



First Aid at Work Policy



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Date of next review	December 2026
Lead professional	Simon Hartley
Status	Non-Statutory

Introduction

- 1.1 An employer must provide or ensure that they are providing such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to their employees if they are injured or become ill whilst at work.
- 1.2 Trinity Multi-Academy Trust (the Trust) as the employer will provide or ensure there is provided, such number of suitable persons and first aid equipment as is adequate and appropriate in the circumstances for rendering first aid to injured persons or those who become ill whilst at work.
- 1.3 The need for a correct response and the provision of first aid treatment once an accident has occurred can be of vital importance. In certain circumstances, the correct response can prevent further injury or even death. This policy has been developed to provide guidance on suitable and sufficient first aid provision across all Trust academies and other Trust premises.
- 1.4 First aid treatment has two functions. Firstly, it provides treatment to preserve life and minimise the consequences of injury or illness until medical assistance can be obtained. Secondly, it provides treatment for minor injuries that would otherwise go untreated or that do not require treatment in an emergency department.

2 Legislation and Guidance

- 2.1 Legislation of specific relevance to First Aid provision is shown below:
 - Section 2(1) of the Health and Safety at Work Act 1974 requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.
 - Regulation 3 of the Management of Health and Safety at Work Regulations 1999 states that every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and of the

risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct of his undertaking.

- The Health and Safety (First Aid) Regulations 1981 place legal duties on employers to make adequate first aid provision for their employees in case they become ill or injured at work.
- 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 and sets out the timeframes and provides information as to how long accident records should be retained.
- Social Security (Claims and Payments) Regulations 1987, 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 students.
- Health and Safety Executive First Aid at Work L74 Guidance for employers on first aid provision in the workplace.
- Department for Education guidance for employers in early years, schools and colleges and what they should have regard to when carrying out duties relating to first aid issues on their premises and off-site.

3 Roles and Responsibilities

The Board of Directors

The Board of Directors is responsible for ensuring that the Trust operates within the law and complies with statutory guidance relating to first aid provision in Trust schools and other Trust premises. The Board is responsible for approving the First Aid Policy.

Principals/Headteachers and Chief Operating Officer

The principal/headteacher of a Trust school and the Chief Operating Officer for the Trust's central offices at the Maltings are responsible for the implementation of this policy, which includes the following:

- Appointing a first aid coordinator.
- Ensuring that a first aid needs assessment for their school/premises is carried out (this may be delegated in writing to the first aid co-ordinator)
- Ensuring that appropriate first aid provision is in place that meets the needs of the school/ premises as identified from carrying out the first aid needs assessment
- Ensuring that there is an appropriate number of trained first aid personnel and/or appointed persons as identified from the First Aid Needs assessment, and also ensuring that at least one of these persons is present at all times during operational hours

- Ensuring that sufficient funding is provided from the school/premises budget to enable high standards of first aid practice
- Ensuring that designated first aiders have an appropriate qualification and remain competent to perform their role
- Ensuring that training for first aiders is kept up to date
- Ensuring all staff are aware of first aid procedures
- Ensuring that adequate space is available to meet the medical needs of students
- Reporting specified incidents to the Health & Safety Executive (HSE) when required by legislation

First Aid Co-ordinator

The principal/headteacher of a Trust school and the Chief Operating Officer for the Trust's central offices at the Maltings are responsible for appointing a first aid co-ordinator for their premises, who will be responsible for the following:

- Having an overview of the first aid arrangements and reporting any non-compliance
- Carrying out a first aid needs assessment if delegated in writing
- Reviewing and monitoring the first aid book
- Reporting more serious cases of accidents or incidents
- Reporting any notifiable accidents or incidents to the Health & Safety Executive (HSE)
- Reporting cases to Ofsted and child protection agencies if appropriate

4 Scope

4.1 The contents and requirements of this policy are applicable to all paid employees of the Trust, and first aid provision will also be made available to the following:

- Students/Pupils
- Visitors to any of the Trust premises – i.e. people coming onto the site for meetings, parents, guardians, etc.
- Individuals who are not direct employees but who undertake duties on any Trust premises, including volunteers, contractors, equipment suppliers, etc.

