

Your School's *First Aid*

Includes

- Your statutory responsibilities
- The latest information on Asthma,
Anaphylaxis & Meningitis



SkillBaseTM
First Aid

confidence, not just competence.

We turning **PEOPLE** into **HEROES**

EMERGENCIES HAPPEN

On ordinary days, for ordinary people, life can change in a heartbeat.

- In a heartbeat, it's three o'clock in the morning and your neighbour is frantically knocking on your door because their toddler has stopped breathing and is turning blue.
- In a heartbeat, you're driving home from work, a cyclist has been knocked over and may have life-changing injuries; he's someone's Dad, and someone's partner.
- In a heartbeat, a teacher in a classroom has a child who is having a seizure and has knocked their head on the way down. They are drooling, blood coming from their mouth, and their eyes are rolling back.

Imagine being that neighbour, driver, or teacher. Can you imagine how scary that would be?

Imagine that you had absolutely no idea of what to do, never did first aid training, or let it go out of date. That is unthinkable to us. We believe that no one should ever feel anything less than confident in dealing with an emergency. We will all have times in our lives when we are called upon to be a hero. We're on a mission to turn ordinary into extraordinary. To fill the UK with heroes on standby, trained in a way that empowers them to help someone in need.

Our team of dedicated and passionate trainers are hero-makers. They teach skills and coach confidence, not just competence.

We'd like to welcome you onto our mission, there's lots to do. Let's get started.



You & Your School's **FIRST AID** Responsibilities

Schools should have a policy and assessment for first aid, to ensure that the school team can safely manage an accident or case of ill health. This guide is aimed to give general advice on first aid good practice.

Health and safety law holds employers responsible for maintaining the right levels of first aid cover. Schools should take into account teaching & support staff, pupils and visitors to the site. Provision should also be made for when staff and pupils are off-site, for example on school trips.

Schools

- Should have a policy and risk assessment for first aid in school.
- Maintain health and safety law regarding first aid for teaching and support staff.
- Make provision for when staff and children are off-site.
- Provide adequate first aid kits and equipment.
- Make arrangements for out of hours agreements, such as lettings and parent's evening.

Headteachers

- To put the school / governing body / academy policies into practice.
- Develop detailed procedures.
- Make sure that staff and parents are aware of the school's health & safety policy, including arrangements for first aid.

School staff

- Don't automatically include giving first aid, although staff may volunteer to undertake these tasks.
- Should use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils.
- **In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.**

Source: **The Department of Education**



1

Determine the Training Needed

Consider the level of training you will need and the number of first aiders that need training.



	Yes	No
Are there any specific hazardous areas at your school? For example, kitchens, technology areas, chemistry labs and sports facilities. You might need to consider training someone on a course such as First Aid at Work (three days).	<input type="checkbox"/>	<input type="checkbox"/>
Do any school users have specific health conditions or disabilities? Such as Asthma or Anaphylaxis. You'll need to choose training that covers these conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Does the school have children on roll that have not yet reached puberty? If so, you must have at least one person trained on a Two Day Paediatric First Aid course to comply with the EYFS Framework.	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate provision for break times? Some first aiders may leave the site for their lunch, for example.	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate provision for absence, out-of-hours and off-site activities? For example, if a first aider is sick, on lunch, or off-site.	<input type="checkbox"/>	<input type="checkbox"/>
Do any contractors work on site? For example, have arrangements been made for contract cleaners or catering staff?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Defibrillator on site?	<input type="checkbox"/>	<input type="checkbox"/>

2

Choose Your School's Perfect Course

Select the courses that meet your needs based on your answers from step 1.

	Emergency actions	Getting help effectively	Adult basic life support (CPR)	Baby & child basic life support (CPR)	Hygiene	Neck & back injuries	Breathing problems	Choking adult	Choking baby & child	Using a Defib (AED)	Asthma	Panic Attack	Drowning	Smoke / fume inhalation	Anaphylaxis	Unconsciousness & seizures	Recovery position	Multiple casualty incidents	Heart attacks & angina	Shock & fainting	Hypovolaemic shock	Electric shock	Minor wounds	Major wounds & amputations	Crushing injuries	Burns	Bones, muscles & joints	Concussion & compression	Strokes	Minor & major seizures	Febrile convulsions	Sudden poisoning	Diabetes	Effects of temperature	First aid kits	Accident reporting	Croup, sickle cell, insect stings & bites	Meningitis		
First Aid at Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
First Aid at Work Requalification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paediatric First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Paediatric First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency First Aid in Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundation First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Essential Life Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action for Anaphylaxis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



First Aid Kits & Equipment Checklist

Schools are responsible for providing first aid kits and equipment.

Kits should be located around the site so that they are easily accessible – and should also be easily identifiable; in a green container with a white cross on it. It isn't necessary to provide a first aid kit in every classroom but there should always be a first aid kit in quick and easy reach.



For all your first aid kits and supplies, visit...
skillbasefirstaid.com/shop

Should we have plasters in our first aid kit?

Yes.

