

# First Aid Policy

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## Contents

Title	Page
1. Statement of Intent	2
2. Roles and responsibilities	2
3. Determining First Aid Needs, the First Aid Needs Assessment and how many First Aiders are needed.	3
4. Additional expectations for first aid cover (off site visits)	4
5. First aid boxes, supplies and checks	5
6. First aiders skillset	5
7. First aid training	5
8. First Aid Payment	6
9. Appointed Persons	6
10. Automated External defibrillators (AEDs)	6
11. Example First Aid Procedures	7
12. Lettings / clubs	8
13. Eye wash stations (mainly secondary schools)	9
14. First aid rooms and hygiene	9
15. Recording and reporting	9
16. Reporting to the HSE	10
17. Monitoring	10

Appendices
Appendix 1: Suggested First Aid Provision Guide (minimum staff and adults)
Appendix 2: School's Assessment of First Aid Needs
Appendix 3: Recommended First Aid Kit Contents

## **1. Statement of Intent**

The Bolton Impact Trust (BIT), (the Trust) and the schools in the Trust are committed to providing suitable emergency first aid provision in order to deal with accidents, ill health and incidents affecting staff, pupils and others on their premises. The arrangements within this policy sit alongside the Assessment of First Aid Needs and First Aid Risk Assessment which are attached as appendices.

This policy aims to ensure:

- That the central office and schools have an adequate, safe and effective first aid provision.
- That there are sufficient first aid trained staff and suitably stocked first aid containers.
- That staff and pupils are aware of the procedures to take in the event of any illness, accident or injury.

This document has been developed for all schools in the Trust to read, adapt, implement and communicate to staff. The relevant sections detailed specific roles and nominated staff must be completed to ensure the policy is fit for purpose and relevant to each school.

## **2. Roles and Responsibilities**

The Trust board is responsible for:

- Championing health and safety in BIT and across all schools in the Trust.
- Ensuring this policy is in place. It is ratified and communicated to all schools.
- Confirming there are sufficient resources for first aid provision and training.

The Executive Team is responsible for:

- Seeking assurance (during health and safety audits) that the first aid provision is managed adequately in each Trust school and sufficient first aiders are on site at all times the schools are open.
- Confirming that appropriate and sufficient first aid training is available for staff.
- Ensuring that insurance arrangements provide cover for those providing first aid within the scope of their training.
- Ensuring that adequate equipment and facilities are held on each school site.

The Headteacher, with the school business manager, is responsible for:

- Ensuring that this policy is amended to suit the needs of the school, that it is ratified by governors and communicated to, and followed by staff.
- Identifying a first aid lead, normally, but not exclusively, someone with 3-day first aid at work training. In this school the first aid lead is Kelly Shacklady.
- Ensuring that the first aid lead develops, a first aid needs assessment and risk assessment, alongside (where needed) the Trust CFOO.
- Checking the first aid needs assessment and deciding if it meets the needs of the school.
- Ensuring school has sufficient first aiders who are offered appropriate training and refresher training as required.
- Ensuring that all staff and visitors are, as needed, made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aiders and first aid equipment and how it can be accessed, particularly in the case of an emergency.

The school's nominated health and safety lead, the School Business Manager, is responsible for:

- Monitoring the school's first-aid arrangements, raising any concerns regarding the process, equipment or support in place.
- Completing a first aid needs assessment and risk assessment alongside (where needed) the Trust CFOO.
- Checking and restocking the first aid boxes formally each term, or more frequently as needed. Keeping a record of each box's location and the details of the checks completed, as per Appendix 4.
- Ensuring defibrillator checks are completed, that signs are in place, and battery power, pad and battery expiry dates are noted and acting on any findings.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate. Confirming the school's location and arranging for paramedics to be met on site.
- Ensuring accident incident forms, and, or minor injury logs for pupils are correctly completed, and maintained.