5 Definitions

5.1 **First Aid** is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. Its aim is to Preserve Life, promote recovery, and prevent further injury to the affected person (s).

- 5.2 A **'First Aider'** is someone who has attended a recognised training course on First Aid at Work, either the full 3-day First Aid at Work Qualification, the 1-day Emergency First Aid at Work Qualification or a Paediatric First Aid Qualification in early years establishments. A Mental Health First Aider is someone who has attended a minimum of a level 2 mental health first aid training course (1 day)

No one may be deemed a designated First Aider or Mental Health First Aider unless they have attended and passed a suitable and sufficient training course on one of the courses outlined above.

- 5.3 Where the First Aid Needs assessment identifies that a designated first aider is not required, the minimum requirement is for an 'Appointed Person' to be nominated to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake their duties when people are at work, unless these duties have been given to a designated first aider. Appointed Persons are not necessary where there is an adequate number of first aiders.

To fulfil their role, Appointed Persons do not need first aid training, although they may benefit from completion of a First Aid course (or other suitable alternative)

It is recommended in the HSE guidance (L74) that Appointed Persons attend a training course that will teach them the basics, including:

- What to do in an emergency
- Cardiopulmonary Resuscitation
- First aid for an unconscious person
- First aid for the wounded and bleeding

Attendance of a suitable Basic Life Support (BLS) course would provide an appropriate level of knowledge for a person to be deemed an appointed person.

The Regulations allow for a person to be appointed to provide emergency cover in the absence of first aiders, but only where the absence is due to exceptional, unforeseen and temporary circumstances. Absences such as annual leave do not count.

- 5.4 A **Medical Emergency** is an injury or condition that, if left untreated or without prompt assistance, could lead to significant deterioration or death, for example:

- Cardiac Arrest
- Chest pains
- Difficulty breathing
- Hypoglycaemia
- Significant blood loss or trauma
- Stroke
- Acute abdominal pain

5.5 With regard to **First Aid Boxes** and contents of first aid boxes, there is no mandatory list of items that should be included. As a minimum, the Trust will ensure that there is at least one first aid box in every academy or premises workplace and that they are stocked to the recommended minimum requirements outlined in the HSE's First Aid at Work guidance document as follows:

- A leaflet giving general guidance on first aid
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 2 large, sterile, individually wrapped wound dressings
- 6 medium-sized sterile individually wrapped wound dressings
- At least 3 pairs of disposable gloves

All travel first aid kits (e.g. for lone workers) will include the following contents as a minimum, as also specified in the HSE's First Aid at Work guidance document:

- A leaflet giving general guidance on first aid
- 6 individually wrapped sterile plasters
- 2 individually wrapped triangular bandages, preferably sterile
- 2 safety pins
- 1 large sterile dressing
- Individually wrapped moist cleaning wipes
- 2 pairs of disposable gloves

Additional materials may be required where the first aid needs assessment has identified a need. All first aid kits and equipment should be correctly purchased through appropriate procurement channels and sourced from reputable suppliers to ensure compliance with relevant safety legislation requirements, e.g., CE markings.

First aid containers should be made of a suitable, robust material and built to protect the contents from contamination and damage. It is usually necessary for the container to be portable. In accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996, all containers should be marked with a white cross on a green background.

Medications, for example, pain-relievers such as paracetamol, must not be administered or kept in the first aid container. The only items of medication allowed to be kept in the container are antidotes for specific hazards for which first aiders have received appropriate training.

If mains tap water is not available for eye irrigation, at least 1 litre of sterile water or sterile standard saline solution (0.9%) should be supplied in sealed, disposable containers. Such vessels should not be kept after their expiry date or after they have been opened. Emergency drenching showers and automatic eye wash stations will be required where there are specific chemical hazards in the workplace. Where such equipment is installed, it

should be periodically inspected, maintained and tested in accordance with the manufacturer's instructions.

