



GLOBAL ACADEMY
MAKEUP • HAIR • PRODUCTIONS

FIRST AID POLICY AND PROCEDURE

Introduction

The Health and Safety (First Aid) Regulations, 1981 requires employers to provide qualified

first aiders to administer first aid to employees within the organisation.

Under Section 3 of the Health & Safety at Work Act, 1974 a duty of care exists to protect the

health, safety and welfare of pupils, the public and visitors to educational establishments.

As such, if the school identifies a risk to those groups, then there is a legal requirement to

provide First Aid.

DEFINITIONS

‘First Aid’ –

a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

b) Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

‘First Aider’ –

A first aider is someone who has undergone a training course in administering first aid at

work and holds a current first aid at work certificate.

‘Appointed Person’ – Leila Magee

a) Take charge when someone is injured or falls ill, including calling an ambulance if required;

b) Look after the first-aid equipment, e.g., restocking the first-aid box.

Legislation

Legislation that are relevant to this policy and first aid at work

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

Responsibilities

The CEO must ensure that sufficient First Aiders are available.

Records of the occupational risk assessments must be kept, and any actions identified should

be shared with the relevant employees. The measures need to be monitored to make sure

that they are effective.

Also see defibrillators on page 4.

Assessing the level of first aid provision

First Aid provision should be risk assessed, giving consideration to the following criteria:

- a) How many students are there on site? One first aider is required at any one time for 100 employees/students
- b) What is the nature of the activities – does it involve activities where there is a ‘high’ Risk?
- c) How many fully qualified first aiders are there?
- d) Sickness absence / holiday cover
- e) How accessible are the first aiders? (Consider layout of building or place of work)
- f) How accessible are the emergency services?
- g) The CEO is responsible for identifying the category of first aid provision (see appendix ‘b’),

h) arranging necessary training and for ensuring parents are aware of the school's first aid arrangements.

Training Requirements

Fully qualified first aiders (FAW) must have attended a three-day course (approved by the

Health and Safety Lead). For their certification to remain valid, three yearly refresher training is also required. An annual half day refresher course is also strongly Recommended.

Emergency first aiders at work (EFAW) must have attended a 1-day course and gained an accredited first aid certificate. They must hold a valid certificate of competence in either: first aid at work or emergency first aid at work.

The college may wish for staff to attend a one-day course that gives them Appointed Person

status but does not qualify them to carry out first aid duties. Appointed persons are responsible for calling the emergency services in the event of an incident and ensuring that

adequate first aid supplies are available. Appointed persons are not to be considered as

alternatives for qualified first aiders except in situations where there are less than five employees on site.

First aid supplies, locations and defibrillators

First aid boxes are kept in the office with Ella Shields Named First Aider and at the sharp project reception desk.

Communication

Information should be available with details of the location and contact number for the nearest designated first aiders.

Insurance

Our college insurers have confirmed that should there be a claim for damages arising from

malpractice in the provision of first aid, the person administering will be indemnified under

the Employers Liability Insurance, providing that:

- a) Their first aid certificate is current
- b) They have not carried out first aid beyond the level to which they have been trained

Paracetamol

In certain situations, the college may wish to administer the above. This should only be done

with parental consent and the appropriate staff training. Details of the request should be

recorded, and the tablets must be administered in line with the recommendations. A record

of the pupil's name, age, dosage, date and time must be kept.

APPENDIX 'A'

First-aid box

What should a first-aid box contain?

There is no mandatory list of contents for first-aid boxes and HSE does not 'approve' or endorse particular products. Deciding what to include should be based on a CEO assessment of first-aid needs. BSI has outlined a guide to help employers select the most suitable kit for their requirements (BS8599):

Individual wrapped sterile plasters (assorted sizes), appropriate to the type of work and demand (hypoallergenic plasters can be provided, if necessary);

Disposable gloves (see HSE's leaflet Latex and you) dependent upon demand;

Sterile eye wash should be kept easily accessible, near to the first aid box, travel kits must

contain eyewash as it is unlikely fixed eye wash stations will be available.

Please note the above is a guide only and does not form part of legislation.

Low Risk (e.g., offices)

Less than 25 students/staff – small kit

25 – 100 students/staff – medium size kit

Over 100 students/staff – 1 large kit per 100 persons

High Risk Activities

Less than 5 students/staff – small kit

5 – 25 students/staff – medium size kit

Over 25 students/staff – 1 large kit per 25 persons

How often should the contents of first-aid boxes be replaced?

Although there is no specified review timetable, many items, particularly sterile ones, are

marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it would be advisable to check

with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.

It is recommended that you do not keep tablets and medicines in the first aid box.

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Reviewed: Signed: B Levy..... **Date: 03/06/25**

Benjamin Levy
Compliance & Quality Assurance Administrator