



**THORPE**  
PRIMARY ACADEMY

One Community, Growing Together

# First Aid Policy



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## 1. Policy Statement

Thorpe Primary Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors 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

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## 2. Legal Framework

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

The policy is implemented in conjunction with the following school policies:

- Health and Safety Statement of Policy
- Supporting Pupils with Medical Needs Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy

### 3. Roles and Responsibilities

The **Academy Committee** is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures but delegates operational matters and day to day responsibility to the Headteacher and first aiders.

The **Headteacher** is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed First Aiders within the school based upon the risk assessment.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure that adequate space is available for catering to the medical needs of pupils
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school First Aiders and how to contact them if necessary.

**Staff** are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Making sure they follow first aid procedures
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

**First Aiders** are responsible for:

- Completing and renewing training as dictated by the Headteacher.
- Ensuring that they are comfortable and confident in administering first aid.

- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Acting as first responders to any incidents, assessing the situation and providing immediate and appropriate treatment.
- Ensuring the first aid stations have the right level of supplies to meet BS8599-1:2019 standards, collecting additional stock from the school office when required
- Liaising with the Senior Leadership Team to send pupils home to recover, when necessary
- Maintaining injury and illness records and ensuring first aid and medical notifications are sent to parents/carers
- Supporting with any accident investigations

**The Appointed Person** is responsible for:

- Overseeing the school's first-aid arrangements.
- Ensuring suitable stocks of first aid equipment is maintained so first aiders can restock the first aid kits and boxes.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services when appropriate.
- Reporting specified incidents to the Trust and HSE where necessary.

Our school's appointed person(s) and/or first aiders are listed in Appendix 1. Their names will also be displayed prominently around the school site.

## 4. First Aid Provision

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. The first aiders / appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use to ensure they meet BS8599-1:2019 standards (see Appendix 2). Items will be safely discarded after the expiry date has passed.

All first aid containers will be identified by a white cross on a green background. First aid boxes are in the following areas:

- KS5 Breakout Area - Medium Standard BS8599-1:2019
- KS1 Corridor - Medium Standard BS8599-1:2019
- KS2 Corridor - Medium Standard BS8599-1:2019
- Nursery - Small Standard BS8599-1:2019
- Reception classroom - Small Standard BS8599-1:2019
- Kitchen - Small Standard BS8599-1:2019 & Burns Kit
- Food Tech Room - Small Standard BS8599-1:2019 & Burns Kit

First aid supplies are stored in the school office in the cupboards opposite the photocopier. First aiders can come to collect any additional supplies they feel they need for their area.

## 5. First Aiders

The main duties of First Aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all First Aiders hold an Ofsted or HSE recognised qualification and that refresher training is arranged before the certificates expire.

The school will ensure that an adequate number of First Aiders are trained in paediatric first aid, including resuscitation procedures for children.

First Aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager/Appointed Person.

First Aiders and classroom support staff will be responsible for ensuring that all classes have a basic first aid kit which can be used for trips and outings and is properly stocked and maintained. The first aid Appointed Person will be responsible for maintaining supplies which can be used to top up these kits.

First aid notices will be clearly displayed throughout the school with information on the names and locations of First Aiders to ensure that pupils and staff know who they must contact in the event of illness or injury. See Appendix 1.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present. When required, which will be decided via a risk assessment, a qualified first aider will accompany pupils on trips and outings.

All staff members will be made aware that agreeing to become a First Aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting First Aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Working hours and duty locations
- Normal duties – a First Aider must be able to leave to go immediately to an emergency.

## 6. Automated external defibrillators (AEDs)

The school has procured an AED, which is located in the school office. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. First aiders are trained how to use AEDs as part of their training course and further information on how to use an AED is provided alongside the AED.

## 7. Emergency Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, 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
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, they will liaise with a member of the Senior Leadership Team and parents /carers will be contacted to ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, parents / carers will be contacted immediately, usually by a member of the Senior Leadership Team or the office team, whilst the first aider remains with the injured person and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, and parents /carers/family members have not yet arrived at school, a staff member will accompany the pupil in the ambulance and remains with the pupil at the hospital until a parent arrives. Any medical information and medication for the pupil must be taken to the hospital and passed on to the nurse or doctor.
- In the event that an ambulance is not required, but medical attention is needed and parents / carers are delayed, the pupil can be taken to the hospital or doctor in a staff car accompanied by at least two staff members – one of whom to drive the car, and one of whom, a First Aider, to sit with the pupil in the back seat and attend to their medical needs. If taken in a taxi, one First Aider will accompany the child. One of the staff members will remains with the pupil at the hospital or doctor's office until a parent arrives. Any medical information and medication for the pupil must be taken to the hospital and passed on to the nurse or doctor.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

## 8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved. Risk assessments will be checked and approved by the Educational Visits Coordinator prior to the trip.