5.6 **First Aid Rooms** are usually only required in high-risk areas or where the workplace is remote and access to medical assistance is difficult or liable to be delayed for some reason. If the first aid needs assessment identifies the need for a first aid room, the room should include essential first aid facilities and equipment, and access should be restricted to authorised personnel. The room should be clearly signposted (white lettering on a green background) and must only be used for first aid provision and for rest facilities for pregnant and nursing mothers. To be effective, first aid rooms should be:

- Accessible to stretchers, wheelchairs, etc.
- Available for use at all times when people are at work
- Positioned as near as possible to a point of access for transport to hospital
- Large enough to contain a chair and a couch, with sufficient access around it
- Provided with a desk and telephone or other communication equipment
- Easily cleanable with an impervious floor
- Regularly cleaned and have suitable arrangements for disposal of waste
- Suitably and sufficiently ventilated, heated and lit

In addition, the room may be provided with a sink with hot and cold running water, drinking water and disposable cups, soap and paper towels, a supply of first-aid materials, a container for safe disposal of waste, and a first-aid record book.

5.7 **First Aid Notices** must be prominently displayed in Trust academies and other non-teaching premises in order to inform persons of whom the designated first aiders or appointed persons are, how to contact them and where first aid materials and equipment can be found.

6 Assessment of First Aid Provision

6.1 The Trust is responsible for assessing the needs of first aid across the organisation in line with the requirements of the Health and Safety (First Aid) Regulations 1981, with regard to the workplace, the location, the numbers and the needs of employees and the activities taking place. When deciding upon the level of first aid required, it should be borne in mind that the facilities and equipment should enable immediate assistance to be given to employees suffering from potential injuries or illnesses whilst summoning an ambulance or specialist medical assistance

6.2 The regulations do not prescribe the level of first aid facilities an employer must provide, because every workplace has different hazards. The level of service provided must be adequate and appropriate to the hazards and risks identified in the First Aid Needs assessment, and, in certain circumstances, separate assessments may be required for various parts of the premises and off-site activities, depending on the operations undertaken. The person completing the First Aid Needs assessment should refer to **Appendices 4 and 5**.

- 6.4 The First Aid Needs assessment will be provided in writing using the template in **Appendix 1**. This written record is helpful in justifying later decisions, including the reasons for the particular level of first aid provision. Every Trust academy or non-teaching premises will have a written record stating the first aid provision that has been implemented in that area using the 'Record of First Aid Provision' sheet as shown in **Appendix 2**.
- 6.5 In determining the nature and extent of first aid provision, the factors to be considered and which should therefore be recorded include:
- The nature of the work undertaken, the situation and environment and the hazards and risks they present
 - The size and location of the workforce (see suggested numbers in **Appendix 4**)
 - The location in relation to the availability of the emergency services
 - Cover for leave and absences of designated first aiders

7 First Aid Personnel Selection

- 7.1 The principal for each academy and the Chief Operating Officer for the Trust's central offices at the Maltings will have responsibility for ensuring that there is a sufficient number of first aiders or appointed persons according to the First Aid Needs assessment for their premises, and will ensure that the list of first aiders is regularly reviewed and updated.

8. Employees selected or nominated to be first aiders:

Employees selected or nominated to be first aiders must be:

- Willing to undertake the duties of a first aider, i.e. they voluntarily nominate themselves (unless first aid duties are stated in their job description/role profile)
- Capable of working calmly in an emergency
- Normally be on site during normal working hours
- Aware of the urgency of attending to an incident immediately when alerted
- Reliable and have good communication skills
- Capable of learning new skills and absorbing information

9 Duties and Responsibilities

- 9.1 The Trust will provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to employees and others if they are injured or become ill.
- 9.2 Principals of each academy and the Chief Operating Officer for the Trust's central offices at the Maltings are responsible for ensuring this First Aid Policy is implemented and monitored within their areas of responsibility. As such, they are responsible for:

