



Aintree Davenhill Primary School

First Aid Needs Assessment Form

Assessment of First Aid Needs		
No	Aspects to Consider at Premises	First Aid Provision Considerations
1	What are the risks of injury and ill health arising from the work and activities as identified in your risk assessments?	Injuries sustained from working at heights, impacts, slips, trips & falls including fractures, strains, sprains, dislocations, unconsciousness & concussion and cuts and abrasions.
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous machinery, higher risk activities)	Those areas with a higher risk than normal, i.e. Food preparation areas have their own first aid box. All chemicals are used under strict COSHH guidance and assessment.
3	Are large numbers of people employed on site?	There are 50+ staff employed.
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Accidents are highest on the playground due to slips, trips and falls mainly to pupils. Staff are able to administer minor first aid or call upon at qualified first aider if accidents are deemed necessary for a second opinion.
5	Are there staff/children on site who have disabilities or specific health problems?	First Aiders will need to be trained to a suitable level to enable them to address health or medical conditions any likely ill health or medical conditions as well as potential injuries. Current qualification is Emergency First Aid at Work Level 3 with some staff also being trained to First Aid at Work Level 3 and Paediatric Level 3. Staff within school are specifically trained to support children in school

		with disabilities or specific health problems. All staff have been trained in Allergy and Anaphylaxis awareness.
6	Are there clients or service users on the site who may need first aid?	Community hirers use the site out of teaching hours, they are first aid trained and have access to the school first aid kit and defibrillator if necessary.
7	Is there first aid cover for lunchtimes and for the beginning and end of the working day?	First aid requirements are needed for all hours of the school opening hours.
8	What is the site layout and will the layout require additional first aid cover for separate building or floors of multi-storey building?	The site is a single storey site with a large outdoor area.
9	Do you have any work experience trainees?	First aid provision is available for all persons within the premises.
10	Are there a number of inexperienced or young staff/workers/visitors on site?	The school is used daily (Monday-Friday) by approximately 449 children 3-11 year olds.
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods	First aiders are required during the main teaching hours of the day. There is always a first aider present on site for after school clubs.
12	Do staff working shift patterns and does each shift have sufficient first aid cover?	Staff who work after the end of the main teaching time are covered as the caretakers (one per shift) who are on the premises until everyone has left the building have had first aid training.
13	Do you work on a site occupied by other organisations and share first aid arrangements?	The site is not shared with any other organisations.

14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Aintree University Hospital is 2.2 miles approximately 7 minutes depending on the time.
15	Do some staff work alone or remotely?	Caretaker and cleaners work in the holidays and procedures in place to ensure other people are aware that they are in school. See Lone Working Policy and Remote Learning Policy
16	Do you have service users aged five years of age or younger?	The age group for core teaching time is 3-11 years and there are paediatric trained staff within school. In the Early Years Foundations Stage, we have adequately trained paediatric first aid trained staff present on site and trips involving EYFS.
17	Do members of the public visit your premises?	First aid provision is available for all persons attending the premises. First aid requirements are needed for all hours of the school opening hours.
18	Do you have any employees with reading or language difficulties?	Any employees with such needs are identified and arrangements are in place.

Summary of Required First Aid Provision

Types of First Aid Personnel

There are different levels of first aid personnel

- Appointed person (AP)
- Emergency first aid at work (EFAW)
- First aid at work (FAW)
- Additional training (schools' first aid, paediatric first aid training, etc.)

Appointed persons – those employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained but if required, or as good practice, can attend any relevant training course.

Emergency First Aid at Work – those employees who have attended a six-hour emergency first aid course. Requalification is by re-attending the course. The training is valid for 3 years.

First Aid at Work – those employees who attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days.

Paediatric First Aider – providers of the Early Years Foundation Stage must refer to and comply with the paediatric first aid requirements contained within the Statutory Framework and the Practice Guidance for the Early Years Foundation Stage.

Additional Training – first aiders should be provided with additional training as appropriate to the circumstances of the workplace and activities as identified by the need assessment.

At least one person with a current paediatric first aid certificate must be on the premises at all times when Early Years children (under 5s) are present. There must also be at least one person on school trips who have a current paediatric certificate if EYFS children are present. At least one person, per room, with a current paediatric first aid certificate must be on the premises at all times when Early Years children (under 5s) are eating.

Level of First Aid staff (Type of Provision)	Numbers of staff required to be on site at any time		Numbers trained to meet on site requirement
Qualified First Aider (FAW – First Aid at Work)	1		1
Emergency First Aider at Work (EFAW)	5		7
Paediatric First Aid trained	3		11
School First Aid trained (specific needs)	AAI	2	All staff
	Epilepsy	2	11
	Diabetic	2	9
Appointed Person	1		1
First Aid Kits	Quantity		Location of First Aid Kits
Yes	11 + 15 (1 bag in each classroom)		In the staffroom, the parent room, the dining room, the kitchen, the KS1 corridor, the KS2 corridor, in the school office, the small hall, the art studio, outside the large hall and in the first aid room
Travel First Aid Kits	Quantity		Locations of Travel Kits
Yes	2		In first aid store cupboard in Beech Room (by the canteen)

First Aid Room/Areas	Quantity	Locations of Rooms	
Yes	1	In KS2 corridor/outside large hall at lunchtime	
Defibrillator	Quantity	Location	
Yes	1	Outside the main office	
Comments	Appointed person is the main first aider (FAW qualified)		
Staff qualified to use the defibrillator are all First Aid trained. However, anyone can use the defibrillator in an emergency.			
<u>Assessment reviews</u>	Set future review dates and sign/comment upon completion		
Review date	Reviewed by	Signature	Date
July 2024	K. Parker		1.7.24
July 2025	K. Parker		1.7.25
July 2026	K. Parker		1.6.26