

FIRST AID POLICY AND NEEDS RISK ASSESSMENT

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School Role:	Headteacher
Date:	01.12.2025

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School Role:	Director of Education
Date:	01.12.2025

Next review date:	01.12.2026
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Introduction

Independent School Standards (paragraph 13) states

The first Aid Standard ' is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy'

First Aid can save lives and prevent minor injuries becoming major ones. Under the Health and Safety Legislation, Howard House School ensures that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non- employees, the purpose of this policy is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

The school promotes awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

1.Purpose

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees and anyone else on the premises receive immediate attention if they are injured or taken ill at work. The Senior Leadership Team recognize that they are responsible for the timely and competent provision of first aid facilities for all students, staff and any visitors while on site.

2. The school's objective is to ensure that arrangements are in place:

- To provide adequate first aid cover in school, within the competence of the staff trained to provide it.
- For taking the appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called.
- For informing parents, teachers and other appropriate persons of the action taken.
- Where appropriate, for following up and monitoring progress after treatment.
- For proper and confidential recording of treatment given and action taken.
- To make the above provision available to all students, staff and visitors.

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1. To this end the school will provide

- The Head of School is to oversee the arrangements for first aid (and all health matters).
- A trained person to provide first aid cover on site during school hours who will also:
- be available to students and staff for consultation;
- co-ordinate arrangements for students with particular conditions (e.g. allergies, asthma and epilepsy);
- liaise with parents as necessary regarding medical matters, including following up injuries;
- oversee use of accident reporting forms and the reporting of accidents and incidents (including, where appropriate reporting under RIDDOR) and maintain associated records; and complete care plans detailing arrangements for students with long term medical conditions such as asthma, epilepsy or diabetes.
- An adequate number of staff with valid first aid qualifications within school and on each school site when students are present (including ensuring that update training is provided as necessary).
- In particular, training in first aid for all PE and games teachers and staff supervising expeditions.
- Lists displayed at key locations in the School giving the names of qualified first aid staff.
- Facilities for the provision of first aid, including medical rooms, first aid boxes within school and first aid kits for activities outside school.
- Information on health and safety noticeboards regarding the names of qualified first aiders and location of first aid equipment.
- Facilities to enable staff to summon assistance in case of accident.
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent.
- Arrangements so that contact details for a student or member of staff are available in case of an incident, whether within school or not.

4. Staff qualified to provide first aid will:

- Provide immediate care until further assistance is available.
- Assess whether further assistance is required and if appropriate seek it (e.g. call an ambulance).
- If the incident is within school and within school hours, inform the Care office or School office, who will, if appropriate, arrange to inform parents (in the case of a student) or other adult in the case of a member of staff or adult visitor.
- If the incident is outside school and/or outside school hours, inform the parents or responsible adult directly.

First aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

For the purposes of this policy, a member of staff is deemed to be qualified to administer first aid if they have a valid Practical First Aid certificate issued by a recognised body (e.g. Priory Training).

Arrangements for the provision of first aid will be considered in the risk assessment for all sports and adventure activities.

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Further information about First Aid in schools can be found in the DfE publication First aid in schools. Guidance on first aid provision. Published 15 August 2000. Last updated 12 February 2014.

Risk Assessment

What Howard House School will do:

- Determine through an assessment the first aid requirements for the school.
- Ensure sufficient first aid trained staff are available on-site.
- Ensure that suitable first aid arrangements are in place when off-site.
- Ensure that staff nominated to provide first aid receive recognised training.
- Ensure appropriate first aid material, equipment and facilities are provided.
- Inform staff and pupils of first aid arrangements.
- Ensure that all first aid equipment and facilities are well maintained.
- Ensure that suitable records of first aid treatment are kept.

Determining First-Aid Needs The Health and Safety (First Aid):

Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

First-aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits. In determining appropriate provision overall, Howard House School has taken into account the following factors:

- The size and location of the establishment and the distribution of employees and pupils.
- Distance emergency services would need to travel to site.
- The establishments' history of accidents.
- Provision for absence of first aiders due to sickness, holiday cover etc.
- Staff accompanying a visit.
- Nature of the off-site activities e.g. off-site and sporting activities.
- Hazards and risks encountered in the workplace.
- Staff and pupils with special medical conditions or disabilities.
- Provision outside normal hours e.g. extended services.

Type and Number of First-Aid Staff:

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- Emergency First Aid at Work (EFAW): This level will be relevant when qualified first aid person/s is required but the work environment is deemed to be lower risk (such as an office).
- First Aid at Work (FAW): This level will be relevant when qualified first aid person/s is required but where the work environment is deemed to be higher risk.

First Aid Policy 2021 It is recommended that schools provide persons qualified to the higher level of 'first aid at work' (FAW).

The following chart has assisted the establishment in determining what level and how many first aid personnel are required:

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Hazard Level	Number of employees and/or students	Level of first aid provision required
Low hazard	Less than 25	At least one appointed person
(e.g. Office, Shops, libraries, schools)	25 – 50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)

Appointed Persons:

Where an assessment of first-aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required.

Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Appointed person's emergency first aid training courses do not require HSE approval. Appointed persons with such training will not be deemed to be a qualified first aid person as defined in the regulations. Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

Selection, Qualifications and Training:

The selection of staff to become first aid qualified personnel has taken into account a number of factors including:

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and skills.
- Ability to cope with stressful and physically demanding emergency procedures.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider is made a selection criterion for staff appointed to any relevant post in the establishment.

A person is only 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three-day course in first aid at work.
- The EFAW s one-day course in emergency first aid at work.

A three-year certificate will be issued to those who successfully complete an FAW or EFAW course. Re-qualification training for both courses is required after the three-year period.

Howard House School designated First Aiders

Name:	Qualification Title	Expiry Date:
Megan Eaton	Emergency First Aid at Work Level 3	12.04.2026
Michael Chapman	Emergency First Aid at Work Level 3	12.04.2026
Beth Little	Emergency First Aid at Work Level 3	12.04.2026
Jaymie Smith	Emergency First Aid at Work Level 3	12.04.2026

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School:	Howard House School		
Address:	Netherton Colliery, Bedlington, Northumberland, NE22 6BB		
Risk Assessment Undertaken By:	Signed C. A-M de Oliveira	Print Name: Charlotte de Oliveira	
Date:	01.12. 2025	Review By: (no later than 12 months)	01.12.2026
Baseline Assessment			
Do employees have easy access to suitably stocked and signed first aid boxes?			Yes
Has a person been appointed to take charge of first aid arrangements?			Yes
Are suitably notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?			Yes
How many adults are there? (allow for visitors/contractors)			40
How many children over 8 are permitted on roll?			40
Total:			80
How many children under 8 are there?			0
HSE Guidelines: If there are children under 8 there need to be a paediatric first aider available at all time HSE guidelines for low risk: <ul style="list-style-type: none"> • Less than 25 at least 1 appointed person • 26-50 at least 1 first aider trained in First Aid at Work • More than 50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof) 			
Assuming that schools fall into the "low" risk category:		required	In place
		1	4