First aid staff are responsible for:

- Completing and renewing first aid training within adequate timescales and before the expiry date of current certificates.
- Ensuring that they are comfortable and confident in administering first aid, raising any concerns to Kelly Shacklady.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Ensuring local first aid boxes remain stocked and requesting additional resources from the school office

All school staff are responsible for:

- Ensuring that they read and follow these procedures, as this will guarantee timely first aid support for all those on the school site.
- Confirming that they know who to in the event of any illness, accident or injury.
- Supporting (where required) first aid staff when they are dealing with an incident. This could mean for example, moving others away from an unwell or injured person, redirecting students away from an incident etc.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

### **3. Determining First Aid Needs, the First Aid Needs Assessment and how many First Aiders are needed.**

The Health and Safety (First Aid) Regulations do not legally oblige schools to provide first aid for anyone other than their own staff, but they expect organisations, such as schools, which provide a service for others to include these other persons in their risk assessments and offer support for them. The Trust expects schools to meet that standard. The law expects each school to assess what equipment, facilities and staff are appropriate to help them ensure access to first aid support.

How many first aiders a school needs will depend on the specific circumstances of that school, there is no legal minimum numbers, only guidance, unless Early Years children are on site. Then at least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings.

Many schools would normally be classed as a lower risk place of work, where there should be at least one First Aid at Work (FAW) first aider per 100 people. However, sometimes schools may be classed as medium risk which requires one FAW first aider per 50 people. This would include schools with higher risk departments or activities completed on or off site. Headteachers are required to develop and formalise arrangements for dealing with first aid; this is based on a simple and proportionate first aid needs assessment, as per Appendix 2.

The assessment takes staff through a series of questions based on risk. The assessment then requires the person completing the assessment to consider the suggested minimum requirements for adult first aid, based on the table in Appendix 1.

The person who completes the assessment must then ensure they have a sufficient number of first aiders to support pupils and students at all times the school is open. There should also be provision for first aid on school trips.

The first aid risk assessment must be sent to the Headteacher so they can confirm they are content with the assessment and any actions needed. They should ensure actions are completed within a timely manner.

The First Aid Needs Assessment should be reviewed at least annually, or more frequently if there are any significant changes, to ensure that the provision is adequate. Changes may include the number of pupils and staff on site, the capability of pupils, or staffing ratios.

#### **4. Additional expectations for First Aid cover (off site visits)**

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group.
- Knows how to access, and is able to access, qualified first aid support.
- For residential visits, the school Educational Visits policy should be complied with.

For children in the Early Years Foundation Stage, there is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany children on outings. Most National Governing Bodies of sport and recreation activities require their qualified leaders to hold a current relevant first aid certificate. The minimum standards vary from activity to activity. This can be an important consideration during sports events.

Duke of Edinburgh expeditions and practices must identify first aid support relevant to the activity. Often certain types of specialists first aid provision will be needed to meet the needs of the expedition.

It is a legal requirement that all public service vehicles, including minibuses, must carry a first aid kit.

## **5. First aid boxes, supplies and checks**

A list of standard first aid box contents are listed in Appendix 3.

Monthly checks should be undertaken. The following checklist should be used for checking all first aid boxes. Checks should be recorded on the Trust's Compliance system and any actions noted.

- Does the First Aid kit include a minimum contents list?
- Does the stock level reach minimum requirement?
- Are all items within their expiry date?
- Are all items in good condition?
- Is the First Aid container in good condition?
- Is the location of the first aid kit accessible?
- Is the list/sign of trained first aiders present and up-to-date?

## **6. First aiders skillset**

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

When selecting a first aider, the HSE advises us to consider the following factors:

- 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
- availability to respond to an emergency immediately

## **7. First aid training**

It is the responsibility of each school to ensure that their first aid staff have received the appropriate first aid training delivered by a competent first aid training provider. The training provider is a Trust-wide provider and advice should be sought from the central office on booking training courses.

First aid certificates are usually valid for 3 years. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended, by the HSE, that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings. The certificate must be for a full course consistent with the DFE publication First Aid in Schools, Colleges and Early Years. It is important that the school confirms the training meets the requirements of the EYFS statutory framework.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early year setting.

## 8. First Aid Payment

Staff who have completed 3-day First Aid at Work training may be entitled to an additional fixed payment.

## 9. Appointed persons

Rarely (outside main school hours or on a very low risk and trip) there might be times when the Headteacher identifies that a designated first aider is not required. For example, during school holidays when only a couple of staff are on site and there are no pupils/students in school. On these occasions the Headteacher must ensure there is a process to ensure there is an appointed person to take charge of basic first aid arrangements.

