



ST. MARY'S  
ACADEMY TRUST

# First Aid Policy

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**Schools First Aid Policy**

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## **SECTION 1**

### **First Aid**

The following gives guidance on the strategy for managing first aid within the workplace. It should be read in conjunction with the overall St Mary's Academy Trust (SMAT) policy on health and safety and integrated with the normal operating procedures of each individual School

The SMAT policy on first aid is outlined in the Health and Safety Policy thus:

The SMAT provides first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981 (as amended) and acknowledging the importance of providing First Aid for employees, children, and visitors within the school, so that they can be given immediate help if they are injured or taken ill. These standards are monitored by the SMAT's Health & Safety Provider. The SMAT recognises that under the First Aid at Work Regulations 1981, employers must ensure that there are an adequate number of qualified first aiders on site and appropriate equipment and facilities for providing first aid in the workplace. Managers\* Schools and Services must develop and implement an appropriate, effective and documented system to ensure that first aid within the workplace is adequately managed.

***A Health and Safety Management Standard is available for guidance on the [www.hse.gov.uk](http://www.hse.gov.uk)***

\* For the purpose of this document, the term 'Manager' refers to Headteachers and Service Area Managers

## **Introduction**

First Aid is the arrangement and provision of intermediary treatment to deal with accidents, injuries and illness occurring at work. First aid centres on life preservation, minimising the consequences of injury or illness and prioritisation of treatment where there are multiple injuries. Only trained competent employees can administer first aid.

### ***Further information***

The [First Aid at Work Regulations](#) 1981 (as amended) relate directly to first aid and require that risk assessments are carried out and that appropriate control measures are identified and adopted. Further information on this can be found on the [HSE website](#).

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#### Responsibilities

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#### General

Employers have a duty to make arrangements to ensure that their employees receive immediate attention if they are injured or taken ill at work regardless of whether it is as a result of a work activity. In schools this includes teachers, non-teaching staff, pupils and visitors including contractors.

**Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE). HSE website.**

#### Arrangements

SMAT's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

#### Risk/needs assessment

Under the Health and Safety (First Aid) Regulations a risk/needs assessment must be carried out on all workplace premises where injury to employees has been identified as a potential hazard. The risk assessment must take into consideration the activities carried out on the premises, the associated hazards and potential injuries/illnesses.. Low risk premises (offices) will require a different level of first aid provision to high risk premises (transport depots). When carrying out the assessment it is also helpful to look at;

- Past accident history,
- Work Patterns
- Workforce demographic - e.g. an aging workforce may lead you to consider issue such as heart disease
- Workforce intelligence - knowledge of existing conditions within the workers
- Workforce distribution

Managers are responsible for adequately controlling the risk by;

- Completing appropriate first aid needs assessments to identify the recommended number of qualified first aiders, appointed persons and first aid boxes
- Producing and maintaining an inventory of first aiders, first aid boxes and their locations under their control .

All workplace premises are required to have a first aid needs assessment. Before completing a first aid assessment, managers should ensure that an assessment is not already in force (e.g. in a building under the control of Facilities Management the needs assessment would be carried out by them). Where several services occupy one area they should appoint one manager to carry out the assessment. If an assessment has been completed it is at the managers discretion as to whether they implement the recommendations made on the previous assessment or carry out a new assessment if the previous is no longer valid or there have been significant changes to the workplace and its activities.

When assessing the first aid provision for an event to which members of the public are to attend, it may be useful to contact the Relevant Local Authorities Events Advisor regarding the numbers required.

