



First Aid in the Workplace Practical Guidance

Including Schools & Early Years Foundation Stage September 2020

The Health and Safety at Work etc Act 1974
The Health and Safety (First Aid) Regulations 1981
The Management of Health and Safety at Work Regulations 1999
The Childcare Act 2006
Statutory Framework For The Early Years Foundation Stage – April 2017.



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1. First Aid

The Health & Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. This document gives guidance on the procedure and practice to be adopted to ensure we satisfy our legal responsibilities.

2. What is First Aid?

People at work can suffer injuries or illness, it doesn't matter whether the injury or illness is caused by the work they do. It is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to ensure this happens that is the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.

The aim of first aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some factor outside the employer's control. First-aid provision must be '*adequate and appropriate in the circumstances*'. This means that sufficient first-aid personnel and facilities should be available, to give immediate assistance to casualties with both common injuries and illness and those likely to arise from specific hazards at work or to summon an ambulance or other professional help.

3. Assessment of First Aid Needs

An employer must make an assessment of first aid needs appropriate to the circumstances (hazard and risks) of each workplace, including and adequately accommodating people with individual or special needs. The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First-aid provision should be available during work times, taking account of alternative working patterns to:

- give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- summon an ambulance or other professional help.

4. First Aid Provision

How much first aid provision depends on individual circumstances in each workplace, but you do need to assess what facilities and personnel are appropriate.

In assessing First Aid needs, employers will need to consider:

- the nature of the work and workplace hazards and risks
- the nature of the workforce
- the organisation's history of accidents
- the size of the organisation
- the needs of travelling, remote and lone workers
- work patterns
- the distribution of the workforce
- the remoteness of the site from emergency medical services
- employees working on shared or multi-occupied sites
- annual leave and other absences of first-aiders and appointed persons
- First-aid provision for non-employees.

5. First-aid Provision For Non-employees

The HSE states* the First Aid Regulations do not require employers to provide first aid for anyone other than their own employees. However, employers providing services to the public are strongly recommended to include non-employees in their assessment of first-aid needs and to make provision for them.



This may require employers to provide training to first aiders on specific additional competencies above the legal minimum, for example, in the treatment of epilepsy or anaphylaxis. *L74 3rd Ed 2013.

6. Review of First-aid Provision

Employers should periodically review their first-aid needs, particularly after any operating changes, to make sure provision remains appropriate. To assist this process, it is recommended that a record is kept of the incidents dealt with by first-aiders and appointed persons. Appendix 1 contains a checklist to help you assess your first-aid needs.

7. First-aid Training

The 2013 amendment to Regulation 3(2) of the Health and Safety (First-aid) Regulations 1981 removed the requirement for HSE to *approve* the training and qualifications of appointed first-aid personnel. As the HSE no longer approves first-aid training and qualifications, [guidance](#) has been produced to help employers select first-aid training providers. Employers must ensure they have provided suitable training and have appropriate competent provision to discharge their duties. Typically, first-aiders will hold a valid certificate of competence in either:-

- first aid at work,
- emergency first aid,
- paediatric first aid, or,
- emergency paediatric first aid,
- or, simply to provide an 'appointed person'.

8. First-aid in Early Years Foundation Stage (EYFS)

Paediatric First Aid requirement For EYFS.

From April 2017, under the terms of the revised [Statutory Framework](#) for the Early Years Foundation Stage, there is a requirement which must be met by all schools and early years providers in Ofsted registered settings attended by young children, that is children from birth to the end of the academic year in which a child has their fifth birthday, stating that :-

“At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the statutory framework.

Child-minders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA 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.

Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.” Section 3.25 .

*Criteria for effective paediatric first aid training is available section 28 of this document.

In line with the Statutory EYFS framework “Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).” Section 3.45



9. First-aid Kits

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Every Manager should provide for each work site at least one first-aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances. First-aid containers should be easily accessible, and placed, if possible, near to hand washing facilities. Managers assessing the need for first-aid provision on large sites should consider providing more than one first-aid container. First-aid containers should protect first-aid items from dust and damp and should only be stocked with items useful for giving first aid. Eye washing bottles, if needed, should similarly be protected from accumulated dust.