- Ensuring a suitable and sufficient First Aid Needs assessment for their premises to ascertain the level of first aid provision required. This may be delegated to the first aid co-ordinator. The assessment needs to be reviewed regularly as and when circumstances change.
- Identifying suitable employees who are willing to undertake the duties of a designated first aider
- Arranging appropriate training
- Ensuring that first aid boxes are kept fully stocked and other equipment is maintained
- Communicating the location and names of designated first aiders to all employees within their respective area (usually by means of a first aid notice/poster prominently displayed on strategically placed noticeboards within the work area) and ensuring that this information is kept up to date as and when required.
- Ensure that first aid is included as key information as part of all new starter Health and Safety inductions
- Reporting serious workplace incidents following the existing accident reporting procedure

9.3 Employees should ensure that they are familiar with the first aid procedures in their immediate work area. They should acquaint themselves with the names and locations of the nearest designated first aiders. Any employee with a medical condition, allergy, or need for specific treatment, e.g., an EpiPen, insulin, etc., must notify their manager and the relevant first aider as standard practice in the event of an emergency.

9.4 The roles of designated first aiders

The roles of designated first aiders are:

- To administer first aid to persons (employee or otherwise) in accordance with their training, when required to do so and to refer staff for specialist treatment where needed. This should be done in a timely manner by assessing the situation quickly.
- To ensure that all persons in the vicinity of the first aid response are kept safe from any potential dangers.
- As far as is reasonably practicable, prevent cross-infection between the first aider and the casualty by wearing gloves provided in the first aid box and washing hands thoroughly before and after treatment.
- Dispose of all first aid waste in an appropriate manner
- To record all treatment provided in the designated accident book or first aid book, including the nature of first aid given, together with the date and time it was administered
- To ensure that the manager of the injured person is notified of the incident promptly (this forms part of the internal incident reporting requirements)
- To ensure that they attend all annual refresher training sessions when requested to ensure they retain their competence.
- To raise any issues with current first aid provisions with the appropriate persons to be resolved in a timely manner
- Notify the appropriate persons if they are currently diagnosed with an illness or infection, making them exempt from first aid duties for a period of time

- 9.5 Any person who has been nominated as the 'Appointed Person' for their respective area must ensure that they take charge of first aid arrangements by ensuring that equipment and facilities are maintained, as well as ensuring that they call the emergency services for assistance without delay if the circumstances dictate.

10 Management of the Ill or injured Person

- 10.1 When a person becomes unwell or injured whilst at work or on Trust premises, it is important that they receive appropriate treatment or guidance about how to seek additional treatment. The table below is not exhaustive, but can be used by a first aider as a guide to determine an appropriate course of action:

Condition	Action
Cardiac Arrest, Loss of Consciousness or Medical emergency (including pregnancy-related illness)	Call for appropriate help; this will usually require an emergency ambulance. First aiders should dial 999 and administer CPR in accordance with first aid training. Stay with the person and provide first aid, as required, until help arrives.
Fall with suspected injury/unable to get up from the floor unaided	Where possible, summon help from other first aiders. Stay with the person and provide first aid, as required, until help arrives. Request an ambulance by calling 999.
Road traffic incident resulting in injury	Stay with the person and provide first aid, as required, until help arrives. Request an ambulance by calling 999. Keep yourself safe at all times from traffic.
Minor injuries, e.g. Cuts, grazes, sprains.	Provide first aid treatment where available. Potentially advise the person to see their own GP.
Staff – sudden onset of mild illness, e.g., Colds, migraines, headaches	The injured person is to seek advice from their line manager, who may advise them to return home to rest and recuperate as required and contact their own GP.
Illness with infection control implications, e.g., Diarrhoea and vomiting, conjunctivitis, contact with infectious diseases	Contact Occupational Health and/or Infection Control and Prevention Team for further advice.

