Malden Oaks
School & Tuition service

Making the MOST of every day

First Aid Policy

Status	Statutory
Review Frequency	Annual
Last Reviewed	Autumn 2026
Next Review Due	Autumn 2027
Responsible for review	Headteacher
Approval by	Management Committee

In developing and reviewing this policy, the school has had regard to the following legislation and guidance, together with other relevant considerations:

Legislation	• Children and Families Act 2014, s 100 • Health and Safety (First-Aid) Regulations 1981 • Management of Health and Safety at Work Regulations 1992 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • Social Security (Claims and Payments) Regulations 1979 • School Premises (England) Regulations 2012

Official Guidance	• Supporting pupils with medical conditions at school • Health and safety: advice for schools • First aid in schools, early years and colleges

Contents

1. Aims 2
2. Roles and responsibilities 2
3. First aid procedures 5
4. First aid equipment 7
5. Record-keeping and reporting 9
6. Training 12
7. Monitoring arrangements 13
8. Links with other policies 14
Appendix - First Aid Needs Assessment 15

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff and Management Committee members are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Roles and responsibilities

2.1. Appointed person(s) and first aiders

The school's appointed persons are:

Provision	Appointed Person(s)
Whole School	Samantha Axbey (Headteacher) Ayse Meliz (Deputy Headteacher) Nick Smith (Deputy Headteacher)

Provision	Appointed Person(s)
Surbiton	Sarah Bann (Head of School)
Ham	Carly Briggs (Head of School)
6 Oaks	Bryan Molin (Head of School)
Kingston	Sarah Pfutzner (Head of School)
Hampton Hill	Nicky McLachlan (Head of School)
Malden Oaks Discover	James Cawthorn (Head of MO Discover)
IDEA team	Matthew Axbey (IDEA Team Manager)
Central Services	Catherine Morris (Finance & Operations Manager)

The **appointed person** for a provision is responsible for:

- **Staff Needs**
  - Discussing any medical needs with new staff during induction, and ensuring that an individual risk assessment is completed and signed if required.
  - Discussing any changes in medical needs with staff as they arise, in particular any additional risk assessment that may be needed for pregnant staff or staff undergoing hospital treatment.

- **Student Needs**
  - Discussing any medical needs with the parents/carers of new students at induction meetings, and ensuring that an individual health care plan is completed and signed if required.
  - Meeting with parents/carers to discuss any new medical issues as they arise.
  - Reviewing individual health care plans at least annually, in consultation with parents/carers.
- **First Aid Arrangements & Procedures**
  - Ensuring that all individual risk assessments and individual health care plans are implemented, including any specialist equipment and/or training required.
  - Ensuring all staff are aware of first aid procedures
  - Ensuring that details of the first aid arrangements for their site(s) are clearly displayed on signs (white cross on a green background)

    - Taking charge when someone is injured or becomes ill
    - Ensuring there is an adequate supply of medical materials in first aid kits, and arranging for the contents of these kits to be replenished
    - Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- **First Aid Incidents**
    - Ensuring that an ambulance or other professional medical help is summoned when appropriate
    - Sending students home to recover, where necessary
    - Sending staff home to recover, where necessary

All appointed persons are also first aiders.

In the absence of an appointed person, another suitable member of leadership staff may deputise for them. If there is no person available to act as the appointed person, the relevant provision cannot open, and staff and students must be sent home or to another provision.

2.2. First Aiders

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Filling in an accident report form on the same day as, or as soon as is reasonably practicable after, an incident

The school's first aiders are indicated on the staff structure. Their names will also be displayed prominently around the relevant site.

2.3. The local authority and governing board

The Royal Borough of Kingston upon Thames has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Management Committee.

The Management Committee delegates operational matters and day-to-day tasks to the headteacher and staff members.

2.4. The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary (see section 6.3)

2.5. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

3. First aid procedures

3.1. In-school procedures

In the event of an accident resulting in injury:

All Incidents

- The closest member of staff present will seek the assistance of a first aider, who will assess the situation and provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will complete an accident report form as soon as is reasonably practicable after an incident resulting in an injury

Students

- If the first aider believes that a student is too unwell to remain in school, they will contact the appointed person
- If the appointed person agrees that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider or appointed person will recommend next steps to the parents/carers
- If emergency services are called, the appointed person will contact parents immediately

Staff

- If the first aider believes that a member of staff is too unwell to remain at work, they will contact the appointed person.
- If the appointed person agrees that the member of staff is too unwell to remain at work, they will support them to arrange a safe means of returning home.
- The first aider or appointed person will recommend next steps to the staff member or their emergency contact.
- If emergency services are called, the appointed person will contact the staff member's emergency contact immediately.