There is no standard list of items that should be included in the first-aid container. Managers should decide what to include in the first-aid container from information gathered during their assessment of first-aid needs. As a guide*, where no special risk arises in the workplace, a minimum stock of first-aid items would normally include:

- a leaflet giving general guidance on first aid,
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- two sterile eye pads
- two individually wrapped triangular bandages (preferably sterile)
- six safety pins
- two large sterile individually wrapped un-medicated wound dressings
- six medium sized sterile individually wrapped unmediated wound dressings
- at least three pairs of disposable gloves

**L74 3rd Ed 2013.*

The contents of first-aid containers should be examined frequently and should be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed. All first-aid containers must be identified by a white cross on a green background.

10. Travelling First-aid Kits

First-aid kits for travelling workers would typically contain

- a leaflet giving general guidance on first aid
- six individually wrapped sterile plasters (hypoallergenic plasters can be provided if necessary)
- two individually wrapped triangular bandages, preferably sterile
- two safety pins
- one large sterile un-medicated dressing
- two pair of disposable gloves.

Contents of mobile kits should be kept stocked from the back-up stock at the home site.

11. BS 8599-1 :2011 Workplace First Aid Kits

This British Standard specifies the requirements for the compilation of first aid components in small, medium and large first aid kits for use in the workplace environment. Retailers may therefore promote workplace first aid kits that are compliant with this standard.

Both the HSE guidance, or the BS guidance compatible first aid kits are equally acceptable for use in the workplace, however, the BS 8599-1 first aid kits contain a more comprehensive selection of first aid equipment.

12. First-aid Rooms

Managers should provide a suitable first-aid room where the assessment of first-aid needs identifies this as necessary.



The first-aid room(s) should contain essential first-aid facilities and equipment, be accessible to stretchers and be clearly signposted and identified. If possible, the room(s) should be reserved exclusively for giving first-aid.

A first-aid room or rooms will only usually be necessary in establishments with higher risks, or in remote premises at a distance from medical services. A designated person should be given responsibility for the room.

Typical examples of facilities and equipment a first aid room may contain are:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- soap and paper towels;
- a store for first-aid materials;
- foot operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste;
- a couch with waterproof protection and clean pillows and blankets;
- a chair;
- a telephone or other communication equipment;
- a record book for recording incidents where first-aid has been given.

13. Tablets and Medications

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used as first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid container.

Some workers carry their own medication that has been prescribed by their doctor (eg an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them do so and contacting the emergency services, as appropriate.

14. Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and take care when dealing with [blood or other body fluids](#) and disposing of dressings or equipment. Further guidance on infection control in schools is available from [Public Health England](#).

15. First-aid Personnel

Where the first-aid assessment identifies a need for *suitable* people to be available for providing first-aid, the Manager should ensure that they are provided in sufficient numbers and at appropriate locations to enable first-aid to be administered without delay should the need arise. Where 50 or more people are employed, at least one such person should be provided unless the assessment justifies otherwise.

16. Numbers of First-aiders

The assessment will help Managers to decide how many first-aiders they need. There are no hard and fast rules on exact numbers since the staff will have to form a judgement taking into consideration all the essential circumstances of that particular department or worksite.

For example, a small worksite with comparatively low health and safety risks may not need a first-aider, but will need an appointed person. On the other hand, where an activity carries a high risk to health and safety and the workforce is spread across a number of work areas, at least one first-aider might be needed in each separate work area, in addition to those at the main site.

When you have completed the assessment checklist in Appendix 1, look at Table 1.

Table 1 offers suggestions on how many first-aiders or appointed persons might be needed in relation to categories of risk and number of employees.



The details in the table are suggestions only - they are not definitive, nor are they a legal requirement. It is for the Managers to assess their first-aid needs in light of their particular circumstances.

