and can provide access to reports on First Aiders trained via the Brighton & Hove Learning Gateway
- Human Resources/Payroll will arrange for the extra payment due to volunteer First Aiders to be added to their pay, once contacted by the staff member's manager

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Premises Team's Responsibilities

- The Premises Team will co-ordinate First Aid arrangements for the civic buildings (Bartholomew House, Hove Town Hall and Brighton Town Hall) and ensure that First Aid notices for these buildings are produced and kept up-to-date
- The Premises Team are responsible for ordering replacement supplies for First Aid boxes within civic buildings, 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 if you are based in a civic building.

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
- Whether there are any children under 5 years old in the workplace (for example within a school or nursery). In early years settings, all newly qualified Level 2 or 3 childcare staff must 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.

In civic buildings, the Premises Team must carry out a first aid needs risk assessment for the whole building. Data on staff who have received first aid training can be obtained from Workforce Development or the Health & Safety Team, but it is the Premises Team's responsibility to contact these staff to identify if they are willing to act as first aiders for the building. If areas of a particular building are identified as not having sufficient first aiders (using the criteria above) then the Premises Team should contact managers based in the building and ask them to put forward volunteers from their teams. This may also be discussed at Building User Group meetings.

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 departments/organisations, 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. In civic buildings (e.g. Bartholomew House, Hove Town Hall and Brighton Town Hall), the Premises team are responsible for co-ordinating First Aid arrangements and for producing and updating notices giving information on trained First Aiders on each floor, as discussed above.

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. They are also entitled to a small extra payment, if their First Aid duties are not part of their job description.

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, followed by a half day refresher once a year. 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. Please note – the Premises Team are responsible for producing and updating notices within civic buildings.

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 Payroll & Pensions to ensure they receive the extra payment.

Fully trained First Aiders (i.e. those who have attended the full First Aid at Work course and have an up-to-date certificate), are entitled to a small monthly payment on top of their usual wage. However, employees who are First Aiders as part of their job description are not eligible for this payment, as First Aid duties are factored into the salary for their role. For further details of the payment contact the Payroll & Pensions Team. The allowance request form is included at Appendix 4.

Ensure that payroll/personnel are advised if a staff member is no longer a First Aider.

F. Ensure that all staff under your control (including temporary, 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

G. 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 may involve a system of First Aiders signing in/out with a central contact (such as Reception staff) to show if they're in the building. Staff requiring first aid assistance would then contact the central contact who can alert the nearest available First Aider. A system such as this one is particularly recommended in workplaces where flexible working and hot desking takes place.

First Aid arrangements must be communicated to all employees, including temporary, 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.

H. 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 Premises Team 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 clinical waste sealed bags. Please see the Infection Control Standard for more information. (Schools access via BEEM).

I. 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 courses.

Details of the location of the defibrillator should be included on the First Aid notice for the building. Locations of defibrillators in BHCC buildings can be found on the First Aid page on the Wave.

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

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.

K. 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
Lower Risk e.g. shops, offices, libraries etc.	Fewer than 50 50-100 More than 100	At least 1 appointed person At least 1 first aider 1 additional first aider for every 100 employed
Medium Risk e.g. light engineering, food processing, pest control etc.	Fewer than 20 20-100 More than 100	At least 1 appointed person 1 first aider for every 50 or part of employed 1 additional first aider for every 100 employed.
High Risk E.g. construction work, chemical, manufacture, sharp instruments etc.	Fewer than 5 5-50 More than 50 Where hazards exist that require additional first aid skills	At least 1 appointed person At least 1 first aider 1 additional first aider for every 50 employed 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. sports 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. UPDATED November 2025