"There is no rule that says a responsible adult can't put a plaster on a child's minor cut. Some children do have an allergy to normal plasters. If you know a child is allergic you can use the hypo-allergenic type of plaster. The important thing is to clean and cover the cut to stop it getting infected." – HSE

Does our school need a first aid room?

Yes.

The Education (School Premises) Regulations 1996 state that school should provide a room that can be used for medical and dental treatment. However, this does not have to be a dedicated room, and can be used for other purposes.

Does our school have to have a Defib?

No.

Unless your risk assessment or local policy says otherwise. However, it is currently encouraged by the government as part of first aid equipment to have one on-site, as if a Defib is used in the first 4-5 minutes of a cardiac arrest the chances of survival increase by over 50%.



Use the guide on the next page with our recommendations to check cover in different areas!

First Aid Kits & Equipment Checklist

Use this guide with our recommendations to check cover in different areas!

School area	Recommendation(s)	Take action?
KS 1 & 2 classroom areas	Childcare First Aid Kit	Yes / No
KS 3 & 4 classroom areas	British Standard First Aid Kit	Yes / No
Staff & admin areas	British Standard First Aid Kit	Yes / No
Science labs, Design & Technology areas	British Standard First Aid Kit / Burns Kit / Eyewash Kit	Yes / No
Kitchens (and Food Tech teaching areas)	British Standard Catering First Aid Kit / Burns Kit / Eyewash Kit	Yes / No
Mini-bus / trips	British Standard Travel First Aid Kit / Bum-bag First Aid Kit	Yes / No
P.E.	Sports First Aid Kit	Yes / No
Playground	Bum-bag First Aid Kit	Yes / No

For all your first aid kits and supplies, visit... [skillbasefirstaid.com/shop](https://www.skillbasefirstaid.com/shop)



Your School's Guide to...

ASTHMA

There are nearly 6 million people in the UK with asthma. Although management and treatment of asthma is very good, we should not forget that it is a life threatening condition. Over 1,500 people in the UK die of asthma each year.

Possible signs & symptoms

- Wheezy breathing (especially when breathing out)
- Shortness of breath
- Exhaustion
- Coughing
- Tightness in chest
- Distressed and anxious
- Difficulty in talking
- Signs of hypoxia (low oxygen)

What to do

- **Get the casualty sitting upright.** If they are weak, they could lean onto something, but **do not** allow them to 'curl up' or lay down.
- **Reassure the casualty** to relieve anxiety but do not encourage them to talk back.
- **Keep the casualty in the environment they are in** (unless in danger or it is making breathing worse).
- **Moving the casualty** to an environment with a different temperature (such as outside or an air conditioned room) **may make breathing more difficult.**
- **Get the casualty to take their medication as instructed.** Asthmatics should carry a blue reliever inhaler (other colours are usually preventer inhalers). They should be able to take this themselves, but the first aider can assist them if needed, especially if weak or exhausted.
- **They may use a spacer or chamber** to make the medication more effective.
- Usually they would **take a puff every 30 - 60 seconds**, up to a maximum of 10 puffs.
- Be prepared to use your **emergency plan.**

Call 999 if the casualty does not improve after taking their inhaler, or you are unsure or worried.



Your School's Guide to...

ANAPHYLAXIS

Anaphylaxis or Anaphylactic Shock is a severe allergic reaction. The reaction will often happen very quickly, within a few minutes of exposure to the allergen, but sometimes can take several hours.

Possible signs & symptoms

- Itchy, flushed skin
- Difficulty in swallowing or speaking
- Feeling faint & weak
- Nettle-like rash or hives
- Feeling or being sick
- Abdominal pain
- Swelling of the mouth & throat
- Collapse and unconsciousness
- Severe asthma

What to do

Remove the trigger if possible, dial 999 for an ambulance, and reassure the casualty. If the casualty is not having breathing difficulties, lie them down and raise their legs. If the casualty is having difficulty breathing, keep them sat upright.

If the casualty stops responding, use your emergency plan.

Medication

They may carry an adrenaline injection. Usually the casualty will be able to inject themselves but if they are having difficulty you can help them to use it. The different brands have slightly different instructions, but they are always clearly indicated on the device. **Once the adrenaline is injected, they will usually recover very quickly.** If there has been no improvement within five to fifteen minutes, a second injection may be needed. **Seek guidance from ambulance control if this is the case.**



Your School's Guide to...

MENINGITIS

Signs and symptoms of meningitis are varied, but often appear similar to flu like symptoms. Symptoms can appear in any order and some may not appear at all.

Possible signs & symptoms for children & adults

- Fever, cold hands and feet
- Vomiting
- Drowsy, difficult to wake
- Confusion and irritability
- Severe muscle pain
- Pale, blotchy skin
- Spots/rash
- Severe headache
- Stiff neck
- Dislike bright lights
- Convulsions / seizures

What to do

- If you're concerned, **don't waste time** – get help immediately.
- Recognising early signs and symptoms is difficult, so **don't be afraid to make it clear** that you are concerned about meningitis.
- **If you think you may have recognised early symptoms** you can call NHS 111, go to your GP, Accident and Emergency, or dial 999 for an ambulance.
- **Trust your instincts**, even if the casualty has already seen the doctor.

