



**CAERPHILLY COUNTY BOROUGH COUNCIL**

**CORPORATE**

**FIRST AID AT WORK**

**POLICY AND**

**GUIDANCE FOR MANAGERS/HEADTEACHERS**

Produced by  
Personnel Services  
Ystrad Fawr

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## **FIRST AID AT WORK**

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## **Policy Statement - First Aid At Work (Including Guidance for Manners)**

- 1.0 This policy has been prepared in response to the Health and Safety (First Aid) Regulations 1981.
- 1.1 These Regulations elaborate and reinforce the general legislation, and have incorporated the revised Approved Code of Practice (ACOP) 1997, and Guidance to the Regulations.
- 1.2 This policy and guidance for Managers is effective from 1st January 2001.

### **2.0 Main Legislation**

- 2.1 Health and Safety at Work etc Act 1974  
The Management of Health and Safety Regulations 1999  
The Health and Safety (First Aid Regulations) 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995

### **3.0 Introduction**

- 3.1 The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make adequate first aid provision for their employees if they are injured or become ill at work. There is no requirement under the regulations for employers to make provision for persons who are not in their employment, such as members of the public or pupils.
- 3.2 The regulations strongly recommend that persons who visit premises are included in first aid provision. All schools have a duty of care of their pupils.
- 3.3 The main changes in the revised ACOP (1997) is to abandon the rigid link between employee numbers and first aid provision and to require employers to assess the hazards in each part of the work place and to make provision on the assessment.

### **4.0 Policy Statement**

- 4.1 The Council is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work.
- 4.2 To this end, the Council will provide information and training on First Aid to employees to ensure that statutory requirements and the need of the Council are met.

### **5.0 Legal Indemnity of First Aiders**

- 5.1 The Council through its insurers will provide indemnification for any First Aider who assists an employee or member of public who becomes ill or who is injured at work, either on or off the premises.

### **6.0 Application**

- 6.1 This revised policy applies to all establishments in the County.
- 6.2 Where there are employees, pupils or clients with disabilities, long standing medical conditions or allergies which require special attention, individual advice should be sought about their treatment in the case of accidents or ill health.

## **7.0**     **Scope**

7.1     Managers will need to consider what actions they should initiate to comply with A.C.O.P. It is suggested that actions might consist of:-

- an initial assessment of the hazards to employees, members of the public and pupils visiting the premises
- a review of the type of first aid provision which should be made in terms of resources, procedures, personnel and their selection of training.

## **8.0**     **Assessment**

8.1     In most premises any assessment will involve a number of persons with specialist knowledge of various different departments and areas of work.

8.2     An assessment should be co-ordinated by a senior member of staff.

8.3     In secondary schools, support staff representative of science or craft technicians, and clerical staff etc. should be involved - also lunch time supervisors and clerical assistants who will have specialist knowledge of their particular areas.

(Note: As kitchens in schools are normally areas which are not open to any but those employed by contractors, it is suggested that any assessment of this area should be left in the hands of the cook in charge with advice from the Catering Manager).

8.4     The final assessment should be a written report which details those areas where there are hazards. It should specify what provision in terms of trained personnel and resources will be provided to meet those hazards and the procedures to be followed in cases of accident or illness.

8.5     The following requirements should be considered as part of the risk assessment:-

- nature of the work
- size of the workforce
- any history of accidents or ill health
- hazards and risks particular to the workshop
- the risk of multi occupied premises
- the vulnerability of lone workers
- the absence of first aiders or appointed persons e.g. on annual leave
- remoteness of site from emergency services

8.6     This document should form part of the local directorate policy statement, organisation and arrangements for health, safety and welfare at work.

8.7     The records of the assessment and action to be taken are the key elements of the requirements under the Management of Health and Safety at Work Regulations 1992.

## **9.0**     **Resources**

### 9.1     Personnel

- 9.2     The ACOP recommends that an employer should provide an appointed person (for definition and duties of an appointed person see Appendix 1) at all times when employees are at work. Low risk areas will need one first aider for every 50 employees, though the ratio is not the only factor to be considered in determining the appropriate level of provision.
- 9.3     Under the regulations, there should be at least one appointed person. Absences due to unavoidable reasons make it necessary for establishments to have at least two appointed persons. Cover must be maintained during all working hours.
- 9.4     It is strongly recommended that there be at least one trained and certified first aider in every establishment (duties of first aiders are listed in Appendix 2).
- 9.5     The Council has encouraged employees to attend the four day certificated four day qualification courses organised by the nominated Health and Safety approved training organisation.
- 9.6     It is for the managers, headteachers or governing bodies to decide in the light of the assessment whether or not the provision will be sufficient for their needs.
- 9.7     In secondary and primary schools consideration should be given to the number of trained employees. A proportion of the teaching staff of every school should have attended a course of first aid training and have a current certificate issued by an organisation approved by the Health and Safety Executive.
- 9.8     Guidance notes on "First Aid in Schools" has been produced by the All Wales Safety Forum and a copy of this document is included but does not form part of this policy.
- 9.9     Suggested number of first aid personnel to be available at all times people are at work (see Appendix 3).