*The Regulations do not require the organisation to provide first aid for anyone other than its employees. However where we provide access to buildings, events, etc., for service users, visitors and the public, these individuals must be considered when carrying out the needs assessment as it may identify specific training needs (e.g. Paediatric First Aid Training).*

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#### Frist Aid Provision

#### Control measures

**An adequate number of "suitable persons" must be provided to administer first aid treatment at work. Deciding what is adequate is based on the needs assessment and reflect the framework described in the Regulations. The assessment will detail:**

- The recommended number of qualified persons either;
  - First Aid at Work
  - Paediatric Frist Aiders
  - Basic Emergency First Aider
- The recommended number of appointed persons
- Details for maintaining competencies
- The recommended number of first aid boxes and any other supplementary equipment
- Arrangements for first aid rooms

#### What is a First Aider?

A first-aider is someone who has undertaken training and has an appropriate qualification gained from a course delivered by an accredited provider/approved awarding organisation that delivers a course that reflects the standards set by the Health and Safety Executive (HSE). This means that they must hold a valid certificate of competence in either:

1. First Aid at Work (FAW, 3-day course covers Adults and Children) someone completing this course is referred to as a *First Aider*)
2. Paediatric First Aider (12 hrs course)
3. Emergency Basic First Aid at Work (EFAW, 6hr course) someone completing this course is referred to as an *Emergency First Aider*)

On completion of these courses the individual is certificated to administer first aid. Certificates for the purposes of first aid at work last for three years. Before their certificates expire, first-aiders will need to undertake a requalification course as appropriate, to obtain another three-year certificate. Once certificates have expired the first aider is no longer considered to be competent to act as a workplace first aider. The Health and Safety Executive strongly recommend that first aiders undertake annual refresher training. Therefore, the typical first aid training schedule would be:

Designation	Year 1	Year 2	Year 3
First Aider	First aid at work qualifier course	Annual refresher Online	First aid at work re-qualification course min 3 months prior.
Paediatric First Aider	Paediatric first Aid	Annual Refresher Online	Re-qualification course minimum 3 months prior
Basic Emergency First Aider	Emergency first aid at work course	Annual refresher - Online	Emergency first aid at work course 3 months prior

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It is a basic recommendation that for every 50 employees within a workplace there should be at least one qualified first aider (FAW) and one additional first aider for every 100 employees (or part there of). However, it is important to consider the type of work being undertaken on the premises and the degree of hazards associated with work activities. However, provision must be made for when a person takes annual leave or is absent from work due to illness.

<b>Summary of duties and training</b>	
<b>First Aider at Work</b>	<ul style="list-style-type: none"><li>• Provision of first aid</li><li>• Monitoring first aid equipment</li><li>• Calling emergency services</li><li>• 3 days training (FAW)</li><li>• Consider additional training specific to other identified needs</li></ul>
<b>Paediatric First Aider</b>	<ul style="list-style-type: none"><li>• Provision of first aid</li><li>• Monitoring first aid equipment</li><li>• Calling emergency services</li><li>• 12 hrs training</li></ul>
<b>Basic Emergency First Aider</b>	<ul style="list-style-type: none"><li>• Monitoring first aid equipment</li><li>• Calling emergency services</li><li>• 6 hr training.</li></ul>

**Factors to consider when selecting someone to be a First aider?**

When selecting someone to take up the role of a first-aider, a number of factors need to be considered, including an individual's:

- reliability, disposition and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- normal duties, which should be such that they may be able to respond immediately and rapidly to an emergency.

Regardless of the numbers of First Aiders/Emergency First Aiders required the following must be considered:

1. Where there are hazards for which additional first aid skills are necessary at least one First Aider trained in the specific emergency action is required (examples include work in confined spaces, the use of/contact with cyanide).
2. Where employees travel a lot, work remotely or work alone personal first aid kits should be provided.
3. There needs to be adequate first aid provision at all times people are at work, including considering shift and out-of-hours work.

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4. The provision of first aid to SMAT employees who work at sites occupied by other employers.
5. There needs to be adequate first aid provision to cover annual leave and planned absences (also consider what action will be taken in unplanned and emergency absences).
6. The number and type of members of the public who visit the premises.
7. Whether the calculated/risk assessed first aid provision seems reasonable considering the type of injuries that might occur.

