

## Schools Assessment of First Aid Needs (UK)

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| <b>School</b>       | Breaside Preparatory School | <b>Date of Assessment</b> | September 2020 |
| <b>Conducted by</b> | Denise Betts                | <b>Review Date</b>        | September 2021 |

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| <b>When was the last review your first aid provision and training records of first aiders?</b> | <b>September 2019</b> |
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Please answer the questions in the boxes:

| <b>School Premises</b>        |   |  |
|-------------------------------|---|--|
| 1                             | What is the current number and age range of pupils?   | 374 (aged 2 years 6 months to 11 years)  |
| 2                             | What is the current number of staff?  | 80   |
| 3                             | Does the school occupy more than one site or building? Or on split levels?<br><i>Consider need for provision in each building and/or on each floor</i>  | Yes - Main School building, Early Years building and another building housing: The Music rooms, Year 6 classrooms and Site Manager's office.   |
| <b>Location of the School</b> |   |  |
| 4                             | How remote from emergency services is the school?<br><i>Consider special arrangements with emergency services, and emergency transport arrangements for remote schools</i>  | School is not remote and is easily accessible to emergency services.   |
| 5                             | How do the emergency services access the school? Is there more than one entrance?   | The main entrance is at the front of school and there is limited space to park in the School Car Park. In an emergency there could also be access to the rear/side of the school which would involve driving up a side road and emergency services could enter the site on foot through a side gate. |
| <b>Hazards and Risks</b>      |   |  |
| 6                             | Are there any hazardous substances in the school?<br><i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards. Consider informing emergency services of specific hazards in advance.</i> | Yes e.g. cleaning/decorating products, although they are in locked cupboards and COSHH datasheets have been completed.   |
| 7                             | Is there any dangerous equipment or machinery in the school?<br><i>Consider providing additional training for first aiders to deal with injuries resulting from special hazards.</i>  | Yes, gardening equipment and tools, kept in locked sheds under control of Site Manager and Premises Assistant.   |
| 8                             | Is there adequate provision for practical departments, such as science, DT, Food Technology, PE?<br><i>Consider providing these areas with suitable stocked first aid box and equipment.</i>  | Yes, first aid kits are held in all of these departments.  |
| 9                             | Is there adequate provision for off-site activities i.e. school trips. If the first aider accompanies pupils off-site, is there adequate provision left in school?  | Yes, most staff are first aid trained and so trained first aiders will always accompany pupils on trips whilst leaving plenty of first aiders in school. First Aid kits will always be taken on off-site activities and trips.   |

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| <b>Specific Needs</b>              |   |   |
| 10                                 | Are there staff with specific health needs or disabilities?<br><i>Consider providing additional training for first aiders and equipment.</i>                              | First Aid Co-ordinator is aware of 5 members of Staff who have health needs. Details of Staff medical conditions is recorded in the relevant fields on SIMS and in Cognita people   |
| 11                                 | Are there pupils with specific health needs or disabilities?<br><i>Consider providing additional training for first aiders and equipment.</i>                             | Yes, appropriate plans are in place and needs are constantly under review   |
| 12                                 | Are there employees who travel a lot, work remotely or work alone?<br><i>Consider issuing personal first aid kits &amp; personal communicators/mobile phones to staff</i> | Executive Principal and other members of staff travel by car/train to other schools and Head Office and carry a mobile phone. Members of PE staff travel to other schools/sports facilities for activities, on foot or by minibus and a first aid kit and mobile phone will always be carried.<br>The school has a Lone Working Policy. |
| <b>Schools Accident Statistics</b> |   |   |
| 13                                 | Can you determine the most common injuries, times, locations, and activities at each school site?   | Grazes and bumped heads most common on the playground at playtime (morning and lunchtime). Trends are tracked via Medical Tracker.  |
| 14                                 | Does the first aid training adequately cover the identified injuries?   | Yes.  |
| <b>Contacting first aiders</b>     |   |   |
| 15                                 | Does all staff know how to contact a trained first aider?   | Yes, lists of all trained first aiders are displayed around the school site, including in the school office.  |
| 16                                 | Do all pupils understand the school's first aid procedures?   | Yes, depending on their age, children would know what to do in the event of injury or illness requiring first aid.  |
| 17                                 | Is there appropriate first aid notices displayed throughout the school?   | Yes.  |
| 18                                 | Is there adequate provision available for out of hour's activities such as clubs and hosting school sports events?  | Yes   |
| 19                                 | Is there a written agreement with third party providers (Catering and Cleaning) on joint provision for first aid for their employees?                                     | Catering Staff have basic first aid training and School First Aiders are available when Catering Staff are on site. Business Manager, Adam Jackson, is liaising with Cleaning Contractor to arrange for up to date contract to be put in place.   |

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| 20  | Is there adequate provision for lunchtimes and breaks?  | Yes   |
| 21  | Is there adequate provision for leave and in case of absences?  | Yes   |
| 22  | Is there an agreed procedure if an incident occurs in an isolated area?   | There isn't a specific procedure in place, however, there are no isolated areas on the school site. If a teacher became ill or had an accident while working alone in their classroom they would soon be found by pupils/other staff. The site team, who are trained first aiders, (First Aid at Work) also make regular checks of the premises.  |
| 23  | Is there a designated member of staff who is responsible for checking and maintaining the contents of the first aid boxes and kits?   | Yes, there are designated staff responsible for various Year Groups, under guidance of First Aid Co-ordinator   |
| <b>How many first aid personnel are required?</b> |   |   |
| 24  | <p>Are you meeting your statutory minimum requirements?</p> <ul style="list-style-type: none"> <li>○ Designated Appointed Person (AP) to take charge of First aid arrangements – First Aid Co-ordinator</li> <li>○ Schools can fall in either <i>low or medium</i> risk categories (depending on the activities at the school):<br/><i>Low</i> – for 25-50 employees - 1 Emergency First Aider (EFAW) and <i>Medium</i> – for more than 50 employees - 1 First Aid at Work (FAW) – <b><u>note this FA training only covers adults unless a tailor made course.</u></b></li> <li>○ EYFS (where applicable) – 1 Paediatric trained First Aider</li> <li>○ If you have pupils that haven't yet reached puberty, you'll need to ensure you have a sufficient number of staff trained in Paediatric first aid (EPFA)</li> <li>○ There should be enough people to provide cover for absence, and for trips and visits. First aid must be available at all times that children are cared for on or off the premises, on outings. First aid must cover visitors, volunteers, and work experience placements.</li> </ul> | <ul style="list-style-type: none"> <li>○ Yes, First Aid Co-ordinator</li> <li>○ Yes, medium risk category (at least 3 staff trained at EFAW or FAW level)</li> <li>○ All Early Years Staff are Paediatric First Aid trained</li> <li>○ All Early Years Staff and several other main school staff are Paediatric First Aid trained</li> <li>○ Yes, plenty of cover in place and staff qualifications regularly reviewed</li> </ul> |

**NB: See separate Covid 19 RA**