## **10.0**    **Minor Illness (Tablets, Creams etc)**

- 10.1    The treatment of minor illnesses such as the administration of tablets, and/or medicine falls outside the definition of the First Aid Regulations 1981.

## **11.0**    **Contents**

### 11.1    First Aid Boxes

The contents of a first aid box are laid down in Appendix 4 and no additional or alternative items should be stored. The contents of the boxes for the use of employees, visitors and pupils are the same.

## **12.0**    **Procedures**

- 12.1    All premises should have established procedures for dealing with accidents and illness and ensure that staff are aware of and follow those procedures.

12.2 They will include procedures for:-

- Recording of all accidents - all first aid treatment must be recorded however minor. The first aid treatment book (see standard format page Appendix 5) must be filled in by the first aider.
- Procedures for conforming with the Requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDD0).
- In schools it is important to lay down procedures for recording illness of children during the school day. Where children are known to be suffering from a condition which requires medication during the school day, for example asthma or epilepsy, and the school accepts responsibilities for the safe keeping of that medication, strict procedures should be laid down to ensure that a pupil is given the correct item.
- Contacting the emergency services, hospitals, and local G.P's in the event of accidents which cannot be dealt with on the spot. Up to date lists showing names, addresses, telephone numbers, transport arrangements and other relevant details should be clearly and prominently displayed at strategic locations on site.
- An up to date list of names, locations and extension numbers of all trained first aiders and appointed persons should be similarly displayed next to each first aid box.

It is the responsibility of employees to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account into the accident book, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admitted to hospital, or inability to continue work, the relevant manager must be informed immediately.

For the purpose of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom, and for what reason.

### **13.0 Itinerant and Mobile Workers**

- 13.1 Where employees work away from employers' establishment (i.e. offices, depots etc), then managers must by risk assessment provide appropriate travelling first aid kits (contents of these kits see Appendix 4).
- 13.2 This would include e.g. all Council vehicles, tractors, chainsaw workers, employees using equipment and plant.

### **14.0 First Aid Rooms**

- 14.1 Where a First Aid room is provided, access must only be given by authorised personnel.
- 14.2 All staff, especially new recruits, must be made aware of the location of the First Aid room and their nearest First Aiders.
- 14.3 The room must only be used for rendering first aid during or after illness and nothing else, e.g. it must not be used as a storage room.

- 14.4 Managers must ensure that the First Aid Room is cleaned regularly and that clinical waste is removed in a safe manner.
- 14.5 A designated officer should be given responsibility of this room.
- 14.6 If managers decide to set up a first aid room then advice must be sought from their Directorate Safety Officer with regards the facilities and equipment required.

### **First Aid Supplies/Equipment**

All First Aid equipment required for setting out a First Aid room must be ordered through the Purchasing Section, Tiryberth Depot.

Replenishment of first aid boxes will be the responsibility of each Directorate.

### **15.0 Checklist For Managers**

- 15.1 A checklist for assessment of first aid is in Appendix 6.
- 15.2 This checklist should act as your assessment for the appropriate first aid provision you should provide at the workplace:

### **16.0 First Aiders Payment Procedure**

- 16.1 A nominal payment is made to First Aiders for carrying out their duties. The procedure for payment is as follows.
- 16.2 At the end of each financial year a responsible nominated senior officer in each Directorate will inform Payroll in writing using the approved form (see Appendix 7):-
- (a) Name of Service Area
  - (b) Name of approved certified First Aider
  - (c) Payroll, pay number and location
  - (d) Area which first aider covers
  - (e) Period to which payment should be made
  - (f) Date when certificate expires

### **17.0 Points to Consider**

The three most important points to consider in the provision of First Aid cover are:-

- (a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work.
- (b) Ensure that the number of First Aid personnel are recruited and trained (allowing for holidays, etc)
- (c) Maintain adequate First Aid equipment and facilities appropriate to the degree of risk.