***The Management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.***

St Mary's Academy Trust considering legal responsibilities for those in our care and having considered the likely risk to staff, pupils and visitors and are committed to the provision of the highest standard on drawing up the number of First Aid personnel within SMAT schools.

#### The Standard of First Aid Provision in SMAT Schools.

Designation	No of Trained Personnel
First Aider at work (3 day)	2
Paediatric First Aider (12 hrs)	4
Basic Emergency First Aider (6 hr)	All school staff

The governing body and head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where the standard numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

#### The Standard of First aid Boxes in SMAT Schools

Location of First Aid Box	1-50 person
Reception Area	1
Key Stage 1	1
Key Stage 2	1
Nearest Exit Door to Playground area.	1
Travel First Aid Kits	2



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#### First Aid Materials and First Aid Facilities.

#### First Aid Boxes

An appropriate number of first aid boxes must be provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. Smaller locations, may only require a single box. Larger sites or building will require more than one box. The number will be decided as part of the risk assessment.

Boxes should be made of suitable material to protect the contents and kept in suitable location protected from the effects of dust, damp or the environment. First Aid boxes should be identified by a white cross on a green background. The location of first aid boxes will be clearly indicated on notice boards throughout the workplace. They will display the following information:

- Name of persons responsible for their upkeep
- Nearest location for further supplies
- Contents of box and arrangements for replenishing
- Location of accident/incident forms

#### First Aid Box contents

All boxes will contain at least the minimum supplies as recommended in the regulations. Only specified first aid supplies will be kept (see below). Supplementary items may be required as identified by the needs assessment. No creams, drugs or lotions, however mild, will be kept in these boxes.

Minimum quantities for low risk premises and for travelling kits may be considered as:

ITEM	FIRST AID BOXES	TRAVELLING FIRST AID KITS
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)	20	6
Sterile eye pads	2	
Individually wrapped triangular bandages	4	2
Safety pins	6	2
Medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm)	2	1
Individually wrapped sterile wet wipes	20	Small packet
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	Min 3 pairs	2 pairs

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Before undertaking any off-site activities, the headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling are required.

All equipment included within a first aid box has a use by date. Once this date has passed the equipment must be disposed of and replaced.

**Note: When selecting gloves consideration should be given to the potential for allergic reactions, therefore non-latex, un-powdered gloves may be preferable.**

In situations where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution in sealed disposable containers should be provided. Where sealed containers are provided, any residual wash must be disposed of once the seal is broken. Extra equipment, or items required for special hazards, (e.g. antidotes), may be kept in or near first aid boxes but only where the first aider has been specifically trained in their use.

#### **Supplementary equipment**

This may include suitable means for the transportation of casualties; blankets, aprons and other suitable protective equipment and scissors. Where such equipment is considered necessary it should be stored in the vicinity of first aid boxes.

***Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. Schools should consider using this room for first aid. However, first-aid facilities may need to be made available quickly.***

#### **Arrangements for First Aid Rooms( Medical Room)**

This is provided where the needs assessment identifies it as necessary to assist a first aider when administering treatment. The room should be equipped with essential facilities and equipment. A "suitable person" should be responsible for the room (where provided) and its contents at all times when employees are at work. The First Aid Room should be:

- Clearly signposted/marked - White cross on green background
- Easily accessible using a stretcher
- Large enough for an examination couch and have enough room to work either side
- Provided with a chair and all necessary equipment as identified
- Clean tidy, tidy and accessible at all times
- Close to a point accessible for transport to hospital
- Provided with a notice detailing names and locations/contact numbers of First-aiders