Appointed persons do not need to have a first aid qualification although they may benefit from training such as completing at least an emergency first aid at work course. Their role is to:

- Take charge when someone is injured or becomes ill. But not to provide first aid treatment
- Ensure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensure that an ambulance or other professional medical help is summoned when appropriate and arrange for someone to accompany the individual to A&E if needed
- To liaise with the Headteacher or the individual's personal emergency contacts so they can be supported or escorted home safely.

## 10. Automated external defibrillators (AEDS)

Many schools have AEDs on site. Where this is the case there must be a process to ensure



- Staff know where the AEDs are located. In this school they are available at main reception.
- Relevant staff have received a general awareness briefing session, to promote the use of AEDs (or the lead first aider must confirm AED training is covered in the first aid training sessions).
- That a member of staff is nominated to check the charge indicator is lit, and monthly checks are completed to confirm the battery and pads have not expired.

## 11. Example First Aid Procedures

The following procedures can be adapted and used by schools in the Trust.

### **Alert staff**

If an incident, illness or injury occurs, the member of staff in charge of the class or work area will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

### **Get first aid support**

The staff member should contact a first aider.

The school's first aiders and contact details are on display boards located on each floor of the building (main reception, annex breakout room, outside the teaching kitchen, first floor stairwell, second floor stairwell). The staff member must give as much detail as possible about the suspected injury or illness, the person's location, and any other key information. The staff member might need to alert other staff if the issue is serious. For example, the Headteacher.

### **Assess the situation**

If called, a first aider will assess the situation, confirm that the area is safe, and where they feel it is necessary provide first aid support. If the area is not classed as safe, they should contact the School Business Manager for immediate support.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, the first aider with support from the class teacher or person managing the work area will call 999 immediately.

The School Business Manager, Headteacher/SLT should be made aware that an ambulance has been called. They can then arrange for its safe access and egress from site.

### **Next steps where the injured person is taken straight to hospital from school**

Where an ambulance is required, a staff member should accompany the injured person in the ambulance. They should notify the pupil/students/individual's parent, carer or next of kin as soon as possible to advise them of the course of action taken. The staff member should remain with the individual at the hospital until the person contacted arrives.

### **Reporting and contact with parents/carers**

Headteachers should have procedures in place to contact parents/carers in emergencies. It is also relevant to report all significant incidents (including any head injuries) to parents/carers by telephone, or by letter or email if they are not available by phone.

### **Providing first aid**

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

### **Communication with parents/guardians**



In some cases, parents must still be notified about first aid incidents in school. For example, head bumps or other injuries than may require further treatment or monitoring. In this school the Attendance Officer will do this by phone or text.

#### **Report of first aid treatment**

The first aider, if needed with support from other staff, will follow the accident reporting procedure and complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury. This must be passed immediately to the School Business Manager so they can start to complete an investigation and speak to witnesses.

#### **Accident recording and closure**

The school must ensure the area of any incident is safe and clean on closure.

Certain accident forms must be sent to the CFOO. These include all staff and visitor accidents, accidents where pupils have been taken to hospital or those with more significant injuries. Further information is provided in the Trust Accident Reporting and investigation Policy.

The first aider and any staff that arrive on site become “*first responders*”. Once they are content the area is safe, and the individual who is ill or injured is supported, they should review and remind themselves of any information that might help school identify how the incident occurred. For example, are there any slip/trip hazards, what is the weather like, and could that contribute to the incident, what shoes/clothes were being worn at the time of the accident. This information and any information provided by the injured person can help ensure similar accidents do not occur again. This information should be provided to the person completing the accident investigation. Further information is provided in the Trust Accident Reporting and Investigation Policy.

The CFOO will decide if any other further action should be taken to lower the risk of future occurrence and/or prevention and will communicate actions to school to complete.

The CFOO, will, in line with the accident reporting guidance, complete RIDDOR reports.

Accident forms and pupil minor injury logs must be retained in line with the Trust’s Data Retention Policy.

## **12. Lettings / clubs**

Some schools purchase the service of a club to run activities for them on the school site before, or after school. For example, breakfast clubs, sport activities etc. Schools should confirm if those clubs have someone first aid trained on site during those sessions and confirm what provision they have to provide first aid. This will identify any gaps that need acting upon.

The school should also ask how they would be notified of accidents, incidents or near miss events that occur during the clubs as well as their process for recording and investigating accidents as well as reporting RIDDORs.