3.2. Off-site procedures (School Visits)

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit (see section 5.2) or a vehicle first aid kit (see section 5.3)
- Information about the specific medical needs of students

When transporting students in a school vehicle, the driver will make sure the vehicle is equipped with a clearly marked first aid kit (see section 5.3). The first aider for the visit may then use this first aid kit for the duration of the visit.

Risk assessments will be completed by the member of staff in charge of the visit, and approved by the appointed person, prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 first aider on school visits.

Exceptions:

- A First Aider is not required when tuition is taking place in the home. The student remains the responsibility of the parent/carer/assigned responsible adult
- A First Aider is not required where tuition takes place in a public place e.g. library, community centre, coffee shop. In public spaces, the first aider in that workplace can be called upon.
- A First Aider is not required when visits take place to a public facility where First Aiders are in place e.g. swimming pool, bowling alley, ice-skating rink, sports centre

Lone Working procedures

When a member of staff is working unaccompanied and without immediate access to help (either due to being out of sight/earshot of other staff, or when working outside of the school's usual opening hours), they must carry a mobile phone with them at all times so that they can call for assistance in the event of an accident or injury.

If a member of staff is also off-site when lone working, they will be issued with basic first aid supplies (see section 5.4).

4. First aid equipment

First aid boxes must be accessible to all staff at all times when sites are in use.

Items such as painkillers, medicines and antiseptic ointments are not considered to be first aid materials and should not be stored in first aid boxes. Please refer to our Medicine Policy for further information on the storage and use of medicines.

4.1. First Aid Kits at sites

A typical first aid kit at each of the school sites will include the following, as recommended by the HSE:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 1 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

- Blue plasters (for kitchen first aid kits)

4.2. Portable First Aid Kits

Portable First Aid Kits will contain, at a minimum, the following items recommended by the HSE:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 1 triangular bandage – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- Any additional items that may be required due to the needs of the students/staff

4.3. First Aid Kits in vehicles

First aid kits in vehicles will contain, at a minimum:

- All items included in the portable first aid kit below
- 10 antiseptic wipes, foil 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 15cm × 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

4.4. Basic First Aid Supplies for Lone Workers off-site

Where a member of staff is working off-site unaccompanied and without immediate access to help, they will carry, at a minimum:

- Sterile plasters
- Sterile wound dressing
- Antiseptic wipes

4.5. Locations of First Aid Kits

First aid kits are stored in the following locations:

Site	Location(s)
Surbiton	Reception Catering Room School vehicle
Ham	Reception Catering Room Science Lab (eye wash kit) School vehicle
6 Oaks	Reception School vehicle
Kingston (Craigie Building)	Reception
Hampton Hill (Norman Jackson Centre)	Reception Kitchen
Malden Oaks Discover (Southwood)	Cabin
Malden Oaks Discover (P&H)	With DSL
Central Services & IDEA (Dukes Centre)	Finance Office

5. Record-keeping and reporting

5.1. First aid and accident record book

- An accident form will be completed by the first aider as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- Records will be retained by the school for a minimum of 10 years, and then securely disposed of.

5.2. Internal Reporting & Review

All accident forms are reviewed by the relevant appointed person, and discussed in weekly meetings with the Headteacher or Deputy Headteacher.

Accidents are also regularly reported to the Finance, Premises & Personnel Sub-committee of the Management Committee.

Where appropriate, the relevant appointed person(s) are responsible for ensuring that prompt action is taken.

5.3. Reporting to the HSE

The appointed person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Hand-arm vibration syndrome
    - Occupational asthma, e.g from wood dust
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any occupational cancer
    - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Students and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available at hse.gov.uk/riddor

5.4. Notifying parents and carers

The appointed person will inform parents/carers of any accident or injury sustained by a student, and any first aid treatment given, as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

6. Training

6.1. Training for appointed persons and first aiders

All appointed persons will undertake the same first aid course as First Aiders. Appointed persons are Heads of School/Team managers. In their absence, deputies will carry out this role.

First aiders will include:

- All senior and middle leaders
- All office managers
- Staff involved in delivering curriculum areas deemed likely to carry a higher risk of accident/injury: science, PE, catering, outdoor education

Appointed persons and other first aiders will complete a first aid course at least every 3 years, including as a minimum the following content:

HSE Content of an emergency first aid at work course

- understand the role of the first-aider, including reference to:
    - the importance of preventing cross infection;
    - the need for recording incidents and actions;
    - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation and use an automated external defibrillator;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

Additional content required for all first aiders

- Eye injuries
- Recognition and treatment of:
    - epilepsy
    - asthma
    - allergies including anaphylaxis
    - heart attack
    - stroke
- Fractures, including suspected spinal injury

6.2. Training for all staff

All staff will receive annual training covering:

- Applying this policy and procedures
- When to call a first aider
- Allergies, including administration of an adrenaline auto-injector for anaphylaxis

6.3. Specialist training

Staff at a particular site may receive some or all of the following training if needed due to the needs of staff/students at that site:

- Diabetes
- Asthma, including administration of an inhaler - Online Training. HOS to contact Nicky.Fairclough@yourhealthcare.org
- Administering first aid to students with specific SEND that make standard techniques unsuitable

Staff that may be required to administer first aid in a remote location not immediately accessible by road, will receive suitable outdoor first aid training.

