

## CORPORATE GUIDANCE

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### First-aid

## Guidance for Managers & Headteachers on First-aid Provision & Facilities

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### Introduction

First aid is the immediate and temporary care given to the victim of an accident or illness until the services of qualified medical assistance can be obtained. 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 in the workplace.

A 'workplace' includes any premises or part of a premise (including schools), which is made available to any person as a place of work.

Although the first aid regulations only apply to employees, responsible managers and head teachers should also make adequate provision for non-employees at the workplace, such as pupils and visitors to LBM premises.

A responsible manager is anyone who has direct control over the operation of a Council service within a Merton-owned, managed or maintained premises, such as a service manager, building manager etc. If the workplace is a school, the responsible manager will always be the head teacher.

How much first-aid provision a responsible manager must make depends on the circumstances in each workplace. This guidance has been produced by the Corporate Safety Services Team and seeks to clarify the role and responsibilities of managers, head teachers, employees and first-aiders in the provision of first-aid facilities.

**Accident reporting & investigation** is not covered in this guidance – for more information on this subject and RIDDOR reporting requirements, please see: <https://www.merton.gov.uk/business-and-consumers/health-and-safety/health-and-safety-for-merton-staff-and-contractors/accident-and-incident-reporting>

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# Meeting the First-aid Needs of the Organisation...

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The Regulations require an assessment of the first-aid needs appropriate to the circumstances of each workplace. Responsible managers should therefore consider the risks in the workplace and identify what possible injuries could occur, to ensure sufficient first aid provision is available.

**The first-aid needs assessment should provide answers to all of the following:**

- How many first-aiders are needed in the workplace?
- Do any need to be fully-qualified?
- Where are they needed?
- Is extra training for existing first-aiders required to cover unusual risks or special procedures that they may need to carry out in the event of an injury or illness (for example, workers in confined spaces, working with dangerous chemicals etc.)?
- Is there a need to provide Paediatric First Aid in line with Early Years Foundation Stage (EYFS) requirements? (See **First-aid Personnel & Training Requirements** below).
- What equipment is needed for wherever employees may be working?
- Where should equipment be located?
- Where should notices & signs be posted?

All of this information should be recorded in a formal first-aid needs assessment to be signed and dated by the responsible manager for the location and be available for inspection by the relevant authority. This guidance document aims to provide further information on carrying out this assessment and contains links to the Merton First-aid Needs Assessment Template.

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## First-aid Personnel & Training Requirements

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There are four recognised first-aid qualifications, and a fifth unqualified role:

1. **A First-aider trained in First-Aid at Work (FAW)** is someone who has successfully completed an approved 3-day course in first-aid. Certificates are valid for three years and can be renewed by attending a 2-day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.
2. **A First-aider trained in Emergency First-Aid at Work (EFAW)** is a person who has successfully completed an approved 1-day course in first-aid. This level of training is only suitable for low-risk workplaces with small numbers of people. Certificates are valid for three years and can be renewed by attending a 1-day refresher course.
3. **A First-aider trained in Paediatric First-aid (PFA)** is a person who has successfully completed a 2-day training course specialising in first-aid for children aged up to 5 years. This qualification is required in any establishment where staff have a duty of care for children up to the age of 5 years and is in addition to any other first-aid qualification the person may have.

4. **A First-aider trained in Emergency Paediatric First-aid (EPFA)** is a person who has successfully completed a 6 hour training course specialising in basic first-aid for children aged up to 5 years. This qualification is used in any establishment where children up to the age of 5 years are present and injury or illness could foreseeably occur, but the children are not in the direct care of staff.

Further information on Paediatric First-aid provision can be found under 'Risk Assessment Process'.

5. **An Appointed Person** is a person who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified first-aider is absent in **temporary and exceptional circumstances** – **Note**: An appointed person should not be used as cover for annual leave

When a first-aid needs assessment identifies that a first-aider is not necessary, the **minimum requirement** is to appoint a person to take charge of first-aid arrangements (i.e. the appointed person). Appointed persons are not necessary where there are an adequate number of first-aiders.

The appointed person's role is to call the emergency services when required, and to look after the first aid equipment and facilities. While there is no statutory requirement for Appointed Persons to have training, it is recommended that they are provided sufficient instruction to understand the duties they are expected to undertake, and that they must not attempt to give first aid for which they have not been trained. Appointed persons are **not** considered first-aiders.