First aid arrangements must also be considered where school premises are used outside of 'normal' hours, e.g., for lettings by external groups. The lettings contract should note any first aid provision offered to the groups. This might mean simply ensuring a first aid kit / telephone is available to persons who may require its use.

### **13. Eye wash stations (mainly secondary schools)**

In some schools with higher risk activities there can be a real risk of eye contamination or splashes of chemicals. Where this risk is present the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) advises that schools should purchase simple length of tubing which would fit on a tap. For example, bunsen burner tubing. That tubing can then be kept clean and, uncontaminated in a separate first aid bag in the area of risk, ready for use. All staff at risk should be told where the tubing is. CLEAPSS advise this process is more effective than bottles of sterile water as many chemicals require eye flushing of at least 10/15 minutes.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

### **14. First aid rooms and infection control**

The School Premises (England) Regulations 2012 require that every school identify a suitable room that can be used for medical treatment / the short-term care of sick and injured pupils when required. This area should be equipped with a sink, and where possible reasonably near a WC. The room can be used for other purposes, except teaching, so long as it is clean and readily available for medical use when needed.

Where a school caters for pupils with complex needs, additional medical accommodation must be provided which caters for those needs. The SENDco or medical professionals should advise on requirements so the school can discuss this with the Trust if needed.

First aiders should follow their training and schools' infection control /personal care policies to ensure rooms and first aid treatments are provided in a safe and hygienic way. If needed specialist advice should be sought from the school nurses service or by following government guidelines. [Preventing and controlling infections - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/preventing-and-controlling-infections)

### **15. Recording and reporting**

Schools must keep a record of all incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident
- The Trust accident form and, for minor injuries to pupils the first aid log must be used for this purpose.

## **16. Reporting to the HSE**

Certain accidents must be sent to the CFOO. All staff and visitor accidents, accidents where pupils/students have been taken to hospital or those with more significant injuries. The School Business Manager would make this decision and send the accident form to the CFOO. Further information is provided in the Trust Accident Reporting and Investigation Policy.

The CFOO, will, in line with the accident reporting guidance, complete RIDDOR reports. Accident forms and pupil minor injury logs must be retained following the instruction in the accident reporting guidance.

## **17. Monitoring**

This policy will be reviewed annually, or will be updated as appropriate, should a significant incident occur or following a change in legislation that impacts upon the content.

## Appendix 1 – Provision of First Aid Numbers

The table below is the HSE's general guide on how many first aiders or appointed persons are needed in a workplace (adults only). While it gives some direction, it does not consider site specific risks and needs. The table should be used as a guide.

Category of risk	Numbers employed at work	Guidance on number and type of first aid staff to be available on site at any time
<b>Lower hazards</b> e.g., offices, shops, libraries	Less than 25	An appointed person
	25 - 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
<b>Higher hazards</b> e.g., light engineering, assembly work, food processing, warehousing, work with dangerous equipment or sharp instruments, construction, chemical manufacture	Fewer than 5	An appointed person
	5 - 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

## Paediatrics first aid (guidance)

There must always be sufficient first aiders to support primary children when they are on site. Although the EYFS first aid requirements are mostly focussed on children aged 5 and under, the paediatric first aid often covers children up to their puberty. First Aid training providers can advise the ages their training covers.

## Legal requirement for EYFS first aid cover

**The EYFS framework states**, at least one person who has a current Paediatric First Aid (PFA) certificate must always be on the premises and available when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in the framework. Layout, child needs and activities must be considered when deciding upon numbers of first aiders supporting EYFS children.

## Appendix 2: School's Assessment of First Aid Needs

School:		Date of Assessment:	
Conducted by:		Review Date:	

Please answer the questions in the boxes and provide this to the Executive Assistant and CFOO

A. School Premises		
1	What is the current number and age range of pupils/students on your school site?	
2	How many staff do you have?	
3	Does your school occupy more than one site or building? <b>Consider need for provision in each building</b>	
4	Have you adapted and adopted the Trust H&S First Aid Policy?	
5	Do you have EYFS children? Birth to age 5 Legally the school must meet the provision detailed in <a href="http://www.gov.uk">First aid in schools, early years and further education - GOV.UK (www.gov.uk)</a>	
B. Location of the school		
1	How far away is school from A&E critical care etc. Provide approximate distance to local A&E	
2	How can the emergency services access the school site? Is there more than one entrance? Can the emergency services get onto site quickly?  <b>Add how you will get help to the person hurt or unwell as soon as possible. Which entrance would be the best for access</b>	