Work-related illness or injuries, e.g. Musculoskeletal pain, stress, anxiety, depression, occupational skin disease, Occupational asthma, etc.	Advise contacting the Health and Safety Coordinator (premises manager) and providing the necessary details as per the existing incident reporting procedure. If injury/illness results in time off work, then the employee is to be advised to seek advice from their own GP. Circumstances may require the manager to refer the employee to Occupational Health, or the employee may need urgent attention and as such should be advised to go straight to A&E for a check over.
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- 10.2 The use of defibrillators is not limited to first aiders and appointed persons. Any member of staff can use defibrillators to help protect life as the equipment provides audible instructions to guide users through the process. The use of defibrillators is often also covered in approved First Aid qualifications.
- 10.3 Information of any accidents or injuries that require any first aid treatment needs to be reported to the academy Principals or to the premises manager for other non-teaching premises. In certain circumstances, some incidents may become reportable to the Health and Safety Executive (HSE) under RIDDOR by the Health and Safety team.
- 10.4 Administration of 'Epi-Pens' for persons with allergies is also usually covered on approved First Aid qualifications. 'Epi-pens' brought into the workplace are the responsibility of the employee who requires them, and they should ensure that they are stored accordingly. Employees should also make their manager and designated first aiders aware that they may require this treatment in an emergency and notify them of where it is kept on their person.
- 10.5 Employees who bring medications into the workplace for certain conditions should notify their manager accordingly as a standard course of action. If these medications are to be self-administered in an emergency, the employee should also notify the designated first aider for their building of where they can be found. First aiders may be frequently asked to supply headache tablets, indigestion tablets and paracetamol, but these must not be supplied.

11 Requirements for First Aid Training

- 11.1 All designated first aiders must be competent and hold a valid certificate of training
- 11.2 First Aid qualifications are valid for 3 years, and prior to the certificate expiring, refresher training with re-testing must be undertaken. Between the original qualification and requalification, first aiders should also receive a basic skills refresher annually, as per HSE

recommendations. A flowchart outlining the requirements for first aid training is in Appendix 3.

11.3 All 3-day First Aid at Work Qualifications will have a syllabus that meets the Health and Safety Executive's L74 Guidance on the First Aid at Work, including:

- Understanding the role of the first aider, including reference to the importance of preventing cross-infection, the need for recording incidents and actions and the use of available equipment
- Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administering first aid to a casualty who is unconscious (including seizure)
- Administering CPR and use of an automated external defibrillator
- Administering first aid to a casualty who is choking
- Administering first aid to a casualty who is wounded and bleeding
- Administering first aid to a casualty who is suffering from shock
- Providing appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).
- Administering first aid to a casualty with injuries to bones, muscles and joints, including suspected spinal injuries, chest injuries, burns and scalds, eye injuries, sudden poisoning and anaphylactic shock
- Recognising the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and providing appropriate first aid.

11.4 All 1-day Emergency First Aid at Work Qualifications will have a syllabus that meets that outlined in the Health and Safety Executive's L74 Guidance on the First Aid at Work, including:

- Understanding the role of the first aider, including reference to the importance of preventing cross-infection, the need for recording incidents and actions and the use of available equipment
- Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
- Administering first aid to a casualty who is unconscious (including seizure)
- Administering CPR and the use of an automated external defibrillator
- Administering first aid to a casualty who is choking
- Administering first aid to a casualty who is wounded and bleeding
- Administering 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).

11.5 All annual First Aid at Work refresher courses will have a syllabus that meets that outlined in the Health and Safety Executive's L74 Guidance on the First Aid at Work, including:

- Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- Administering first aid to a casualty who is unconscious (including seizure).
- Administering CPR
- Administering first aid to a casualty who is wounded or bleeding.
- Administering first aid to a casualty who is suffering from shock.

Appendix 1 – First Aid Needs Assessment Template

First Aid Needs Assessment Completed by.....

Date:

Academy/Premises.....