The school will take the class first aid kit and all emergency medication for the class on the visit and will check that the bag has an appropriate level of equipment to cope with all possible emergencies, including:-

- A leaflet giving general advice on first aid
- individually wrapped sterile adhesive dressings (at least 6)
- unmedicated dressings
- triangular bandages
- safety pins
- cleansing wipes
- disposable gloves

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 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 x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

When using external coach providers, the school will ensure that all school coach suppliers carry a suitable first aid box which is readily available and in good condition.

The Emergency procedures detailed in Section 7 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

For more information about the school's educational visit requirements, please see the Educational Visits Policy.

## 9. Reporting Accidents and Record Keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher / office team will telephone the pupil's parents as soon as possible. For minor bumps and scrapes, the class teacher / teaching assistant will inform the parents at home time. Parents will be informed by telephone about any head injuries with follow up email / letter giving given guidance on the action to take if symptoms develop.

A list of emergency contacts for each child are recorded on Arbor and can be accessed by all teaching staff and the office team. Contact details for parents / carers are also available on Medical Tracker.

Medical Tracker will be used to record any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name of the First Aider or person dealing with the incident.

The Medical Tracker log can be completed by the first aider, or by the teacher / another support staff member under the direction of the first aider if required. Head injuries and any more serious injuries which require the pupil to go home / be taken to the hospital will be reported to the Headteacher, School Business Manager and Appointed Person via automatic alerts from Medical Tracker. However, first aiders should flag more serious injuries in person if they feel an accident investigation is required or a RIDDOR report might need to be made.

### Reporting to the HSE

The School Business Manager (or another member of the Senior Leadership Team in the event of absence) will ensure that any injury or accident that must be reported to the HSE under RIDDOR obligations is reported to the Trust and then 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 [job title of relevant member of staff] 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

**Pupils 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)

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). All records will be filed and stored in line with the Record Management Policy. Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE - http://www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

## 10. Storage of Medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Emergency medication (asthma pumps, epi-pens, diabetes medication) will be kept in the classroom on the medical hook where it is readily accessible at all times, including during break-times and PE lessons. Class teachers and support staff will be responsible for bringing out this bag with the class in the event of an emergency evacuation so the medication is available if needed.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. spare EpiPens and asthma pumps. These will be kept in the school office. An emergency anaphylaxis kit is also located in the school kitchen so it can be accessed quickly in the event of an anaphylaxis incident in one of the dining halls. The office team will be responsible for bringing out the emergency medication in the event of an emergency evacuation.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. IHPs will be uploaded to Medical Tracker and Arbor so any staff dealing with a medical emergency have access to the details in the care plan.

## 11. Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area (usually the school lobby) will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time. A medical room is also available opposite the library if the pupil needs to lie down.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

## 12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. Parents declaring their child suffers with allergies will also be asked to complete an Allergy Declaration Form (see the Allergen and Anaphylaxis Policy) and work with the school catering team to agree a special menu. Parents are asked to advise the school immediately if there are any updates to these medical conditions.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

## 13. Monitoring and Review

This policy will be reviewed annually by the Governing Body, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is January 2027.

## 14. Version History

VERSION	ACTION	RESPONSIBLE	DATE

## 15. Appendix 1: First Aiders

### FIRST AIDERS – FIRST AID AT WORK

Name	Type	Location	Expiry
K Armstrong	First Aid at Work	Premises	15/1/26
N Odedra	First Aid at Work	Reception	14/7/27

### FIRST AIDERS – EMERGENCY 1<sup>ST</sup> AID AT WORK

Name	Type	Location	Expiry
J McDonough	Emergency 1st Aid at Work	PE	10/6/2027
A Bentley	Emergency 1st Aid at Work	Nursery	11/10/2027
J Cobbin	Emergency 1st Aid at Work	Potter	21/4/2027
S Chowdry	Emergency 1st Aid at Work	Reception	9/7/2028
J Baker	Emergency 1st Aid at Work	Year 3	11/10/2027
K Kaur	Emergency 1st Aid at Work	Float TA	2/7/2026
K Parekh	Emergency 1st Aid at Work	Year 5	10/6/2027
M Malik	Emergency 1st Aid at Work	Nursery	21/4/2027
N Odedra	Emergency 1st Aid at Work	Reception	12/3/2028
S Mehmoond	Emergency 1st Aid at Work	Reception	2/9/2028

### FIRST AIDERS – PAEDIATRIC FIRST AIDERS

Name	Type	Location	Expiry
A Bentley	Paediatric First Aid	Nursery	11/11/2027
C Greening	Paediatric First Aid	Year 6	3/12/2026
J Cobbin	Paediatric First Aid	Potter	22/4/2027
J Baker	Paediatric First Aid	Year 3	11/11/2027
K Kaur	Paediatric First Aid	Float TA	11/4/2027
N Odedra	Paediatric First Aid	Reception	13/3/2028
M Malik	Paediatric First Aid	Nursery	22/4/2027
S Chowdry	Paediatric First Aid	Reception	8/9/2028
S Mehmoond	Paediatric First Aid	Reception	2/10/2028
N Nisa	Emergency Paediatric	Nursery	31/8/2028

### EPILEPSY TRAINING

All staff have received basic epilepsy awareness training in Jan '26. In the event that a pupil is diagnosed with epilepsy, specific staff will be trained to support the pupil.

