First Aid Compliance Code

October 2026

Based on NCC First Aid Compliance Code P608 (last updated 2022)

Part of the Safeguarding Umbrella
Approved by Governing Body
Review date October 2027

1. Introduction

Schools must provide first aid personnel and equipment for its staff in case they are injured or become ill at work and consider the needs of non-employees such as pupils and visitors in their first aid provision.

Headteachers are responsible for all staff and activities under their control, as detailed in the School Health and Safety Policy, and therefore must ensure that appropriate first aid provision is made for their school and for offsite activities.

2. What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives and treating minor injuries, which do not require medical help.

First aid does not normally include giving medicines.

3. First Aid Needs Assessment

A first aid needs assessment should be carried out in order to establish your required first aid provision. The assessment takes account of individual circumstances, for example, the size of your setting, the age of your pupils/students, the activities that you carry out, how many people use the premises, your offsite visits.

The process of performing the first aid needs assessment is explained in *NCC document: First aid needs assessment guidance G608b.*

Your first aid needs should be reviewed after any major changes such as changes to staff, premises or activities to ensure it remains appropriate, or otherwise, routinely as part of your normal review of your safety arrangements.

4. First aid personnel

The school will need to provide appropriate first aid personnel, using the findings of your first aid needs assessment.

First aid provision must be available while people use the premises and when staff and pupils are offsite. You should also plan to cover first aid personnel who may not be available due to sickness or other absences.

See Appendix 1 for first aid training booking information.

Any member of school staff may be asked to undertake first aid tasks, but they cannot be required to. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in education in the same way that parents might be expected to act towards their children. In general, the

consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This should be communicated to all staff.
In selecting a first aider, the following factors should be considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called.

The school will ensure that refresher training is completed annually to maintain their basic skills and keep up to date with the changes in procedures and that certification is renewed as appropriate, for example First Aid certificates are valid for 3 years. If retraining is not carried out before the expiry date, another full course is required.

Emergency First Aider
Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

First Aider
First Aiders are trained to perform the duties of emergency first aiders above and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

5. First aid kits

There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a suggestion only, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 large sterile individually wrapped unmedicated wound dressings
- 2 medium-sized sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

Travelling and first-aid
There is **no** mandatory list of items to be included in first-aid kits for offsite activities or educational visits but they might typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet *Basic Advice on First Aid at Work*)
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
- 2 individually wrapped triangular bandages, preferably sterile;
- 2 safety pins;
- 1 large sterile un-medicated dressing;
- individually wrapped moist cleansing wipes;
- 2 pairs of disposable gloves.

The visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisers' Panel (OEAP) provides advise on outdoor learning and off-site visits, including the assessment of first aid requirements.

Minibuses

A suitably, clearly marked first aid box should be readily available and in good condition. The following items must be kept in the first aid box:

- 10 antiseptic wipes, foiled packed
- 1 conforming disposable bandage (not less than 7.5cm wide).
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm x 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt ended scissors

Medication

First aid does not include administering medication (subject to this section).

The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been prescribed by a doctor.

Medication should not be stored with first aid kits.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so. For further information regarding medication at school, refer to the following policies:

FJS Supporting Pupils with Medical Conditions (Including medical administration and intimate care) Policy 2026.

And the following Government guidance, held in the school office:

- Emergency asthma inhalers for use in schools guidance which should be followed, noting that schools can hold emergency salbutamol inhalers for the use of pupils whose own inhaler was not available.

- Guidance on the use of adrenaline auto-injectors in schools noting that, schools can obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish to use in emergencies where the pupil holds both medical authorisation and parental consent to an AAI to be administered, if the pupils own is not immediately available.

Where pupils may need to have access to life saving prescription drugs in an emergency, the details should be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so.

However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, you may want to consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Please refer to statutory guidance on supporting pupils at schools with medical conditions for more information.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

6. First aid rooms

School employers are required to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which includes a washbasin and is near to a toilet (this requirement is under School Premises Regulations).

This room does not need to be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for use when needed. Schools **may** consider using such a room for first aid.

Where a school caters for pupils with complex needs, additional medical accommodation should be provided which caters for those needs.

7. Implementing site arrangements

Your provision should be enough to ensure that first aid can be administered without delay and be available at all times. Schools should ensure that they have arrangements in place to ensure that:

- Appropriate first aid procedures and requirements that are outlined in the Infection Control Compliance Code are understood and implemented
- First aid equipment including PPE is regularly checked and re-ordered.
- Parents/carers are contacted as soon as possible in the event of a serious injury.
    - In the case of first aid treatment or response, inform parents or carers of any accident or injury sustained by the pupil on the same day, or as soon as reasonably practicable, of any first aid treatment given.

- Report incidents requiring first aid treatment using the online Incident Reporting System applying the criteria set out in *Introduction to Incident Reporting G601e*.
    - Notify healthandsafety@norfolk.gov.uk as soon as possible in the event of a serious incident in connection with the settings activities.

Communicating information
You should inform employees, pupils (and other site users) of your first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders or appointed person

They should know how to contact a first aider or appointed person urgently should the need arise. The information should be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school or college as appropriate.

A simple method of keeping employees informed is to display first aid notices. At least one notice in a prominent position at each main block/building of the site is recommended. Schools can also develop procedures for informing staff in consultation with employees or safety representatives. The inclusion of first aid information during induction training will help make sure new employees are made aware of first aid arrangements.

9. Recording first aid treatment

It is necessary to record any first aid treatment that is given. A record should be made of:

- the date, time and place of the incident
- the name and job 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, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

The form *First aid record of treatment (confidential when completed)* can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

For children, minor injuries are not recorded, for example a scraped knee, cut finger or those which only require a plaster. A bumped head form is completed for all head injuries. Serious injuries are recorded on Online Health and Safety Reporting System (OSHENS).
https://norfolkworkingsafely.oshens.com

10. Automated External Defibrillators (AEDs)

AED is provided on site. This is stored by the office, used by school and hirers. First Aiders are trained in the use of AEDs.

Training in the use of AEDs can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator where it is provided.

Educational settings must ensure that this equipment is maintained in accordance with the manufacturer’s instructions.

Appendix 1: Booking First Aid Training

First aid training

Norfolk County Council uses a single supplier to provide its first aid training: *Norvic Training UK Ltd*. This supplier should be used for all first-aid training for *First Aid at Work*, *Emergency First Aid at Work*, *First Aid Requalification* and *First Aid Refresher* training.

Booking instructions

Individual bookings

- If you wish to book yourself or a few members of staff onto a course, you can find Norvic's scheduled courses at www.norvictraining.co.uk/course-dates
- Courses are held at Bowthorpe Hall in Norwich, and at Waterbeach near Cambridge.
- Once you have found the course that you would like to book, you can contact Norvic by web enquiry on http://www.norvictraining.co.uk/contact-us/, telephone 01603 343534 or email info@norvictraining.co.uk.
- You will be asked to send a purchase order (PO) to Norvic

Whole course bookings

- If you wish to book a whole course at one of Norvic's venues, or one that you can provide, then you should contact Norvic by web enquiry on http://www.norvictraining.co.uk/contact-us/ or telephone 01603 343534 to discuss your requirements.
- If you provide your own venue for the training, you are responsible for seeing that it is suitable and safe for training. For example, a room used for first aid training must have sufficient space and clean floors or carpets so that people can practice resuscitation. Norvic will be able to discuss the suitability of the room with you.
- Once the booking is agreed, you will be asked to provide a purchase order (PO) to Norvic.