17. Selection of First-aiders

The selection of first-aiders depends on a number of factors, including an individual's,

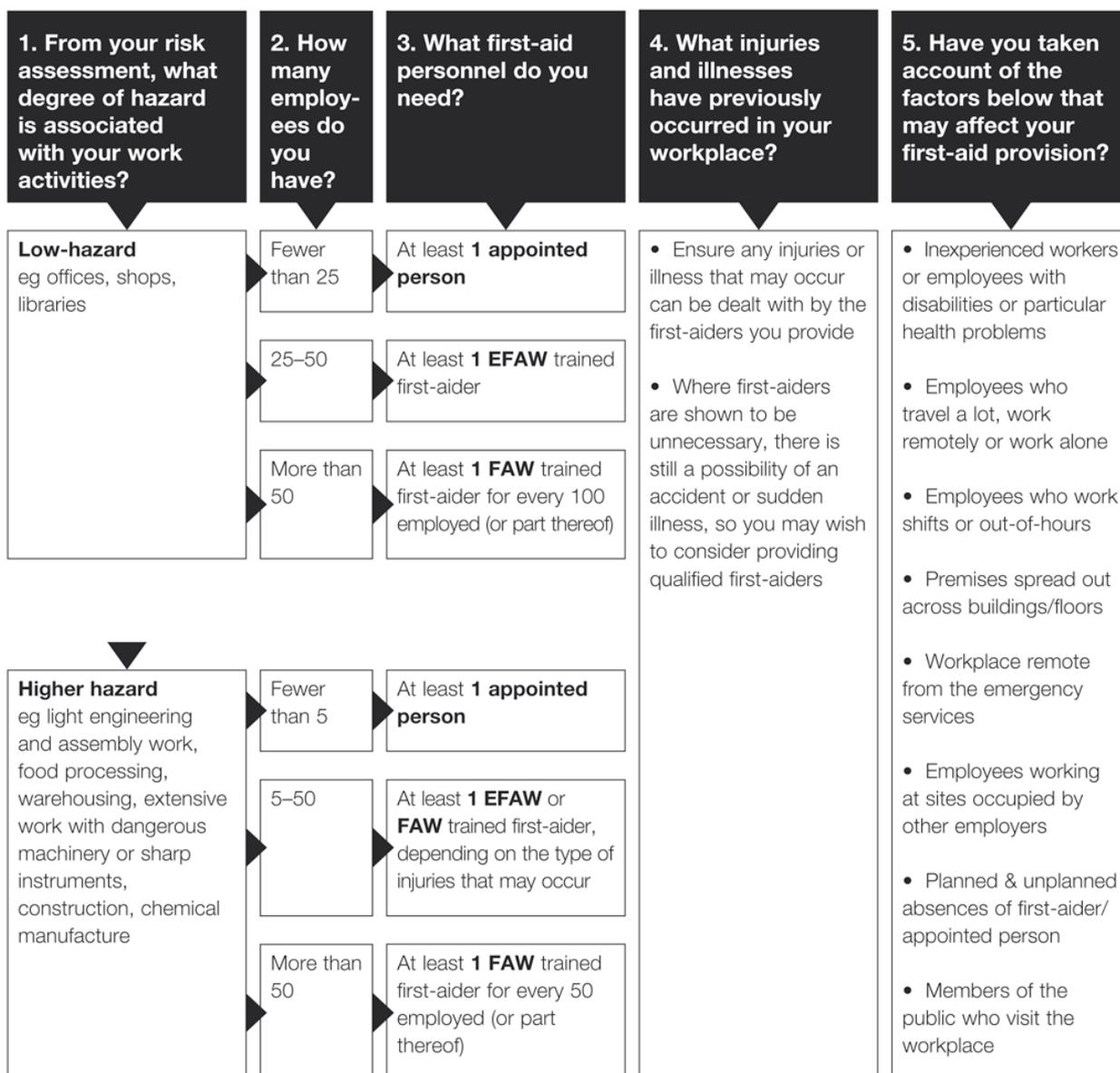
- reliability, disposition and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties, these should be such that they may be left to go immediately and rapidly to an emergency.

Table 1 Suggests numbers of first-aid personnel to be available at all times people are at work, based on an assessments of risk and number of workers. Where there are special circumstances, such as remoteness from emergency medical services, shift-work, or sites with several separate buildings, there may need to be more first-aid personnel than set out below.