It should be noted that many first aiders perform this duty on a voluntary basis whilst others are required to do it as part of their contract of employment.

**Refresher training:** Training results in a three-year certification period and towards the end of this period, first-aiders need to undertake a FAW or EFAW re-qualification course, as appropriate, to obtain another three-year certificate. This must be completed within 28 days of the expiry date shown on the certificate. If this is exceeded the whole course must be re-taken. Within any certification period, HSE strongly recommends that first-aiders undertake a three-hour annual refresher course at the end of both the first and second year of your FAW and EFAW qualification. This is not mandatory but will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures. Both voluntary and contracted first aiders who have a current First-aid Qualification will need to ensure they obtain refresher training within the required timeframes.

Voluntary first-aiders must notify their intention to step down in good time if no longer wishing to fulfil the role.

#### **SOURCING TRAINING**

All requests for first aid training and advice on first aid training requirements should be directed through **Human Resources (Corporate Learning Development Team)** – [CorpLearnDevel@merton.gov.uk](mailto:CorpLearnDevel@merton.gov.uk).

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# Roles and Responsibilities

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## Human Resources including Corporate Learning & Development Responsibilities:

- Provide first-aid training across the Council to ensure that there is sufficient training from suitable training organisations to enable each workplace to have the minimum numbers of certified first-aiders.
- Advertise training, issue training certificates, and provide reminders where certificates are about to expire.
- Ensure that first-aiders, as identified by Schools/Departments, are offered training to a competent standard, which includes refresher training as required.
- Ensure that payroll are informed of any uplift in allowance and that trained first-aiders are paid in accordance with Merton's arrangements.
- Ensure that payroll are informed when a first aider is no longer fulfilling the role

## Safety Services (Safety Section) Responsibilities

- To assist the council in fulfilling its statutory duties under 'The Health and Safety (First-Aid) Regulations' (1981) and other associated legislation.

## Responsible Manager's Responsibilities:

- Carry out a first-aid needs assessment using the corporate first-aid needs assessment form to determine whether the workplace is high or low risk and to ascertain the necessary first-aid provision based on the likely or foreseeable hazards within their particular workplace and for any off-site activities
- Ensure compliance with the Council's guidance relating to the provision of first-aid within their premises.
- From the needs assessment, identify a suitable person, or persons, in the workplace to administer first-aid and ensure that the facilities are checked and maintained.
- Maintain a register of trained first-aiders for the workplace and ensure this is recorded in the appropriate section of the site/school health and safety policy and that a copy is sent to Human Resources and for schools, the Head of School Improvement.
- Maintain first-aid supplies and facilities.
- Ensure first-aiders always hold a current first-aid at work certificate at the appropriate level defined by the needs assessment and, where required, re-qualify before the expiry date on their certificate.
- Agree and document joint first-aid arrangements where a premises is shared with other employers, agencies, or departments. This should extend to the whole of the premises.
- Maintain signage within the workplace that details the names of trained first aiders, their location; and their contact numbers.
- Bring to the attention of all staff, particularly at induction, the first-aid arrangements e.g. names of first-aiders and/or appointed persons and locations of first-aid boxes
- Brief newly trained first-aiders on Council processes e.g. first-aid supplies, reporting accidents, how to claim allowance etc.
- Ensure contractors, visitors, service users and pupils and others working temporarily on the premises are familiar with the first-aid arrangements.
- Report first-aid incidents as per [LBM accident & incident reporting requirements](#).
- Periodically audit their first-aid arrangements to ensure their continued effectiveness in meeting the first-aid needs of the workplace.

- Inform HR Corporate L&D of any staff trained in first-aid but not trained through HR Corporate L&D if they wish to use this as a resource.
- Contact first-aiders to attend an incident.

### **First-aiders's Responsibilities**

- To respond to emergency situations and treat injured persons in accordance with their training and qualifications .
- To initiate an accident/incident report form with the appropriate line manager for all accident/injuries sustained at work.
- To identify when their first aid certificate is going to expire and to highlight this to their line manager, so that refresher training can be arranged in good time; and to ensure that their skills are kept up to date by attending relevant training organised by HR Corporate L&D or sourced directly through another authorised provider.
- To ensure that first-aid box supplies are regularly reviewed and replenished (first-aid kits are replenished).
- First-aiders must inform their line manager of any situation where they will not be able to conduct their first aid duties e.g. annual leave, long-term absence, secondment, etc. and of any changes in their room, building or contact details in order that the database and corresponding first-aid notices can be kept current.
- To inform the responsible manager in good time when intending to step down as a first-aiders,

## **Risk Assessment Process**

**The Corporate Safety Section has produced a First-aid Needs Assessment Template that can be found on the ['Forms' on the Corporate Safety Services webpage.](#)**

The assessment template has been designed to guide responsible managers and head teachers through the process and based on the responses to the questions give indications of the provisions needed.