**APPOINTED PERSONS**

It is a requirement that all establishments have at least one appointed person and identify a second person to cover during absence. The names and telephone extensions of such persons should be prominently displayed at strategic points in all parts of the premises and also on or beside any first aid box.

The duties of an appointed person are as follows:-

- familiarity with the procedures for calling emergency and other services
- ensuring that each first aid box is regularly inspected and that the level of its contents is maintained with the list in Appendix 3
- in exceptional circumstances, cover for an absent first aider. Appointed persons however, are not expected nor should they attempt to carry out the full range of aid duties
- no formal training is specified for appointed persons by the Health and Safety Executive but instruction in emergency procedures, such as resuscitation, control bleeding and treatment of unconsciousness is recommended.

**FIRST AIDERS**

First Aiders are personnel who have volunteered for the role, and who have been assessed as being suitable. Before a First Aider is appointed they must have:-

- (a) attended a HSE approved course of instruction;
- (b) passed an examination by an independent examiner;
- (c) hold a Certificate of qualification;
- (d) First Aiders will be re-trained and re-examined before the 3 year expiry date.

The duties of a certified first aider (qualified in accordance with Health and Safety (First Aid) Regulations 1981 will include:-

- familiarity with the procedures for calling emergency and other services
- ensuring that each first aid box is regularly inspected and that the level of its contents is maintained according to the list published in Appendix 3
- administering first aid in accordance with the training received
- bringing any deficiencies in arrangements to the attention of managers
- liaising with other first aiders and appointed persons to ensure cover.

**SUITABILITY OF FIRST AIDERS**

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

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

**SUGGESTED NUMBER OF FIRST AID PERSONNEL**

Suggested numbers of first-aid personnel to be available at all times employees are at work, based on assessment of risk and numbers of workers.

Where there are special circumstances, such as remoteness from emergency medical services, shiftwork, 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 absences.

<b>Category of risk</b>	<b>Numbers employed at any location</b>	<b>Suggested number of first aid Personnel</b>
<b>Low risk</b> e.g. shops, offices, libraries	Fewer than 50  50-100  More than 100	At least one appointed person  At least one first aider  One additional first aider for every 100 employed
<b>Medium risk</b> e.g light engineering and assembly work, food processing, warehousing	Fewer than 20  20-100  More than 100	At least one appointed person  At least one first aider for every 50 employed (or part thereof).  One additional first aider for every 100 employed
<b>High risk</b> e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5  5-50  More than 50  Where there are hazards for which additional first-aid skills are necessary.	At least one appointed person.  At least one first aider.  One additional first aider for every 50 employed.  In addition, at least one first aider trained in the specific emergency action.

**CONTENTS OF FIRST AID BOXES**

Employers should note that there is NO standard list of items to put in a first aid box. It will depend on what you assess your needs are. However as a guide, and where there is no specific risk in the workplace a minimum stock of first aid items would be:-

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic advice on first aid at work.
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium size (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- Two large approximately 18cm x 18cm sterile individually wrapped unmedicated wound dressings.
- One pair of disposable gloves.

You should not keep tablets or medicine in the first aid box.

All first aid boxes must be identified by a white cross on a green background.

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use. The container should not be used after the expiry date.

**Travelling First Aid Kits**

The contents of a traveling first aid kit should be appropriate for the circumstances in which they are used. At least the following should be included:-

- Card giving general first aid guidance.
- Six individually wrapped sterile adhesive dressings.
- One large sterile unmedicated dressing - approximately 18cm x 18cm.
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleansing wipes.
- One pair of disposable gloves.

**FORMAT FOR RECORDING FIRST AID TREATMENT**

Full name and address of persons who suffered an accident  (1)	Occupation  (2)	Date when entry made  (3)	Date and time of accident  (4)	Place and circumstances of accident (state clearly the work process being performed at the time of the accident)  (5)	Details of injury suffered and treatment given  (6)	Signature of person making this entry (state address if different from Col 1)  (7)

**ASSESSMENT OF FIRST AID NEEDS CHECKLIST**

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

- a suitably stocked first aid container (see Appendix 3)
- a person appointed to take charge of first aid arrangements (see paragraphs 9.4 and 9.10)
- information for employees on first aid arrangements (see paragraphs 12-12e)

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 assessment?	If the 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?	You 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 (see paragraph 13).	You will probably need to make different levels of provision in different parts of the establishment.
4. Are large numbers of people employed on site? (see 9.9)	You 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?	You 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 employees with disabilities or special health problems?	You will need to consider: - special equipment; - local siting of equipment
7. Are the premises spread out e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8. Is there shiftwork or out-of-hours working?	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? (see paragraph 12d)	You will need to: - inform local medical services of your location; - consider special arrangements with the emergency services

10. Do you have employees who travel a lot or work alone	You will need to: - consider issuing personal first-aid kits and training staff in their use - consider issuing personal communicators to employees
11. Do any of your employees work at sites occupied by other employees?	You will need to make arrangements with the other site occupiers
12. Do you have any work experience trainees?	Remember that your first-aid provision must cover them.
13. Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.
14. Do you have employees with read or language difficulties?	You will need to make special arrangements to give them first-aid information?