Possible signs & symptoms for babies & toddlers

- Fever, cold hands and feet
- Refusing food and vomiting
- Fretful, dislike being handled
- Drowsy, floppy, unresponsive
- Rapid breathing or grunting
- Pale, blotchy skin
- Spots/rash
- Unusual cry, moaning
- Tense, bulging soft spot
- Stiff neck, dislike bright lights
- Convulsions/seizures



Our Most Popular Courses for Schools

Emergency First Aid for Schools

One day HSE compliant course.

This course is fantastic for KS1 & KS2 Schools, giving confidence with often worrying topics such as Anaphylaxis and Asthma. It'll well prepare you for an emergency situation both in and out of school – and centres around building an emergency plan, ready to quickly kick in should an emergency arrive!

Paediatric First Aid

OFSTED compliant two day course.

This course is specifically written for child care settings to comply with the Early Years Foundation Stage Statutory Framework. It's a relaxed workshop, absolutely packed with plenty of practice and loads of time to ask questions and share stories, covering childhood illnesses and conditions in-depth.

Emergency Paediatric First Aid

One day HSE compliant course.

This course is fantastic for child care settings – especially those applying for Millie's Mark. Childcare settings that need to comply with the Early Year Foundation Stage Statutory Framework should assess their needs and should consider training their team on the 2 day full Paediatric First Aid Course.

First Aid Instructor Training

Three day 'Principles & Practice' course.

This course is all about confidence building. If you are looking to become a first aid instructor to train independently or for your workplace, this is the ideal course for you. You don't need to have previous experience of teaching first aid, as this course will give you all the skills you need.

Basic Life Support

2.5 hour HSE compliant course.

This course includes Basic Life Support (CPR) and using a Defib (AED). This is the mini first aid course that packs a punch! A friendly workshop, covering the essentials of what to do if someone is not breathing. Fantastic for primary care settings, and those wanting to know the essentials of what to do in a life-threatening emergency.

Mental Health First Aid

From 2.5 hours to two days

Mental health courses range from 'Fundamental Wellbeing Essentials', an introductory awareness course through to two full days training where you become a mental health first aider. We all have mental health, just as we have physical health. Our training teaches people how to spot the signs and symptoms of mental ill-health or a decline in wellbeing, and how to provide help.

We Are The Hero-Makers!

Realistic, engaging and relaxed courses

By providing a relaxed training environment, delegates are more likely to interact and ask questions. This ensures that delegates go away feeling more confident and are therefore more prepared to help and assist with emergencies both inside and outside the workplace.

Defib included as standard on every course

With an increasing amount of defibs (AEDs) in workplaces and the community we train everyone to feel confident in using them. Together we are working towards reducing the 250 people that die every day of sudden cardiac arrest in the UK.

Baby and child first aid covered as standard

With an increasing amount of defibs (AEDs) in workplaces and the community we train everyone to feel confident in using them. Together we are working towards reducing the 250 people that die every day of sudden cardiac arrest in the UK.

Tests banished to concentrate on the practical

Having no stressful tests on courses, so we can concentrate on confidence building practice time.

Over 98% of our 120,000+ first aiders rate us as excellent

We're pretty proud of that. Our unique, realistic and engaging methods are all designed around first aider confidence.

HSE and UK Resuscitation Council compliant

You can be assured that your training meets all the necessary guidelines and regulations. So first aiders always know how to act appropriately in an emergency.

Our super team make booking easy-peasy

It's really simple to book with us. We'll confirm your booking on email straight away, and of course send you everything you need to know. Our team love making things super easy for you!



**OUR
CONFIDENCE
GUARANTEE!**

**We guarantee that everyone
who trains with us will leave
as a confident first aider
– or we will refund and
retrain!**

Don't Just Take Our Word For It!

Paediatric First Aid

Really enjoyed the course. It was informative and delivered in a way that felt achievable. The course has made me feel well prepared.

-Juno, The Forest Folk

Paediatric First Aid

A great SkillBase course, as always. I feel confident to use the skills I have learnt, should I need to. Thank you :)

-Victoria, Brookside Primary School

First Aid Instructor

The course filled me with confidence and enthusiasm to deliver great first aid courses. The tutor had excellent tips. Thank you for a brilliant experience!

-Emma Daly

Emergency First Aid For Schools

Debbie was absolutely fabulous! Answered any questions we had and supported anyone who was struggling. I learned a lot of useful information and feel prepared for the future.

Amy,
Beacon Academy
-Amy, Beacon Academy

Emergency First Aid For Schools

This was a really engaging course, much better than any other first aid I've ever done!

-Coral, Queenswood School



SkillBaseTM
First Aid

The Coach House,
Desford Hall, Leicester Lane,
Desford, Leicester, LE9 9JJ

0330 335 1234
info@skillbasefirstaid.com
skillbasefirstaid.com