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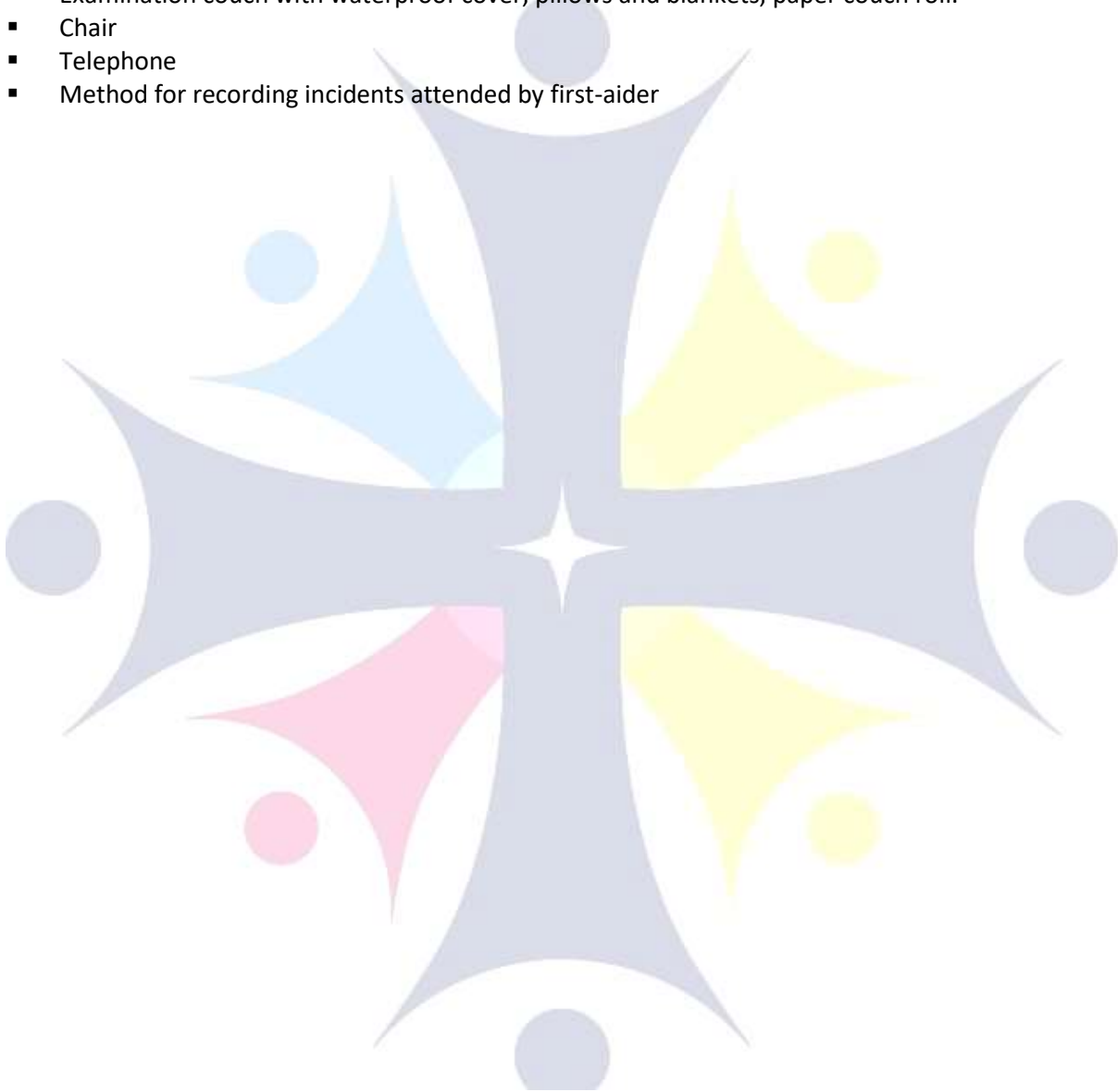
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Typical equipment

- Sink with hot and cold running water
- Soap and paper towels
- Drinking water and cups
- First Aid container/cabinet and suitable storage for any other identified materials/equipment
- Foot operated waste bin and yellow clinical waste bag or similar
- Examination couch with waterproof cover, pillows and blankets, paper couch roll.
- Chair
- Telephone
- Method for recording incidents attended by first-aider



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Management Record Keeping

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### Reporting Accidents and Record keeping

It is good practice to provide your first aiders and appointed persons with a book in which to record incidents they attend. The information can help you identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. The record book is not the same as the statutory [accident book](#).