6.4. Records of Training

The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

The school will arrange for first aiders to retrain before their first aid certificates expire.

7. Monitoring arrangements

A First Aid Needs Assessment will be carried out/reviewed annually, based on the HSE template. The student's GP should be providing an asthma action plan. A copy of the most recent assessment is included in the Appendix.

Based on this Assessment, this policy will be reviewed by the Headteacher annually.

8. Links with other policies

This first aid policy is linked to the following policies:

- Health and safety policy
- Anaphylaxis policy
- Supporting students with medical conditions policy
- Medicine policy
- Safeguarding policy

Appendix - First Aid Needs Assessment

Last Updated 21st September 2026

Factor to consider	Space for notes	Impact on first-aid provision	Action
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)			
Does your workplace have low-level hazards such as those that might be found in offices and shops?	**Surb** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - YES **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **Central/IDEA** - YES	The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.	**Appointed Persons**: For whole school: Headteacher For each site: Head of School / Service] (DC divided into Ham/Central Services/IDEA/6O as separate sites) **First Aid Equipment:** Full first aid kits to be present in: • All sites • All vehicles • All off-site visits Basic first aid equipment for: • All tutors The responsibility for checking First Aid kits lies with the Appointed Person. This may be delegated to office managers or other staff.
Medium-level hazards	**Surb** - YES		A qualified first aider having completed a

Factor to consider	Space for notes	Impact on first-aid provision	Action
such as kitchens, DT equipment, outdoor education materials,	**Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - YES **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **Central/IDEA** - NO		minimum of the Emergency First Aid at Work (1-day) syllabus, with additional training as relevant to their site, including recognition of major illnesses, and anaphylaxis, eye injuries, to be present at each site (except 1:1 tuition). All (Deputy) Designated Safeguarding Leads will be qualified first aiders as described above. Specialist first aid training for staff if required (e.g. Outdoor First Aid training for the DofE Curriculum Lead).
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	**Surb** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - NO **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - NO	You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room;	Hazards in the Science Labs: • Broken glass • Sharp objects (e.g. scalpels) • Burners • Chemical burns First aid provision as above will be sufficient as the hazards will not cause injuries requiring specialist training.

Factor to consider	Space for notes	Impact on first-aid provision	Action
	Central/IDEA -NO	– informing the emergency services of specific hazards etc in advance.	
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	**Surb** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - NO **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - NO **Central/IDEA** -NO	You should consider: – providing first-aiders; – additional training for first aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.	As above
Employees & Students			
How many people are employed on site? How many students are on site?	**Surbiton**- 10 +40 **Ham** - 15 +50 **6O** - 15 + 80 **Kingston (Craigie)** - 15 + 50 **HH (NJ)** - 18 +50	Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements;	There are currently AEDs (Automated External Defibrillator) at all school sites, in the following locations: Surbiton Ham reception (for Ham, 6 Oaks, IDEA

Factor to consider	Space for notes	Impact on first-aid provision	Action
	TS(home) - 2 +1 **Discover (Southwood)** - 10 +20 **Discover (P&H)** - 6 + 20 **Off-site** - 3 +10 **Central** - 10 +0	– a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low hazard environments, you should consider providing: – first-aiders; – additional first-aid equipment; – a first-aid room.	Team & Bus services) Kingston (in Craigie, adjoining) Hampton Hill (Norman Jackson) MO Discover (Southwood) Mo Discover (P & H)
Are there inexperienced workers/students on site, or employees who are disabled or have particular physical or mental health problems?	Health needs vary by site and student needs.	You should consider: – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.	**New Staff** complete an Occupational Health Assessment, and (with the staff's permission) relevant needs are shared with the Head of School to draw up an individual risk assessment which is signed by the staff member and Head of School. For new Heads of School, this process is done with the Headteacher. **New Students -** parents complete a form including their health needs which goes to the site's office manager and is entered into SIMS. Any medical needs from the form are discussed with the parent and Head of School at the induction meeting. If appropriate, an

Factor to consider	Space for notes	Impact on first-aid provision	Action
			individual health care plan is drawn up and signed by the parent and the Head of School. The Head of School will ensure that all specialist equipment and/or training is in place to support any individual risk assessments and/or individual health care plans are implemented. **Existing Students -** during the induction meeting at the beginning of the year, the tutor, parent & student will review the personal details printout from SIMS. Any changes in medical needs will be noted and returned to the office manager that day. Any new medical conditions need to be brought to the HoS's attention immediately. If appropriate, an individual health care plan is drawn up and signed by the parent and the Head of School, before the student attends lessons. The Head of School will ensure that all specialist equipment and/or training is in place to support any individual risk assessments and/or individual health care plans are implemented.