Please complete the table below based on the criteria for the type of premises and factors to consider:

[illegible]

TYPE OF PREMISES	MINIMUM REQUIREMENT (FOR STAFF)	
Primary schools Children's Centres	1 FAW + 1 EFAW minimum 2 FAW	
Secondary schools - All sports staff	2 FAW minimum All to EFAW minimum	
Premises/ Office - small (up to 50)	1 EFAW minimum	
Premises/Office - large (50+)	Minimum 1 FAW to every 50 employees	
High Risk activities/work INDOOR OR OUTDOOR	1 FAW to every 5 employees (minimum 1 EFAW to every 5)	

Factors to consider	Notes	Impact on First Aid	First Aider or EFAW Required YES/NO/NA
SECTION 1: Hazards (use your general risk assessment to take account of any parts of the 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 found in an office or shop?		<u>Minimum provision is:</u> - An appointed person to take charge of first aid arrangements - A suitably stocked first aid box	
Does your workplace have higher-level hazards, such as chemicals or dangerous machinery? Please specify		<u>Consider:</u> - Providing first aiders - Provide additional training to address injuries arising from specific hazards - Additional First Aid equipment	
How many people are employed on-site?		See the table above for the minimum provision.	

Are there members of the public or visitors on site (Estimate of maximum number on site at any one time)		Although the First Aid regulations do not require provision of first-aid cover for non-employees, the Trust has a general duty under the Health & Safety at Work Act and the Management of Health & Safety Regulations to provide reasonable first-aid facilities for the public who may be affected by Trust activities.	
Are there large public events in the building or high visitor footfall / turnover at the premises? IF YES - FIRST AID FULL COVER REQUIRED		Where there are a large number of members of the public, even in low hazard settings you must consider providing • Additional First Aid Provision • Additional equipment • Defibrillator etc.	
Are vulnerable adults, elderly or children in the premises or regular visitors?		Consider whether you have adequately trained First Aiders (Defibrillator, Anaphylactic Shock risk, persons with health problems, Paediatric First Aid requirements, etc.)	
Are there inexperienced workers on site, or employees with disabilities or specific health problems		Where there are a large number of employees, even in low-hazard settings, you should consider providing • Additional First Aid training • Additional equipment • Need to ensure local siting of first aid equipment •	
SECTION 2: Accidents and ill-health hazards:			
What types of injury and illnesses have occurred, or are foreseeable, and where did they happen? i.e. have you considered incidents which have occurred in the last 12 months?		Ensure 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	
Do you have employees who travel frequently, work		<u>Consider:</u> • Issuing personal first aid kits • Are team members provided with mobile phones?	

remotely, or work alone?			
Do any employees work shifts or out-of-hours?			
Is the workplace remote from emergency medical services? i.e. would it take longer than 7 minutes for the emergency services to reach the site?			
Do you have sufficient provision to cover the absence of first aiders or appointed persons?		<u>Consider:</u> Whether you have cover for holidays and sickness absence	
SECTION 3: Potential injuries and/or hazards			
Consider whether there are any of the following hazards present in the workplace and provide details where appropriate - Chemicals - Electricity - Machinery - Manual Handling - Slip and trip hazards - Work at height - Other			