### ASTHMA TRAINING

All first aiders have received anaphylaxis training as part of their First Aid Certificate. Additionally, all staff (including kitchen and midday staff) received basic asthma training in Jan 26.

**DIABETES TRAINING**

NAME	AREA	TRAINING	DATE
K Kaur	Float TA	NHS Diabetes Team	22/10/24
J Baker	Year 3	NHS Diabetes Team	22/10/24
L Beeny	Reception	NHS Diabetes Team	Sept 25
R Neville	Reception	NHS Diabetes Team	Sept 25
S Chowdry	Reception	NHS Diabetes Team	Sept 25
S Mehmod	Reception	NHS Diabetes Team	Sept 25
F Jahangir	Reception	NHS Diabetes Team	Sept 25
F Bhojani-Sodawals	Reception	NHS Diabetes Team	Sept 25
A Bentley	Nursery	NHS Diabetes Team	Sept 25
S Joyce	Nursery	NHS Diabetes Team	Sept 25

**ALLERGEN TRAINING**

All first aiders have received anaphylaxis training as part of their First Aid Certificate. Additionally, all staff (including kitchen and midday staff) received basic anaphylaxis training in Jan 26 which included training on the use of epi-pens.

NAME	AREA	TRAINING	DATE
M Creswell	Kitchen	Allergy & Food Intolerance Training	27/6/25
S Curtis	Kitchen	Allergy & Food Intolerance Training	23/5/25
T Bloor	Kitchen	Allergy & Food Intolerance Training	8/11/25
N Marshall	Kitchen	Allergy & Food Intolerance Training	9/9/25
C Smalley	Kitchen	Allergy & Food Intolerance Training	11/11/25

**ADMINISTRATION OF MEDICINES TRAINING**

NAME	AREA	TRAINING	DATE
H Kirkpatrick	Office	TES Develop	12/11/25
R Hancock	Office	TES Develop	13/1/26

## 16. Appendix 2: First Aid Kit Contents

### BS8599-1 MEDIUM FIRST AID KIT FOR FIRST AID STATIONS

#### (KS1 CORRIDOR, Y5 BREAKOUT, KS2 CORRIDOR)

- 2 x Disposable Heat Retaining Foil Blankets
- 2 x Microporous Tape 2.5cm X 10m
- 3 x Sterile Moist Cleansing Wipes (Packs of 10)
- 3 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 9 x Nitrile Powder-Free Gloves, Large (Pairs)
- 1 x Revive-Aid
- 2 x Burnshield® Dressings 10cm X 10cm
- 3 x No.16 Sterile Eye Pad Dressings
- 4 x Medium HSE Sterile Dressings 12cm X 12cm
- 3 x Large HSE Sterile Dressings 18cm X 18cm
- 3 x Sterile Finger Dressings 3.5cm X 3.5cm
- 2 x Conforming Bandages 7.5cm X 4.5m
- 6 x Washproof Plasters, Assorted Sizes (Packs of 10)
- 2 x Instant ice packs (for emergency use)
- 1 x First Aid in an Emergency Booklet

### BS8599-1 SMALL FIRST AID KIT

#### (NURSERY, RECEPTION, KITCHEN & FOOD TECH ROOM)

- 1 x Disposable Heat Retaining Foil Blanket
- 1 x Microporous Tape, 2.5cm X 10m
- 2 x Sterile Moist Cleansing Wipes (Packs of 10)
- 2 x Non-Sterile Disposable Triangular Bandages 90cm X 90cm X 130cm
- 1 x Tuff-Kut Scissors
- 6 x Nitrile Powder-Free Gloves, Large (Pairs)
- 2 x No. 16 Sterile Eye Pad Dressings
- 2 x Medium HSE Sterile Dressings 12cm X 12cm
- 2 x Large HSE Sterile Dressing 18cm X 18cm
- 2 x Sterile Finger Dressings 3.5cm X 3.5cm
- 1 x Conforming Bandage 7.5cm X 4.5m
- 4 x Washproof Plasters, Assorted Sizes (Packs of 10)
- 2 x Instant ice packs (for emergency use)
- 1 x First Aid in an Emergency Booklet

Note: Burns kits required for Food Tech Room and Kitchen

## 17. Appendix 3: Reporting Flowchart