Factor to consider	Space for notes	Impact on first-aid provision	Action
Accidents and ill-health record			
What is your record of accidents and physical or mental ill health? What injuries and illness have occurred, including any life-threatening events (eg severe or life-threatening bleeding)? How and where did they happen?	Reports made via online form. Most reports are low-level and not life-threatening. Most injuries have involved kitchen equipment and unstructured time. Reports are reviewed by Headteacher & Head of Business Services and action taken.	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate	Incidents are discussed weekly with Heads of School / Service in their weekly meetings with the (Deputy) Headteacher. Accidents are reported to the FPP Sub-committee of the Management Committee and trends are identified and actioned.
Working arrangements			
Do you have employees who travel a lot, work remotely or work alone?	**Surbiton**- NO **Ham**- NO **6O** - NO **Kingston (Craigie)** - NO	You should consider: – issuing personal first-aid kits; – issuing personal communicators/mobile	**Home Learning** - basic sterile first aid supplies will be provided: • Plasters • Antiseptic wipes • Wound dressing

Factor to consider	Space for notes	Impact on first-aid provision	Action
	HH(NJ) - NO **Home Learning** - YES **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **BS/IDEA** - YES	phones to employees	All staff will carry personal mobile phones with them when working in order to communicate. **Discover** - all staff will carry personal mobile phones with them at all times. **Off-site** - if travelling in a school vehicle, the first aid kit from the vehicle will be removed and used during the visit/activity, and returned at the end. If travelling on foot/by public transport/etc. then the first aider will collect a first aid kit from their Head of School, and return it upon return. The first aider and staff member leading a visit/activity will have a mobile phone with them at all times. **Business Services/IDEA Team** - staff will carry personal mobile phones whenever lone working.
Do any of your employees work shifts or out-of-hours?	**Surb** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES	You should ensure there is adequate first-aid provision at all times people are at work.	All staff will have basic first aid training. If working out-of-hours, staff must ensure that they have a mobile phone.

Factor to consider	Space for notes	Impact on first-aid provision	Action
	Home learning - YES **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **Central/IDEA** - YES		
Are the premises spread out, eg are there several buildings on the site or multifloor buildings?	**Surb**- NO **Ham** - NO **6O** - NO **Kingston(Craigie)** - NO **HH(NJ)** - NO **Home learning**- YES **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **BS** - YES	You should consider the need for provision in each building or on each floor.	**Home Learning** - see above on lone working **Discover** - see above on lone working **Off-site** - see above on lone working **Business Services/IDEA Team** - see above on lone working
Is your workplace remote from emergency medical services?	**Surbiton**- NO **Ham**- NO **6O** - NO	You should: – inform the emergency services of your location;	N/A

Factor to consider	Space for notes	Impact on first-aid provision	Action
	Kingston (Craigie) - NO **HH(NJ)** - NO **Home Learning** - No **Discover (Southwood)** - NO **Discover (P&H)** - No **Off-site** - No **BS/IDEA** - No	– consider special arrangements with the emergency services; – consider emergency transport requirements.	
Do any of your employees work at sites occupied by other employers?	**Surbiton**- NO **Ham**- NO **6O** - NO **Kingston (Craigie)** - Yes **HH(NJ)** - NO **Home Learning** - No **Discover (Southwood)** - Yes **Discover (P&H)** - Yes **Off-site** - No **BS/IDEA** - No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	**Kingston** - written agreement in place for St John the Baptist Primary School to provide First Aid when required. **Discover & off-site** - Malden Oaks remains responsible for First Aid provision. When taking part in adventurous or hazardous activities, the risk assessment should indicate if additional first aid provision is required and, if so, if this will be provided by Malden Oaks or the provider.

Factor to consider	Space for notes	Impact on first-aid provision	Action
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	**Sur** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - n/a **Discover (Southwood)** - YES **Discover (P&H)** - YES **Off-site** - YES **Central/IDEA** - Y	You should consider: – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.	As all (Deputy) Designated Safeguarding Leads will be qualified first aiders, a site will not be able to open without a first aider present.
Non-employees			
Do members of the public or non-employees visit your premises?	**Sur** - YES **Ham** - YES **6O** - YES **Kingston(Craigie)** - YES **HH(NJ)** - YES **Home learning** - YES **Discover (Southwood)** - YES	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.	First aid provision will be sufficient for visiting parents/contractors. Visitors will be responsible for bringing their own medication if required.

Factor to consider	Space for notes	Impact on first-aid provision	Action
	Discover (P&H) - YES **Off-site** - YES **Central/IDEA** - Yes		