Increased provision will be necessary to cover for absences.

18. Table 1

Suggested numbers of first-aid personnel to be available at all times people are at work. subject to a risk assessment and the numbers of people at work.





Before taking up first-aid duties, a first-aider must hold a valid certificate of competence in first-aid at work.

First-aid training courses offer a basic curriculum in a range of first aid competencies needed in any workplace.

Special additional training may be necessary to cover less common risks so that first-aiders can cope with particular problems. For example, more in-depth, specific training would be advisable in cases where first-aid may need to be given because of risks from hydrofluoric acid or work in confined spaces.

This training may be undertaken as an extension to the basic training or as a separate course. The standard certificate may be endorsed to verify that special training has been received.

As first-aid at work certificates are only valid for a length of time, you will need to arrange refresher training with re-testing of competence before certificates expire. If a certificate expires, an individual will have to undertake a full course of training to be re-established as a first-aider. Managers should keep a record of first-aiders and certification dates to assist them with the timely arrangement of refresher training.

20. Appointed Persons

Where an assessment of first-aid needs identifies that a first aider is not necessary, the minimum requirement for an employer 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.

Even in work sites with comparatively low health and safety risks where first aiders are considered unnecessary, there is always a possibility of an accident or sudden illness. It is important, therefore, that someone is always available to take immediate action, such as calling an ambulance. Managers must, in the absence of first aiders, appoint a person for this purpose, though appointed persons are not necessary where there is an adequate number of first aiders.

It should be remembered that the '*appointed persons*' are not first aiders and so should not attempt to give first aid for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training and refresher training as appropriate. The Regulations provide for a person to be appointed to provide emergency cover in the absence of first aiders but only where the absence is due to exceptional, unforeseen and temporary circumstances. Absences such as annual leave does not count. Remember that if the assessment calls for first aiders to be provided, they should be available whenever the need arises.

21. Reporting Accidents and Record Keeping

There are statutory requirements for the reporting of certain categories of accidents under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*. The employer must therefore keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

Formal reporting to the Regulator, the Health and Safety Executive shall be undertaken on behalf of Services and schools by the Officers within the Health and Safety Unit. It is important that the reporting system is promptly followed, including the completion of the Notification of Accident Form (SP8) in order to facilitate both timely reporting to the Regulator and to enable prompt enquires to be made into the circumstances leading up to the event.



22. Specific Legal Requirements

Illnesses and Injuries

- Providers must notify Ofsted and local child protection agencies of any serious accident or injury to, or serious illness of, or the death of any child whilst in their care and act on any advice given. An Early Year's provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.
- Providers must have a first aid box with appropriate content to meet the needs of children.
- Providers must keep a record of accidents and First Aid Treatment.
- Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given.
- Providers must discuss with parents the procedure for children who are ill or infectious.
- NB: In mainstream and in any early years OFSTED registered settings attended by young children,(ie children between birth and the end of the academic year in which they have their 5th birthday) :
 - At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.
 - First aid training must be relevant for workers caring for young children.
 - Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current paediatric first aid certificate.



23. Appendix 1

Assessment of first-aid needs checklist

The minimum first-aid provision for each work site is:

- a suitable stocked first-aid container
- a person appointed to take charge of first-aid arrangements

This checklist will help you assess whether you need to make any additional provision

Aspects to consider	Impact on first-aid provision
1 What are the risks of injury and ill health arising from the work as identified in your risk assessments	If risks are significant you may need to employ first-aiders.
2 Are there any specific risks, e.g. working with: - hazardous substances; - dangerous tools; - dangerous machinery; - dangerous loads or animals?	Managers will need to consider: - specific training for first-aiders; - extra first-aid equipment; - precise siting of first-aid equipment; - informing emergency services; - first-aid room
3 Are there parts of your establishment where different levels of risk can be identified?	Managers will probably need to make different levels of provision in different parts of the establishment
4 Are large numbers of people employed on Site?	Managers may need to employ first-aiders to deal with the higher probability of an accident
5 What is your record of accidents and cases of ill health? What type are they and where did they happen?	Managers may need to - locate your provision in certain areas, review the contents of the first-aid box
6 Are there inexperienced workers on site, or staff with disabilities or special health problems?	Managers will need to consider: - special equipment: - local positioning of equipment
7 Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	Managers will need to consider provision in each building or on several floors
8 Is there shift work, out-of-hours or lone working undertaken?	Remember that there needs to be first-aid provision at all times people are at work
9 Is your workplace remote from emergency medical services?	Managers will need to: inform local medical services of your consider special arrangements with the emergency services

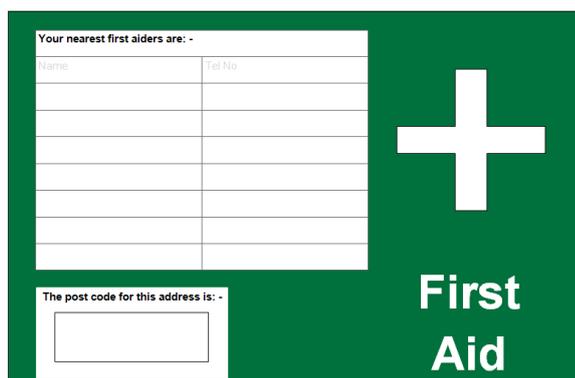
10 Do you have staff who travel a lot or work alone?	Managers will need to consider - - issuing personal first-aid kits and training staff in their use - issuing personal communicators to employees
11 Do any of your staff work at sites occupied by other employers?	Managers will need to make arrangements with other site occupiers
12 Do you have any work experience trainees?	Remember that your first-aid provision must cover them
13 Members of the public visit your premises?	Managers have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision
14 Do you have staff with reading or language difficulties?	Managers will need to make special arrangements to give them first-aid information
15 Are there any children present who are five Year old or younger?	If the premises are a school or early years provider in an Ofsted registered setting, then provision MUST be made to ensure that there are always qualified paediatric first-aiders present on the premises AND on visits and trips.

Don't forget that first aiders and appointed persons take leave and are often absent from the premises for other reasons. Managers must appoint sufficient people to cover these foreseeable absences to enable first-aid personnel to be available at all times people are at work.

24. Information for Staff

First-aid arrangements will only operate effectively and efficiently in an emergency where they have been adequately communicated to, made available and accessible to people in the workplace. Staff must be notified by displaying an appropriate number of first-aid notices in suitable locations. The notice needs to be clear and easily understood by all staff.

Suitable First Aid notices for display are available from;-



- the Health and Safety Unit based in Municipal Buildings, Church Road, Stockton, Tel 01642 528197
- from intranet [here](#).
- or, from any safety signs supplier



25. Head Injury Advice

The narrative below is based upon NICE* guidelines, which can re-badged, should be issued to parents, guardians or carers of children or young people to ensure their health continues to be monitored following a bump to the head.

* guidance.nice.org.uk/cg176 Jan 2014

Name of School

Information for parents, guardians and carers.

Your child sustained a minor knock to the head whilst participating in a school activity today. A trained first aider has examined the injury and spoken to your child. Having carried out this assessment, it was established that hospital treatment was not required at this stage. However, in the case of most head injuries, although it is unlikely that your child will have further problems, you should keep watch for any of the following signs, which may be important :-

- Vomiting (being sick)
- Drowsiness – that goes on for longer than 1 hour when they would normally be wide awake
- Loss of balance or problems walking
- Unconsciousness, or lack of full consciousness (ie problems keeping eyes open)
- Difficulty waking the child
- Problems with understanding or speaking
- Weakness in one or more arms or legs
- Problems with their eye sight
- Painful headache that won't go away
- Seizures
- Clear fluid coming out of their ears or nose
- Bleeding from one or both ears.

If your child presents with any of the above, we advise you seek medical advice as soon as possible, either from your own Doctor, your local A&E dept, or via the NHS telephone helpline on Tel No 111.

This information applies to children, young people and adults who have a head injury.
It does not apply to superficial injuries to the eye or face.

Name of child
Teacher



Date

The James Cook University Hospital
 Marton Road
 Middlesbrough
 TS4 3BW
 Tel 01642 850850

University Hospital of North Tees
 Hardwick Road
 Stockton on Tees
 TS19 8PE
 Tel 01642 617167

26. Local First-aid Training Providers

First Aid Providers in Cleveland

You are advised to make your own enquires to ensure that your training providers can offer the appropriate training solutions to meet with your individual first aid requirements, other providers may be available.

<p>First Aid at Middlesbrough College 2 Queen's Square, Middlesbrough, TS2 1AA. To book a place please call us on 01642 333 330 Email: firstresponse@mbro.ac.uk</p> <ul style="list-style-type: none"> • First Aid at Work • First Aid Qualification • Emergency First Aid • Paediatric First Aid • Emergency Paediatric First Aid <p>Group bookings are available for training to be delivered on employers' premises</p>	<p>JD Training Solutions Mill Cottage NorthCastlegate Quay Stockton-on-Tees TS18 1BZ. Tel: 01642 602600</p> <ul style="list-style-type: none"> • QA Level 2 - Emergency First Aid At Work • QA Level 2 - Emergency Aid with Paediatric • QA Level 2 Paediatric First Aid (Ofsted approved) • QA Automated Defibrillator and Basic Life Support
<p>MC2 Training Solutions Mc2 Group House, 19, Falcon Court, Preston Farm Industrial Estate, Stockton-On-Tees, Cleveland TS18 3TU. Tel: 01642 660600</p>	<p>Southend Training Services Ltd 3-5, Brunswick Street, Stockton-On-Tees, Cleveland TS18 1DW Tel: 01642 355622</p>
<p>1life First Aid Training, Food Safety, H & S 120, Baldoon Sands, Middlesbrough, Cleveland TS5 8UF. Tel: 07903 982488</p>	<p>First for Aid Training Services 30, Cennon Grove, Ingleby Barwick, Stockton-On-Tees, Cleveland TS17 5DB Tel: 07952 254885</p>
<p>First Aid Kit Training 80, Canberra Rd, Marton-in-Cleveland, Middlesbrough, Cleveland TS7 8ER Tel: 01642 310317</p>	<p>First Aid First 10 Hoode Close, Newton Aycliffe, DL5 7QY . Mob: 07786 245564.</p> <ul style="list-style-type: none"> • First Aid Training • HSE Approved First Aid Courses • Emergency First Aid At Work • Paediatric First Aid • First Aid Refresher Courses
<p>British Red Cross First Aid Training Queensway House, Queensway, Middlesbrough, Cleveland TS3 8TF Tel: 0844 8718000</p>	<p>CP Health Safety & First Aid Training 70, West St, Normanby, Middlesbrough, Cleveland TS6 0LQ Tel: 07944 312974</p>
<p>Garry West Training 52 Westmorland Way, Newton Aycliffe, County Durham, DL5 4LP Tel: 01325 31978</p>	<p>British Red Cross First Aid Training Morton Park, Yarm Rd, Darlington, County Durham DL1 4PJ Tel: 0844 8718000</p>



<p>Arcturus Firstaid 6, Nairnhead Close, Hemlington, Middlesbrough, Cleveland TS8 9PN Tel: 01642 500243</p>	<p>MWS First Aid Ltd 14, Cliff Terrace, Hartlepool, Cleveland TS24 0PU Tel: 01429 222948</p>
<p>Belle Vue First Aid & Food Hygiene Training Belle Vue Community Sports & Youth, Kendal Rd, Hartlepool, Cleveland TS25 1QY Tel: 01429 221832</p>	

27. Frequently Asked Questions

What is first aid at work ?

A first-aider is someone who has done training appropriate to the level identified in the needs assessment. This may be: first aid at work (FAW) or emergency first aid at work (EFAW) or some other first-aid training appropriate to the particular circumstances of your workplace.

People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by work or work related activities, it is important to give people immediate attention and call an ambulance in serious cases. As a first aider, you should be capable of making those arrangements to ensure this happens, your prompt action can save lives and prevent minor injuries becoming major ones.

What are the expectations of the first aider's responsibilities?

Suitable people should be selected as first aiders, both in terms of their ability to remain calm and collected in an emergency and for their availability in the workplace environment.

First aiders would generally be expected to assist in responding to an incident where a person in the workplace has become injured or has suffered from ill-health. This may include members of the public.

Am I insured to administer first aid to employees of the Council?

Providing that you are delivering first aid within the confines of the first aid training that you have been provided with, and within your own competence, you are adequately indemnified for the administration of first aid to people in the workplace.

Do I need to make first-aid provision for members of the public?

The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for members of the public. However, many organisations such as schools, places of entertainment, fairgrounds, shops and Councils, provide a service for others. The HSE strongly recommends that employers include the public in their first-aid needs assessment and make provision for them.

Would I be expected to drive an injured person to hospital?

First aiders in the workplace are not ordinarily required to and nor are they expected to drive an injured person to hospital. However, if the circumstances require transporting a casualty to hospital in a non-emergency situation, for example for stitches for wound closure, and assessment of the casualty indicates that transporting the person does not put them at risk of further harm, providing the driver has business use insurance included on the vehicle, the driver will be indemnified.

However, it is stressed that as a first aider you are not expected nor required to drive people to hospital.

How do I dispose of soiled dressings?



As a first aider, you may occasionally be required to dispose of soiled dressings. You should double-bag them and if your place of work has a clinical waste facility, place them in there. Otherwise, place the double-bagged waste into a normal waste bin.

Where do I obtain a first-aid kit and replacement consumables from?

A simple assessment of the workplace first aid needs will inform what size of first kit, and how many first aid kits may be required. Workplace first-aid kits are readily available from many Council and school suppliers.

Is there a specific list of contents required for a first aid box ?

See detail provided at Page 6. Both the HSE guidance, or the BS guidance compatible first aid kits are equally acceptable for use in the workplace, however, the BS 8599-1 first aid kits contain a more comprehensive selection of first aid equipment.

During my first aid training, we were instructed in the use of automated external defibrillators [AED] – do we have access to one in my premises?

The employer's individual premises (risk) assessment of first aids needs will determine and inform whether an AED would be beneficial in the workplace.

If you are uncertain whether or not an AED is available to deploy within your workplace, please contact the facilities manager or the Head Teacher .

What training is required for using a defibrillator?

The first aid at work and emergency first aid course curriculum now includes the use of AED's. If you decide to provide a defibrillator in your workplace, it is important that those who may be called upon to deploy it are appropriately trained. However, whoever you select to deliver this training must be competent.

Further information on the selection, use, maintenance and training for AED use, is available from the [Resuscitation Council \(UK\)](#).

Are first-aiders allowed to give tablets and medication to casualties?

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice.

It is recommended that tablets and medicines should not be kept in the first-aid box.

Can legal action be taken against first-aiders?

It is very unlikely that any action would be taken against a first-aiders using the first-aid training they have received.



28. Criteria for Effective Paediatric First Aid Training

Providers are responsible for identifying and selecting a competent training provider to deliver their PFA training. Training is available from a wide range of providers including those who offer regulated qualifications, or the Voluntary Aid Societies (St John Ambulance, the British Red Cross and St Andrew's First Aid who together are acknowledged by the Health and Safety Executive (HSE) as one of the standard-setters for currently accepted first aid practice for first aid at work training courses), or those who operate under voluntary accreditation schemes, or one that is a member of a trade body with an approval and monitoring scheme, or those who operate independently of any such accreditation scheme.

1. Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.
2. Following training an assessment of competence leads to the award of a certificate.
3. The certificate must be renewed every three years.
4. Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.
5. The **emergency PFA** course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:
 - Be able to assess an emergency situation and prioritise what action to take
 - Help a baby or child who is unresponsive and breathing normally
 - Help a baby or child who is unresponsive and not breathing normally
 - Help a baby or child who is having a seizure
 - Help a baby or child who is choking
 - Help a baby or child who is bleeding
 - Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)



6. The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the areas set out in paragraph 5 as well as the following areas:

- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has had an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has a suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears or nose
- Help a baby or child with an eye injury
- Help a baby or child with a bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents) .

7. Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.



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