### **First-aiders - How many?**

When considering the numbers of staff required for first aid provision, responsible managers need to consider:

- The nature of the workplace
- Workplace hazards and risks
- Size of the organisation
- Nature of the workforce
- The nature of the work done
- How many people are employed within the site/area?
- Do members of the public visit the site/premises?
- Do staff travel a lot or work alone\*?
- Are there inexperienced/young workers, employees with disabilities and or expectant mothers employed at the site?
- Work patterns e.g. flexible working arrangements, shift work, out of hours
- Is the place remote from emergency medical services?
- Are there any specific risks, e.g. hazardous substances, dangerous tools or equipment, dangerous machinery or loads, etc.?

- Annual leave, other foreseeable absences
- History of accidents
- Needs of travelling, remote and lone workers especially in locations outside the control of the Council.
- Distribution of the workforce e.g. split site, large numbers on one site
- Employees working on shared or multi-occupied sites
- First aid provision for non-employees

\*Working alone does not necessarily mean completely alone in a premises but could also be staff who work alone in a particularly remote area of a building or a significant distance from any other staff that can render assistance.

### **Paediatric First-aid**

The [EFYS Statutory Framework](#) provides information on staff/child ratios in Early Years settings and states that **at least** one member of staff with a full Paediatric First-aid (PFA) qualification must be on site at all times whilst children are under direct care of staff.

It must be noted that this is a minimum standard and as such, settings need to ensure that the first-aid needs assessment identifies an adequate number of staff that hold a full PFA to cover for breaks, differing shift patterns, outings, planned and unplanned absences etc.

**Note!** Whilst an Emergency Paediatric First-aid (EPFA) qualification is available, this is significantly more basic and is not suitable where staff are, or might be, in sole charge of the children for any period of time, and will not meet the Ofsted Early Years and Childcare Registration requirements. It is therefore suggested that this course only be considered in working environments where staff are not in direct care of children but children could be at particular risk of injury or illness on the premises and may foreseeably need basic treatment.

The syllabuses for both types of Paediatric First-aid qualification can be found in Appendix 1.

### **First-aiders - Who?**

Responsible managers must ensure suitable staff are identified and nominated to train as first-aiders as required.

The selection of first-aiders will depend on several factors and responsible managers should consider the employee's:

- Reliability (e.g. pattern of work/attendance record) and communication skills.
- Aptitude and ability to absorb new skills.
- Ability to cope with stressful and possibly physically demanding emergency situations and procedures.
- Ability to safely leave their normal duties to attend an emergency situation.

### **LBM LIST OF FIRST-AIDERS**

Please refer to HR Corporate L&D for a list of all current trained first-aiders within the Civic Centre. Responsible managers in other premises should maintain their own list of current trained first aiders for their site/school.

## Employee Facilities for First-aid

All workplaces must have adequate first aid facilities and equipment. **The minimum is:**

- An appointed person to look after the first aid arrangements, and;
- a clearly identified and suitably stocked first aid box.

Other provisions, based on the needs-assessment, may include:

- A first-aid treatment room.
- Additional first aid kits e.g. travel kits, personal first aid kits.

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## Reviewing Assessments

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The risk assessment should be reviewed on a minimum of an **annual** basis **or** before wherever there are significant changes to the nature of the work, staffing, etc. that could affect its validity.

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## First Aid Facilities – Standard First Aid Box

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### First-aid Boxes - What's in them?

- **See 'suggested contents of a First-aid box' (appendix 4)**

The contents of the first-aid boxes will reflect the types of risks associated with the workplace.

There is no specific legal requirement for what should be included; instead, there is a suggested minimum list of contents. Any extra items needed are determined by the first-aid needs assessment.

The box should only contain the first-aid materials and **nothing else**; the box should not be so cluttered it slows down the search for the items needed in an emergency.

**Medicine and tablets should not be included as they may only be dispensed by qualified medical personnel.**

First-aid boxes should be portable, so that they can be taken directly to the scene of the incident if necessary.