FACTOR TO CONSIDER	SPACE FOR NOTES	IMPACT ON FIRST AID PROVISION
HAZARDS – 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		
Does your workplace have low hazards such as those that might be found in offices and shops?	Yes: Approx 160 children and 29 staff (12 teachers, 3 office staff, 1 grounds/cleaning staff, 13 support staff). An additional 3 members of caterlink work in the school kitchen and 1 cleaner from Sensis cleaning company.	The minimum provision is: • An appointed person to take charge of First Aid arrangements; • A suitably stocked First Aid box.
Does your workplace have higher hazards such as chemicals or dangerous machinery? Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	No	You should consider: • Providing First Aiders; • Additional training for First Aiders to deal with injuries resulting from special hazards; • Additional First Aid equipment; • Precise siting of First Aid equipment; • Providing a First Aid room; • Informing the emergency services.
EMPLOYEES		
How many people are employed on site?	Approx 160 children (up to 210) and 29 staff (12 teachers, 3 office staff, 1 grounds/cleaning staff, 13 support staff). An additional 3 members of caterlink work in the school kitchen and 1 cleaner from Sensis cleaning company.	Where there are small numbers of employees, the minimum provision is: • An appointed person to take charge of First Aid arrangements; • A suitably stocked First Aid box. 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 Where there are large numbers of employees you should consider providing: • First Aiders;

		• Additional First Aid equipment; • A First Aid room.
Are there inexperienced workers on site, or employees with disabilities or special health problems?	One member of staff has regular cardiac screens. One member of staff has asthma. One member of staff has a nut allergy. Two members of staff have individual risk assessments.	You should consider: • Additional training for First Aiders; • Additional First Aiders equipment; • Local siting of First Aiders equipment. Your first-aid provision should cover any work experience trainees.
RECORD OF ACCIDENTS AND ILL HEALTH		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	The year 2024-25, 6 incidents were reported. three fractures (two during school, one during after school club), one cut eyebrow (near miss), one child approached by an adult on the way to school and one child missing from after school club.	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.
WORKING ARRANGEMENTS		
Do you have employees who travel a lot, work remotely or work alone?	The senior care taker occasionally works alone. One cleaner works alone most evenings. No work at height is allowed for lone workers.	You should consider: • Issuing personal First Aid kits; • Issuing personal communicators to remote workers; • Issuing mobile phones to lone workers.
Do any of your employees work shifts or work out of hours?	Site managers and cleaner work out of hours.	You should ensure there is adequate First Aid provision at all times people are at work.
Are the premises spread out, for example are there several buildings on the site or multi-floor buildings?	No – single story	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	No-city centre site	You should: • Consider special arrangements with the emergency services; • Inform the emergency services of your location.
Do any of your employees work at sites occupied by other employers?	One office staff member also works at another school. One support staff member works for BHCC VI team	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?	Yes	You should consider: • What cover is needed for annual leave and other planned absences; • What cover is needed for unplanned and exceptional absences.
NON-EMPLOYEES		
Do members of the public visit your premises?	Yes. We have out of hours lettings most evenings and weekends. We have a private after school club & breakfast club on site. We may have contractors or other visitors on site eg Ed Pysc, parents etc	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.

SUMMARY OF FIRST AID REQUIREMENTS		
Item	Location	Number
First Aiders	Throughout the school	Training will be updated for all members of staff on December 18 2025
Appointed persons	Main office and Headteacher's office	Two-Sharron Bish and Michelle Lord
Paediatric First aid	Reception	Amy F and Jenie G
First Aid boxes	First Aid Room	Four
First Aid kits checker	Main office	Menna J – checked termly. Menna J also checks children's medication - Logged on spreadsheet
First Aid room	Beside school main office	One
First Aid signs	On all four First Aid cupboards in the First Aid Room	Four
Signature of Assessor	Michelle Lord	
Date	18/11/25	

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.

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	

Brighton & Hove City Council

APPENDIX 4: FIRST AID ALLOWANCE REQUEST FORM

Business Operations

Request for New Allowance

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

***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, 3rd 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 or on x 5106.

Date received by Business Operations:

Date entered onto PIER:

Payroll and Pensions Officer: