



First Aid in schools & colleges

The Health and Safety (First Aid) Regulations 1981 sets out requirements that mean schools, colleges and other education settings will need to assess and inform staff about:

- The number of first-aiders (trained to paediatric standards if there are pupils under 5 years old)
- Their equipment, accommodation, recording and reporting arrangements.

A first-aid assessment should include the likely risks to students, visitors & staff.

Points to consider:

- The **size** of the setting, and whether it is on split sites or levels
- The **location** of the setting in relation to the emergency services
- Informing the local **emergency services** in writing of the setting's location and any circumstances that may affect access
- Emergency services should be given clear instructions regarding where and whom to report to on arrival
- Any **specific hazards** or risks on site, e.g. hazardous substances, dangerous tools or machinery, or temporary hazards such as building and maintenance work
- Any specific health needs or disabilities of students and staff
- The age range of students (this can affect the type of first-aid provision and materials required)

All staff and visitors should know how to contact a first aider and locate first aid equipment & facilities.

Procedures should be in place for contacting a students' mother, /father or carer.

The governing body or Head Teacher should review the setting's first-aid needs at least once a year to ensure the provision is adequate and standards are being met.

Useful links:

- [First Aid in Schools, DFE 2014](#)
- [Health and safety: advice for schools, DFE 2014](#)

When considering how many first-aid personnel are required the governing body or Head Teacher should consider:

- Adequate provision for lunch times and breaks: it is good practice to encourage lunchtime supervisors to undergo first-aid training
- Adequate provision for annual leave and other absences
- First-aid provision for off-site activities, e.g. **educational visits**, ensuring adequate provision remains on site
- Adequate provision for practical areas such as science, technology, home economics and physical education departments
- Provision for 'out-of-school-hours' activities, e.g. sports and clubs
- Agreements with contractors (e.g. meal providers) on joint first-aid provision for their employees
- Provision for trainees working on-site; they have the same status as staff for health and safety purposes
- Agreed procedures for emergencies in isolated areas such as the playing field

Settings should keep a record of any first-aid treatment given by first aiders and appointed persons.

This should include:

- The date, time and place of the illness, incident or injury
- The name (and class) of the injured or ill person
- Details of the injury or illness and what first-aid was given
- What happened to the person immediately afterwards (for example, whether they went home, resumed normal duties, went back to class, or went to hospital)
- The name and signature of the first-aider or person dealing with the incident

Some accidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).