NYES | Health and Safety

FIRST AID PROCEDURES

Upper Wharfedale Primary Federation

General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This procedure should be read in conjunction with the Health and Safety Policy and NYC Guidance for Supporting Children and Young People with Medical Conditions in Schools.

Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate.

Responsibilities of First Aid Personnel

Giving First Aid: If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

Medical support: When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if they think it is necessary, an ambulance will be called. Employees should not use their private car to transport a casualty to hospital, if an ambulance is not required. Where appropriate next of kin will be contacted.

Spillages of body fluids: Spillages of blood, vomit, urine and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn and the waste be cleared appropriately.

Records: An accident form should be completed every time a first aider provides assistance to a casualty. As well as the usual details of the accident the name of the person giving first aid and summary details of the treatment given should be recorded.

Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider.

Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that any First Aider at Work will attend a three-day (18 hours) course, any Emergency First Aider at Work will attend a basic one-day (6 hours) course and any Paediatric First Aider at Work will attend a two-day (12 hours) course.

Signed:	Wendy Thompson
Date:	September 2026
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OFFICIAL - SENSITIVE