The following records must be kept:

- Inventory of all first aiders, first aid boxes and their locations
- First aid risk assessments including details of the control measures
- Inventory of person(s) responsible for checking and re-ordering supplies
- Records of training provided for first aiders
- Records of any information, instruction and training given to employees and managers/supervisors
- Records of all treatment given to staff, pupils, visitors, contractors and supplies used.

It is a statutory requirement that Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a **minimum of 3 years**.

Schools 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 incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.

The information in the record book can:

- help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- be used for reference in future first-aid needs assessments;
- be helpful for insurance and investigative purposes

In an emergency, the headteacher/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents e.g. by sending a letter home with the child, or telephoning the parents.

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## SECTION 2

### Reporting Of Accidents

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

For definitions of major injuries, dangerous occurrences and reportable diseases see HSE guidance on RIDDOR 2013, and information on Reporting School Accidents

#### How should schools report them?

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay**

Online Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

#### Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

#### **Please read in conjunction with the SMAT Health and Safety Accident Reporting Policy.**

Numbers and types of accidents and work-related illnesses are one means of monitoring the success of SMAT Health and Safety policies and procedures.

They are also an indicator of areas where more effort may be required to reduce the number of injuries.

**It is therefore vital that all injuries, however small, are reported and inquiries made to identify means of avoiding a repetition.**

**All Accidents and Incidents must be reported on the  
[St Mary's Academy Trust Self-Service Portal.](#)**

Staff must be made aware of the requirement to report all accidents at induction.

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Reporting Procedure

1. Injured person or the first aider to report accident to designated person giving all relevant details.
2. Designated person to enter the details on self-service Portal taking care to ascertain exactly what occurred.
  - *If the person injured is unfit to enter the details on Self-Service the Headteacher/responsible manager **must** contact the school link officer or the Trust Business Centre (01226 282721) immediately, where the details will be entered on the system. This **must** be confirmed.*
3. Injuries which require the first aider to refer the injured person to hospital or to their doctor should be immediately notified to the Head teacher or senior representative on site and notify the SMAT office by telephone.
4. In such cases the senior representative, accompanied by a representative of the employees, must investigate all the circumstances of how the injury was sustained and an accident investigation report completed.
5. The findings of the investigation will be examined by the senior representative with the objective of identifying measures to avoid a repetition.
6. If required control measures will be introduced after consultation by the senior representative with staff on site.
7. Injuries or incidents at work leading to ill health which result in an absence from work of more than 3 days must be notified to the Health and Safety Executive.

The SMAT insurance company will also want to see records if there is a work-related claim.

*The following templates may assist you in keeping records*

***Inventory of First Aiders, Location and Training***

***Inventory of First aid Boxes and Date Checked***

***Management System Procedure***

***First Aid Needs Assessment Form***

***Record Of First Aid Incident***

***First Aid Risk Assessment Form***

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**Inventory of First Aiders**

School.....