3	Who would direct the emergency services onto your site? <b>Ensure there is more than one person nominated for this task to cover absences</b>	
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#### C. Hazards and Risks (1,2 and 3 are mainly considerations for secondary schools only)

1	Are there any higher risk hazardous substances or equipment in the school? List those. <b>(petrol, hazardous chemicals, science labs, radioactive sources, workshops, swimming pools, science rooms, , Stihl saws, band saws.</b>	
2	How do you ensure those areas with higher risk have access to suitable first aid (local first aider and first aid equipment, eye wash tubing,	
3	Is there adequate first aid equipment and cover for practical departments, such as science, DT, Food Technology, PE? <b>Staff in secondary school high risk areas must be able to get access to first aid equipment quickly.</b>	
4	Is there adequate first aid provision for off-site activities i.e. school trips. <b>Is there a travel kit and a kit for any minibus owned by the school?</b>	
7	If a first aider accompanies pupils off-site, is there adequate first aid provision left in school?	

#### D. Specific Needs

1	Are there currently staff or regular visitors with specific health needs or disabilities? <b>Consider providing additional training for first aiders and equipment as needed.</b>	
2	Are there currently students with specific health needs or disabilities?	

	<b>Consider providing additional training for first aiders and equipment.</b>	
3	Are there employees who travel a lot, or work alone off site that might be at risk of illness or injury? <b>Consider issuing personal first aid kits &amp; how alarm would be raised</b>	
<b>E. Schools Accident Statistics</b>		
1	What are your most common accidents, injuries, times, locations? <b>This helps identify any higher risk training you might need to provide.</b> <b>Does the first aid training adequately cover the injuries you have experienced in school?</b>	
<b>F. Contacting first aiders and administration</b>		
1	How are staff told they can get first aid help? <b>Note down how e.g. induction, signs</b>	
2	How do you explain to pupils how they can get first aid support? <b>Note down how e.g. class teacher</b>	
3	How to you ensure first aid is available for out of hour's activities such as clubs, sports etc.	
4	Have you ever noticed any issues or delays in first aid support, especially during leave or absence or at lunch, inset days etc?	
5	Is there a designated member of staff who is responsible for checking and maintaining the contents of the first aid boxes and kits?	
6	Who is responsible for checking defibrillators (pads, charge and battery)	
7	Have you got copies of all First Aiders certificates?	
<b>G. First aid personnel numbers and provision</b>		

Number and location of FA boxes and any other provision (defibrillators,)	
Number first aid at work staff (3 day) <b><i>Not always required in a primary school, it depends on the number of staff and risks. Secondary schools should normally have 1</i></b>	
Number of paediatric first aider staff (PFA) <b><i>At least one needed for EYFS areas. A PFA must accompany all off site visits and another PFA will remain with children on site</i></b>	
Number emergency paediatric first aid staff	
If school has a defibrillator how many staff are trained to use this?	
How many staff have specialist first aid training? Add number and specialism. Include Mountaineering DfE etc	



## Appendix 3 – First Aid Boxes

### Static or base kits

There is no mandatory list of items to be included in a First Aid container. HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

- leaflet with general guidance on first aid (e.g. HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

If you are buying a kit look for British Standard (BS) 8599. By law, your kit doesn't have to meet this standard but you should check it contains what you've identified in your needs assessment

This is only a guide as each kit will be based on the individual school's first aid needs assessment and any advice provided by the first aid trainer. This may include provision for eye wash, minor burns and cooling packs for treating sprains and strains.

### Travelling first aid kits

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The Outdoor Education Advisers' Panel (OEAP) also provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

Recommendations for the minimum travelling first aid kit should be:

- leaflet with general guidance on first aid (e.g. HSE's leaflet [Basic advice on first aid at work](#))
- 6 individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- 2 safety pins
- Cleansing wipes
- 2 Disposable gloves
- 2 large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

### Minibus kits

The Royal Society for the Prevention of Accidents (ROSPA) advises that first aid boxes in a minibus must be clearly marked, readily available and in good condition and contain the following:

10 antiseptic wipes, foil packed

- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- Disposable gloves
- Mouth mask for resuscitation