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

**Source: H.S.E.**

ANNUAL PAYMENT FOR CERTIFICATED FIRST AIDERS

**DIRECTORATE:**

**SERVICE AREA:**

<b>Name of First Aider</b>	<b>Occupation</b>	<b>Payroll Number</b>	<b>Area Covered by First Aider</b>	<b>Date For Payment</b>	<b>First Aider Certificate Expiry Date</b>	<b>Remarks if Any</b>

To: Payroll Manager (Ystrad Fawr)

Copy to: P V Neale, Health Safety & Welfare Officer (Ystrad Fawr)

## Severe bleeding

- apply direct pressure to the wound;
- raise and support the injured part (unless broken);
- apply a dressing and bandage firmly in place.

## Broken bones and spinal injuries

If a broken bone or spinal injury is suspected, *obtain expert help. Do not move casualties* unless they are in immediate danger.

## Burns

Burns can be serious so if in doubt, *seek medical help*. Cool the part of the body affected with cold water until pain is relieved. Thorough cooling may take 10 minutes or more, but this must not delay taking the casualty to hospital.

Certain chemicals may seriously irritate or damage the skin. Avoid contaminating yourself with the chemical. Treat in the same way as for other burns. Continue treatment even on the way to hospital, if necessary. Remove any contaminated clothing which is not stuck to the skin.

## Eye injuries

All eye injuries are potentially serious. If there is something in the eye, wash out the eye with clean water or sterile fluid from a sealed container, to remove loose material. *Do not attempt to remove anything that is embedded in the eye.*

If chemicals are involved, flush the eye with water or sterile fluid for at least 10-15 minutes, while gently holding the eyelids open.

Ask the casualty to hold a pad over the injured eye and send to hospital.

## Record keeping

It is good practice to record in a book any incidents involving injuries or illness which have been attended. Include the following information in your entry:

- date, time and place of incident;
- name and job of injured or ill person;
- details of injury/illness and any first aid given;
- what happened to the casualty immediately afterwards (for example went back to work, went home, went to hospital);
- name and signature of the person dealing with the incident.

This information can help identify accident trends and possible areas for improvement in the control of health and safety risks.

This leaflet is available in priced packs of 20 from HSE Books, ISBN 0 7176 2423 4. Single free copies are also available from HSE Books.

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Tel: 0541 545500,  
or write to  
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Broad Lane,  
Sheffield S3 7HQ

HSE home page on the World Wide Web:  
<http://www.open.gov.uk/hse/hsehome.htm>

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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# Basic advice on first aid at work

This leaflet contains basic advice on first aid to use in an emergency. It is not a substitute for effective training.



# What to do in an emergency

## Priorities

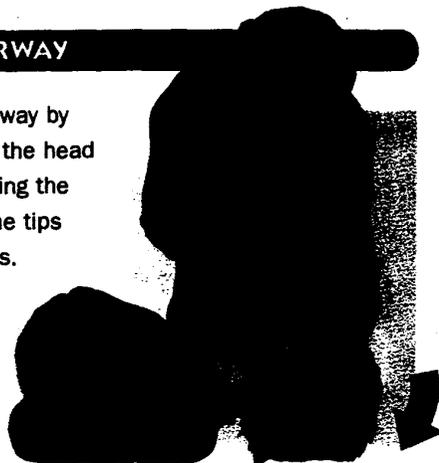
- assess the situation;
- do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any *unconscious* casualties;
- *send for help, do not delay*;
- follow the advice given below.

## Check for consciousness

If there is no response to gentle shaking of the shoulders and shouting, the casualty may be *unconscious*. The priority is then to check the **A**irway, **B**reathing and **C**irculation. This is the **ABC** of resuscitation.

### AIRWAY

Open the airway by gently tilting the head back and lifting the chin using the tips of two fingers.



### BREATHING

Look along the chest, listen and feel at the mouth, for signs of breathing.