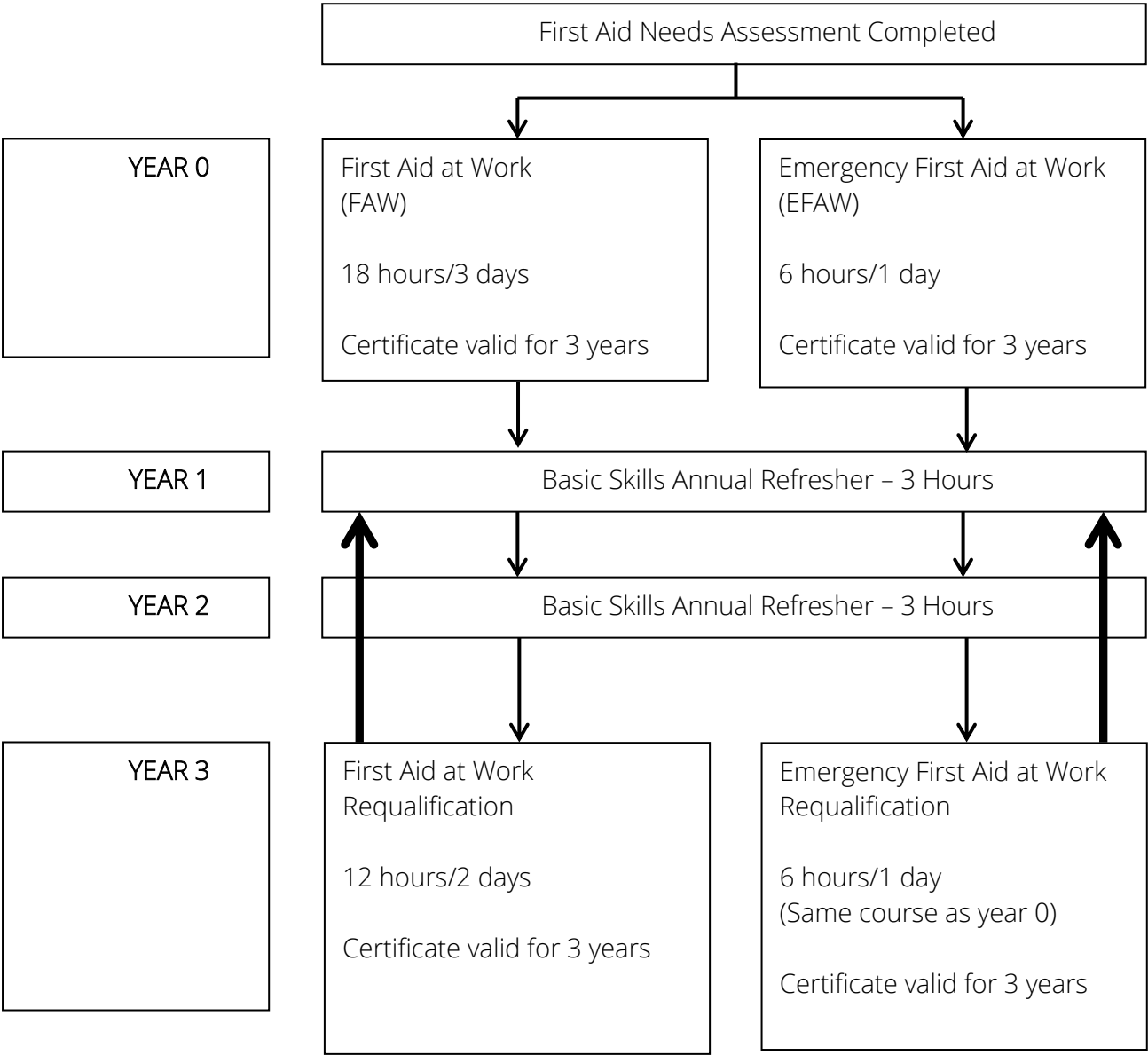
Appendix 2 – Record of First Aid Provision

First Aid Personnel	Required (Yes/No)	Number Needed
Appointed Person		
First Aider with an emergency first aid at work certificate		
First aider with a first aid at work certificate		
First aider with additional training (specify)		
First aid equipment and facilities	Required (Yes/No)	Number Needed
Dust and damp-proof first aid container		
Kit Contents		
Additional equipment (specify), e.g. foil blankets, eye wash bottles, shears, microporous tape, tourniquets, haemostatic dressings		
Defibrillator		
Travelling first aid kit		
First aid room		

Please Note: The minimum first aid provision for each workplace is:

- A person appointed to take charge of first aid arrangements
- A suitably stocked first aid kit
- Information for all employees about what they need to do in case of an emergency

Appendix 3 – First Aid Training Requirements



Appendix 4 – Aide Mémoire for determining the level of first aid provision