First Aider Name/ position	Location	Training Qualification	Date of Training
<b>H. Bailey Teacher</b>	<b>KS1 Class 2</b>	<b>Paediatric</b>	<b>22/09/2022</b>
<b>G Brook TA</b>	<b>KS2 Class 6</b>	<b>Basic</b>	<b>16/09/2021</b>

Head Teacher Signature \_\_\_\_\_

Date Completed \_\_\_\_\_







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<b>Management System Standard Requirement</b>	<b>Management Procedure</b>	<b>Lead Person</b>
Obtain and act upon first aid assessments and ensure appropriate control measures are implemented.		
Produce and maintain an inventory of First Aiders, first aid boxes and their location and ensure that this is kept up to date.		
Ensure the type of personal protective equipment is appropriate to the risks, compatible with other personal protective equipment, maintained in accordance with the manufacturers' instructions and the number of types minimised.		
Ensure that all employees who are involved in the provision of first aid treatment are provided with suitable information, instruction and training on the hazards and risks involved and the appropriate control measures.		
Ensure that first aid equipment is replenished when used or no longer in date.		
Ensure that all staff are aware of who their designated First Aider is and where to find the first aid box.		
Review each assessment annually or when a first aider leaves/relinquishes their duties or when it is suspected that the assessment is no longer valid.		
Ensure the overall management system for first aid is monitored and reviewed as necessary.		



<b>Record of First Aid Needs Assessment</b>	
<b>Details of lower hazard areas/activities</b>	
<b>Details of high hazard areas/activities</b>	
<b>Details of past and potential injuries and ill health that may foreseeably require treatment</b>	
<b>Other factors</b>	



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<b>Number of FAW trained workers</b>				
<b>Number of PFAW trained workers</b>				
<b>Number Basic First Aid trained workers</b>				
<b>Basic First Aid Containers</b>				
<b>First aid room required</b>	<b>Yes</b>		<b>No</b>	
<b>Service/Function</b>				
<b>Location/site</b>				
<b>Date of Assessment</b>				
<b>Senior Designated Officer for the site</b>				
<b>Signature</b>				
<b>Name of assessor</b>				
<b>Signature</b>				
<b>Date</b>				

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Record of First Aid Incident			
<b>Date of Incident</b>		<b>Time of Incident</b>	
<b>Place incident occurred</b>	<b>Name</b>		
	<b>Address</b>		
	<b>Specific location</b>		
<b>Details of injured person</b>	<b>Name</b>		
	<b>Occupation</b>		
	<b>Contact details</b>		
<b>Details of injury/illness</b>			
<b>Details of Treatment Given</b>			
<b>Details of what happened immediately following incident, (for example, went back to work, went home, went to hospital);</b>			
<b>Print Name of First Aider</b>		<b>Signature</b>	

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**SMAT  
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First Aid Risk Assessment Form**

This form is to assist Headteachers in determining the number of first aiders/emergency first aiders required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-13 of the Assessment by writing the weighting for the reply in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-13 using the space provided on page 6 of the form. Once you have calculated your overall total refer to the table on page 7 to determine your first aid requirement.

**PART 1**

What types of injury and ill health have been recorded in the past?

Choose one reply only

- |   |                          |     |
|---|--------------------------|-----|
| a) Minor cuts and bruises; eye irritation.                                  | <input type="checkbox"/> | (1) |
| b) Lacerations; burns; concussion; serious sprains; minor fractures.        | <input type="checkbox"/> | (2) |
| c) Amputations; poisonings; major fractures; multiple injuries; fatalities. | <input type="checkbox"/> | (3) |

**PART 2**

What are the risks of injury arising from the work?

Choose one reply only

- |                |                          |     |
|----------------|--------------------------|-----|
| a) Low risk    | <input type="checkbox"/> | (1) |
| b) Medium risk | <input type="checkbox"/> | (2) |
| c) High risk   | <input type="checkbox"/> | (3) |

**PART 3**

Does your workplace contain any of the specific hazards listed below?