#### *If the casualty is breathing:*

- place in the recovery position and ensure the airway remains open;



- monitor the casualty until help arrives.

#### *If the casualty is not breathing:*

- send for help;
- check the mouth and carefully remove any obvious obstruction;
- keep the casualty's head tilted back while opening the mouth and pinching the nose firmly;
- take a full breath and slowly breathe into the mouth until the chest rises, ensuring a good seal is made around the mouth;
- remove your mouth from the casualty and let the chest fall;
- give a second breath, then look for signs of circulation (see opposite);
- if signs of circulation are present, continue breathing for the casualty;
- if they start to breathe, put them in the recovery position.

### CIRCULATION

- check the casualty's circulation by looking for any movement and feeling for the pulse, for no more than 10 seconds;



- if there are no signs of circulation, immediately start chest compressions;
- lean over the casualty and with straight arms, press vertically down 4-5 cm on the breastbone, then release the pressure;
- give 15 rapid chest compressions (a rate of about 100 per minute) followed by two breaths;
- continue alternating 15 chest compressions with two breaths until help arrives or the casualty shows signs of recovery.



LGMB Wales

Health and Safety Forum

FIRST AID IN SCHOOLS  
Guidance Notes

*Produced by Health and Safety Advisers in Local Authorities in Wales*

# **First Aid in Schools**

## **Guidance Notes**

### **Introduction**

Under the Health and Safety (First Aid) Regulation 1981, every employer must make adequate provision for first aid in the workplace. In addition to first aid equipment and facilities, this also includes the provision of first aiders. This guidance note outlines the recommendations for such provision.

Each school should make an assessment of first aid needs appropriate to its circumstances. No fixed level of first aid provision exists, but each school needs to decide what facilities and personnel are appropriate. In making such an assessment, consideration should be given to the following factors:-

- a) Numbers of staff and pupils
- b) Proximity of emergency medical facilities e.g. hospital or doctor (where local arrangements have been made).
- c) Degree of risk
- d) Layout of the school
- e) Working outside normal school hours e.g. Cleaners and Caretakers

### **Selection of First Aiders**

When selecting staff to become first aiders, a number of criteria need to be taken into account:-

- a) Preference should be given to those involved in aspects of the school carrying a higher degree of risk e.g. CDT, PE, Science, Home Economics and Outdoor Pursuits
- b) It is advisable to select staff who are readily available during school opening times (including night classes where appropriate) e.g. Secretarial staff, Caretakers, Technicians and ancillary staff.
- c) Staff volunteering to become first aiders must be physically capable of carrying out first aid

## **First Aiders**

A first aider is an employee who has undertaken a first aid at work course and has been awarded a certificate of competence after an assessment which complies with the Health and Safety (First Aid) Regulations 1981.

This requires initial training on a 4 day approved course and refresher training on a 2 day approved course every 3 years.

## **Appointed Persons**

An appointed person is someone who can take charge of a situation in the absence of the first aider and call for an ambulance. Appointed persons are not first aiders, however they should receive basic training in emergency first aid covering:-

- a) Resuscitation
- b) Control of bleeding
- c) Treatment of the unconscious casualty
- d) Communications, contents of the first aid box, and treatment of the effects of particular hazards

In addition to the above, it is recommended for school staff, that they receive training in a number of common conditions which can affect pupils namely:-

- a) Diabetes
- b) Asthma
- c) Epilepsy
- d) Anaphylactic shock
- e) Fractures and dislocations

## **Levels of First Aid Provision**

When considering the numbers of first aiders and appointed persons, the total number of persons on site e.g. staff and pupils, should be taken into account.

As part of the risk assessment, the following numbers of first aiders and appointed persons should be considered to be the minimum:-

Cont'd/.....

## **Secondary Schools**

One first aider plus one appointed person for every 300 people.

## **Primary Schools**

Up to 150 people	1 first aider plus 1 appointed person
150-300 people	1 first aider plus 2 appointed persons
300-600 people	2 first aiders plus 2 appointed persons
Over 600 people	2 first aiders plus 3 appointed persons

## **Special Schools**

There should be at least 2 first aiders plus 2 appointed persons per school. Where special needs units are attached to mainstream schools, consideration should be given to increasing the numbers of first aiders and appointed persons according to the degree of risk.

## **Out of School activities**

Where out of school activities involve additional risk, it is for the Headteacher to ensure that there is sufficient first aid provision.

## **Contractors**

It is the responsibility of each contractor working on school sites to ensure that they have adequate provision for first aid.

## **Notices**

Each school should place notices informing staff and pupils of the names and location of first aiders.