### First-aid Boxes - How many do I need?

The number of first aid boxes you should have in your workplace, as with the number of first-aiders, will be based on your risk assessment.

In small, single-storey buildings one box may be adequate. Additional first aid boxes may be required for the following:

- Multi-floor buildings
- Split sites
- Wide range of activities occurring on one site
- High hazard activities/areas (kitchens, workshops etc.)
- Play areas
- Off-site activities

### **First-aid Boxes - Where do I need them?**

The siting of first-aid boxes is crucial and should be given careful consideration. First-aid boxes must be highly visible and in a conveniently accessible position for the first-aider.

They must not be readily accessible to unauthorised persons (e.g. pupils, service users, visitors)

Further first aid kits may be required in work vehicles or on the person (e.g. portable first aid kit attached to the belt **(see under additional equipment)**).

### **First-aid Boxes - Who's responsible for looking after them?**

Arrangements must be in place to keep first aid kits fully stocked; the kit should be checked and replenished frequently.

**Regular monitoring of boxes or kits are the responsibility of the First-aider(s) or Appointed Person**, who should check that boxes are stocked to standard, that expiry dates are not exceeded and the contents are in a usable condition. Responsible managers have overall accountability for ensuring that the first aid boxes on their site are appropriately stocked with in-date contents and should monitor that this is taking place through arrangements for regular workplace inspection.

Contents should be replenished as quickly as possible after use. Adequate supplies should always be available from a back-up stock on-site. Extra stock of the relevant items are also best kept nearby in a reserve cupboard rather than cluttering the emergency box.

It is recommended that an inventory of the contents is checked on a regular basis, ideally monthly, particularly in larger workplaces and where stocks may deplete quickly. **To aid this, a first aid box checklist to be completed monthly can be found in Appendix 4.**

Replenishment of supplies or additional/replacement equipment is the responsibility of the responsible manager.

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## **First-aid Facilities – Additional Equipment**

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Your assessment of first-aid needs will need to consider where employees could face potentially significant or unusual risks **e.g.:**

- **Staff working in higher risk areas of the premises or involved in higher risk activities**
- E.g. kitchen staff, maintenance workers, vehicle workshops, refuse collectors, etc
- **Staff working mainly outside where there may not always be a first-aid box**  
E.g. midday supervisors in a school in the playground or school field

- **Those working away from their main place of work**  
E.g. social workers visiting clients in their homes.
- **Those working away from the main workplace and where access to facilities may be restricted**  
E.g. those who travel long distances or are continuously mobile, staff on school trips
- **Staff working alone**  
E.g. site caretaker opening up/locking up building, staff working in remote parts of the premises
- **Staff working in isolated or remote locations**  
E.g. Grounds staff working in parks and greenspaces

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## First-aid Facilities – Treatment Rooms

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Employees who have had an accident or are ill should be provided with somewhere private to sit and rest whilst they receive treatment / recuperate; however, this does not have to be a separate medical room.

### Schools

Specific legislation relating to schools requires that a suitable medical room(s) is in place within a school. This may not necessarily be exclusively for medical purposes but must not be used for teaching. For further information on these requirements, see the DfE guidance on [first-aid in schools, early years and further education](#).

### Corporate Premises

In corporate premises, the decision on whether or not to have a first-aid room has to be on the basis of the responsible manager having assessed the first-aid needs appropriate to the workplace.

If a first-aid room is judged to be necessary, it must:

- contain essential first-aid facilities and equipment;
- be easily accessible for stretchers and any other equipment needed to convey patients to and from the room, and;
- be clearly sign-posted and identified with safe condition signage (in accordance with separate regulations on safety signs).

A designated person (FAW or EFAW) should be given responsibility for the room.

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## Sharing of First-aid Facilities and First-aiders

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It should be noted that, in circumstances where Schools/LBM Departments share premises, first-aid rooms, first-aid areas and/or qualified first-aiders may also be shared subject to agreement and first-aid needs assessment.

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# Informing Employees

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First-aid arrangements only operate efficiently in an emergency where they are known, understood, and accepted by everyone in the workplace. All employees should be aware of:

- Who the first-aiders and/or appointed persons are.
- Where they are located in the workplace.
- How they can be contacted.
- Where first-aid equipment is situated.
- Where the first-aid room (if any) is situated.
- The procedures to be followed if external medical services are required (i.e. calling an ambulance).
- Where in the workplace such information is displayed (such as notice boards and first-aid signs).