Choose appropriate reply/replies)

- |  |                          |     |
|--|--------------------------|-----|
| a) Hazardous substances/chemicals                    | <input type="checkbox"/> | (3) |
| b) Dangerous tools/equipment/machinery/loads/animals | <input type="checkbox"/> | (3) |
| c) Work at height                                    | <input type="checkbox"/> | (3) |
| d) Workplace transport                               | <input type="checkbox"/> | (3) |

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**PART 4**

Are there parts of your establishment where different levels of risk can be identified (such as a range of offices and workshops). Choose one reply only

- a) Yes  (2)  
b) No  (1)

**PART 5**

What is the nature of the location to which this assessment applies? Choose one reply only

- a) Offices, libraries etc  (1)  
b) Light engineering, warehousing etc  (2)  
c) Construction, work with dangerous machinery, sharp instruments, etc.  (3)

Are there hazards for which additional first aid skills are necessary (examples include the use of/contact with cyanide and hydrofluoric acid)? Choose one reply only

- a) Yes  (2)  
b) No  (1)

**PART 6**

Are there young/inexperienced workers on site or employees with disabilities or particular health problems? Choose one reply only

- a) Yes  (2)  
b) No  (1)

**PART 7**

Are there several buildings on site or multi-floor buildings? Choose one reply only

- a) Yes  (2)  
b) No  (1)

**PART 8**

Is there shift work or out-of-hours working? Choose one reply only

- a) Yes  (2)  
b) No  (1)

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**PART 9**

Is the workplace remote from emergency medical services?

Choose one reply only

- a) Yes
- b) No

	(2)
	(1)

**PART 10**

Do you have employees at work sites occupied by other employees?

Choose one reply only

- a) Yes
- b) No

	(2)
	(1)

**PART 11**

Do you have any work experience trainees?

Choose one reply only

- a) Yes
- b) No

	(2)
	(1)

**PART 12**

Do members of the public visit your premises?

Choose one reply only

- a) Yes
- b) No

	(2)
	(1)

**PART 13**

Do you have employees with reading or language difficulties?

Choose one reply only

- a) Yes
- b) No

	(2)
	(1)



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Now that you have completed the risk assessment, enter the totals for **Each Part** in the boxes below and calculate the Overall Total.

PART 1	
PART 2	
PART 3	
PART 4	
PART 5	
PART 6	
PART 7	
PART 8	
PART 9	
PART 10	
PART 11	
PART 12	
PART 13	

**OVERALL TOTAL**

Having obtained the Overall Total, look for the corresponding Overall Total in the table below and, taking account of the number of people employed in the location, find out the First Aid requirement.

Regardless of the numbers of First Aiders/Emergency First Aiders required the following must be considered:

1. Where there are hazards for which additional first aid skills are necessary at least one First Aider trained in the specific emergency action is required (examples include the use of/contact with cyanide and hydrofluoric acid).
2. Where employees travel a lot, work remotely or work alone personal first aid kits should be provided.
3. There needs to be adequate first aid provision at all times people are at work, including considering shift and out-of-hours work.
4. The provision of first aid to SMAT employees who work at sites occupied by other employers.
5. There needs to be adequate first aid provision to cover annual leave and planned absences (also consider what action will be taken in unplanned and emergency absences).
6. The number and type of members of the public who visit the premises.
7. Whether the calculated first aid provision seems reasonable considering the type of injuries that might occur.

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<b>Overall Total</b>	<b>Numbers employed at any location</b>	<b>Suggested number of qualified First Aiders/Emergency First Aiders</b>
16-24	Fewer than 50	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	50-100	At least one First Aider (First Aid at Work trained and qualified)
	More than 100	One additional First Aider for every 100 employed (or part thereof) (First Aid at Work trained and qualified)
25-33	Fewer than 20	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	20-100	At least one First Aider for every 50 employed (or part thereof) (First Aid at Work trained and qualified)
	More than 100	One additional First Aider for every 100 employed (or part thereof) (First Aid at Work trained and qualified)
34-41	Fewer than 5	At least one Emergency First Aider (Emergency First Aid at Work trained and qualified)
	5-50	At least one First Aider (First Aid at Work trained and qualified)
	More than 50	One additional First Aider for every 50 employed (or part thereof) (Emergency First Aid at Work trained and qualified)

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First Aid Sign Templates.

