

First Aid Policy & Procedure

Policy · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

A first aid policy is the written statement of how your organisation makes sure that anyone injured or taken ill at work gets immediate attention — who the first aiders are, where the kits and facilities are, how an incident is handled, and how it is recorded and reported. It turns the legal duty to provide "adequate and appropriate" first aid into named people and known locations.

When someone collapses or is injured, the quality of the first few minutes depends entirely on preparation: whether staff know who to call, whether the kit is stocked, and whether the first aider's training is current. A policy nobody has read is indistinguishable from no policy at all.

This template gives you a complete, ready-to-edit policy: a first aid needs assessment, first aider and appointed person arrangements, kit and facility standards, incident response steps, and the recording and RIDDOR reporting that follow.

Purpose and scope

This policy sets out the first aid arrangements at [Your company], covering [site name(s)], staff working off site, and lone workers. It applies to all employees and describes the help available to visitors and contractors on our premises.

Policy statement

[Your company] will provide first aid personnel, equipment, and facilities that match the findings of our first aid needs assessment, and will keep them adequate as the business changes. First aid cover is maintained across all working hours, including [early/late shifts, weekends], not just the standard day.

First aid needs assessment

Our provision is based on a needs assessment completed by [name/role] on [date], which considered: the hazards of our work ([e.g. kitchens, machinery, manual handling, chemicals]), the number of people on site at peak and quiet times, the site layout and any remote or lone working, shift patterns and absence cover, and the distance and response time of emergency services.

The assessment sets the number of trained first aiders, the level of training they need, the number and location of kits, and any additional equipment ([e.g. defibrillator, eye wash, burns kit]). It is reviewed [frequency, e.g. annually] and whenever headcount, hazards, or premises change materially.

First aiders and appointed persons

- Trained first aiders: [names/roles], holding [qualification level] certificates. Current names and photos are displayed on the first aid notices at [locations].
- Appointed person(s) ([names/roles]): take charge of first aid arrangements and calling emergency services where a trained first aider is not required or not available.

- Cover: rotas are planned so at least [number] first aider(s) or an appointed person is present whenever staff are working, including holidays and absence.
- Certificates are requalified before expiry — [name/role] tracks expiry dates and books requalification training in line with current HSE guidance.

First aid kits and facilities

- Kits are located at: [locations]. Off-site and vehicle kits: [details].
- [Name/role] checks and restocks every kit [frequency, e.g. monthly] against the contents list inside the lid, and logs the check.
- Additional equipment: [e.g. defibrillator at [location] — checked [frequency]; eye wash stations at [locations]].
- Kits contain no tablets or medicines. First aiders do not give medication; they help someone take their own where appropriate.

Responding to an incident

1. Make the area safe before approaching — do not create a second casualty.
2. Call or send for the nearest first aider: [how — e.g. phone the duty manager on [number], call out on the radio].
3. The first aider assesses and treats within the limits of their training. If in any doubt about severity, call 999 — do not wait to see if the person improves.
4. When calling 999, give the full site address ([address]), the access point, and send someone to meet the ambulance.
5. Contact the casualty's emergency contact where appropriate: details are held in [system].
6. The first aider or duty manager records the incident the same day (see below) and does not clear away evidence of the cause until it has been noted.

Recording and reporting

Every incident requiring first aid is recorded in [system/accident book location] the same day: who, what, where, when, the treatment given, and by whom. These records feed our accident and incident reporting procedure and are reviewed for patterns.

[Name/role] checks every recorded incident against RIDDOR: deaths and specified injuries are reported to the enforcing authority without delay, and injuries keeping a worker off normal duties for more than seven days are reported within 15 days. Incident records contain personal data and are stored with appropriate access controls.

Records and review

The needs assessment, first aider certificates, kit check logs, and incident records are kept in [system/location] and retained for [period].

This policy is reviewed [frequency, e.g. annually], after any serious incident, and whenever the needs assessment changes. Owner: [name/role]. Next review due: [date].

How to use this template

1. Do the needs assessment before editing the policy — the number of first aiders and kits should come from your hazards and shifts, not from the template.
2. Check first aid cover against your real rota, including the quiet Sunday shift and holiday periods, and name deputies.
3. Walk the site and confirm every kit location listed actually has a stocked kit today.
4. Fill every [bracketed placeholder], then put the finished names and locations on the first aid notices around the site.
5. Brief all staff on how to summon a first aider — the response steps only work if the newest starter knows them.
6. Diarise certificate expiry dates and kit checks before you publish, and set the review date and owner.

Official guidance

- › [HSE — First aid at work](#)
- › [HSE — RIDDOR: reporting accidents and incidents at work](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/first-aid-policy> is kept current; this file is a snapshot.