Local procedures should also identify how relevant first-aid information will be provided to new employees e.g. part of the induction training for new employees. Responsible managers must also ensure that those with reading and language difficulties are considered when information is provided.

## Signs

It is the responsibility of the local responsible manager to ensure appropriate signage is on display in highly visible locations.

There should be at least one first-aid notice at each site which gives the name(s) and contact details of the relevant trained first-aid personnel in the workplace; adding in the location(s) of first aid kits should also be considered. This information should be clear, easily understood by all employees and kept up to date. Arrangements should be made for those with reading or language difficulties e.g. visually or hearing impaired, to also be kept informed through other means.

Suitable notices should be displayed in prominent locations where they can be easily seen by employees, e.g. near to the entrance of premises and then repeated at strategic locations within buildings e.g. on health & safety noticeboards and in frequently used communal areas e.g. reception, entrance hall, staff room, canteen etc.

Other signs should be on display to identify the following;

- Location(s) of first-aid boxes
- First-aid room or station
- Equipment such as eye wash stations.

All signs should be of the 'safe condition' type, with white markings on a green background **(see examples below)**

Signage should be replaced if the writing becomes illegible or the sign is damaged e.g. ripped, defaced with graffiti etc.

### EXAMPLE ARRANGEMENTS

#### CIVIC CENTRE:

It is the responsibility of Corporate Facilities Management to ensure that sufficient signs are displayed throughout the Civic Centre giving details of the main contact point (location and telephone number) for current first-aiders.

#### Example compliant first-aid signs:



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## Sharing information with others

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To ensure that adequate first-aid cover is provided at all times, there may be a need to exchange details of first-aid in your workplace with people or organisations other than your employees (see examples below).

The extent of the information you will need to provide and format (i.e. written down or verbalised) will vary depending on who it is you are talking to and the information they require.

It is important you consider the following groups:

- **The emergency services or local medical services:**
  - E.g. Where clients have acute medical issues that may require urgent medical intervention.
  - E.g. If you hold a public event where large numbers of the general public may be attending.

### EXAMPLE ARRANGEMENTS

For large events such as concerts, organisers have a duty of care to ensure that adequate medical, ambulance and first aid cover is available. Emergency services may ask to see a first-aid based needs assessment for an event you are organising.

- **Other building users:**
  - It may be that you share first aid provision on your site with the following groups:
    - E.g. On a shared worksite or multi-occupied building.

E.g. Groups hiring or leasing part of the building

### EXAMPLE ARRANGEMENTS

First-aid arrangements should be written into the terms and conditions in lease agreements or temporary letting agreements and verbalised with all groups to avoid any misunderstandings.

- **Visitors:**

Where visitors may not reasonably be expected to make their own first aid arrangements, the workplace could pose special hazards or visitors are more likely to have medical complaints, it is an idea to alert visitors to where they can seek medical assistance whilst under the Council's care:

E.g. Members of the public at a civic amenity site (e.g. Garth Road)

E.g. Social care setting e.g.: elderly or mental services.

### EXAMPLE ARRANGEMENTS

If there could be vulnerable visitors e.g. elderly etc, a simple sign in the public area will do e.g. *'If you are feeling unwell or require medical assistance please contact reception or a member of staff immediately'*

- **Non-employees carrying out work on your premises:**

Other people could be working on your premises; it is important that everybody is clear on the arrangements for first-aid so that prompt action can be taken.

E.g. Agency staff

E.g. Contractors

E.g. Volunteers

### EXAMPLE ARRANGEMENTS

First-aid arrangements should be part of an induction programme for new workers (temporary or permanent). All workers should be shown the health and safety policy that contains the workplace first-aid arrangements.

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## Record-keeping

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All responsible managers should maintain records for the following:

- A list of all qualified first-aiders
- Training the first-aiders have received e.g. certificates
- When current first-aiders require refresher training

### EXAMPLE ARRANGEMENTS

#### CIVIC CENTRE:

Records of current trained first-aiders in the Civic centre are maintained by HR (Corporate L&D). Responsible managers are responsible for ensuring that an adequate number of qualified first-aiders are operating on the site at all times. Such information can also be obtained from the Security team based in the Civic Centre.

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## Contact Points:

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If you uncertain of any of your responsibilities, or how to conduct your assessment please contact:

### Corporate Safety Services

[health.andsafety@merton.gov.uk](mailto:health.andsafety@merton.gov.uk)

020 8545 3388

If you require training contact:

### HR (Corporate Learning Development)

[CorpLearnDevel@merton.gov.uk](mailto:CorpLearnDevel@merton.gov.uk)

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## Links to further information:

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First-aid Needs Assessment Template:

- [LBM First-aid Needs Assessment](#)

Further guidance is available from these sources:

- [www.hse.gov.uk](http://www.hse.gov.uk)
- <http://www.unison.org.uk/file/166.pdf>
- [Early Years Foundation Stage Statutory Framework](#)

## SCHOOLS:

The Department for Education (DfE) has produced guidance on [First-aid in schools, early years and further education](#).

The DfE Guidance covers in more depth information on factors to consider when carrying out a risk assessment of first-aid needs in schools. This includes, for example, considerations such as paediatric first-aid in settings covered by the EYFS framework, medical rooms, outlying buildings, split sites, school trips, practical classes and out-of-hours activities e.g. sports and clubs.

## What Emergencies are First Aiders Trained to Deal With?

### First-aid at Work & Emergency First-aid at Work

<b>EFAW</b> = Emergency First Aid at Work (6 hour course) <b>FAW</b> = First Aid at Work (18 hour course)	<b>EFAW</b> 6 Hours	<b>FAW</b> 18 Hours
Cardiopulmonary resuscitation (CPR) and the use of an Automated External Defibrillator (AED)	✓	✓
Treating an unconscious casualty (including seizure)	✓	✓
Choking	✓	✓
Wounds and bleeding	✓	✓
Shock	✓	✓
Minor injuries	✓	✓
Preventing cross infection, recording incidents and actions and the use of available equipment	✓	✓
Fractures		✓
Sprains and strains		✓
Spinal injuries		✓
Chest injuries		
Burns and scalds		✓
Eye injuries		✓
Poisoning		✓
Anaphylaxis		✓
Heart attack		✓
Stroke		✓
Epilepsy		✓
Asthma		✓
Diabetes		✓

These topics are **not** covered on the EFAW course, so if any of these injuries or illnesses could occur, a full first aider at work should be provided

Extra, specialised training and provision may be needed for hazards such as chemicals, dangerous machinery, working in confined spaces etc.

You should also consider the possible illnesses that could occur in the workplace and ensure you have adequate provision.

Paediatric First-aid and Emergency Paediatric First-aid

<b>EPFA= Emergency Paediatric First-aid (6 hour course)</b> <b>PFA = Paediatric First-aid (12 hour course)</b>	<b>EPFA</b> <b>6</b> <b>Hours</b>	<b>PFA</b> <b>12</b> <b>Hours</b>
Be able to assess an emergency situation and prioritise what action to take	✓	✓
Help a baby or child who is unresponsive and breathing normally	✓	✓
Help a baby or child who is unresponsive and not breathing normally	✓	✓
Help a baby or child who is having seizure	✓	✓
Help a baby or child who is choking	✓	✓
Help a baby or child who is bleeding	✓	✓
Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)	✓	✓
Help a baby or child who is suffering from anaphylactic shock		✓
Help a baby or child who has had an electric shock		✓
Help a baby or child who has burns or scalds		✓
Help a baby or child who has a suspected fracture		✓
Help a baby or child who with head, neck, or back injuries		✓
Help a baby or child who is suspected of being poisoned		✓
Help a baby or child with a foreign body in the eyes, ears, or nose		✓
Help a baby or child with an eye injury		✓
Help a baby or child with a bite or sting		✓
Help a baby or child who is suffering from the effects of extreme heat or cold		✓
Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions		✓

### Suggested list of first-aid equipment

- A leaflet giving general guidance on first aid such as the HSE leaflet “Basic advice on First aid at Work” (see “Where can I get further information?”)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm X 12cm), individually wrapped, sterile un-medicated wound dressings
- Two large (approximately 18cm X 18cm), individually wrapped, sterile un-medicated wound dressings
- One pair of disposable gloves (preferably vinyl)

Tablets or medicines should not be kept in the first aid box.

**The above is a suggested contents list only. Equivalent items from a reputable supplier will be considered acceptable.**

Consider adding the additional first aid materials and equipment:

- Scissors
- Adhesive tape
- Disposable aprons
- Individually wrapped moist wipes
- If 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, containers should not be kept for reuse. Containers should not be used beyond their expiry date.



