



Stone Bay School

FIRST AID NEEDS ASSESSMENT

SECTION 1.

1.1 School Information and first aid trainers	
Title:	This assessment will consider the first aid requirements / needs of the school.
Number of students:	115
Number of staff:	120
First Aid at Work	2
Paediatric First Aiders	3
Emergency First Aid at Work	7
Buccal Midazolam	14
Epilepsy Trained	14

1.2 PERSON(S) CONDUCTING THIS ASSESSMENT			
Name(s):	Nikky Poulter	Signature(s):	
Date assessment undertaken:	November 2023		

1.3 ASSESSMENT REVIEW HISTORY				
This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed, at least every 3 years. The responsible competent person must ensure that this assessment remains valid.				
	Review 1	Review 2	Review 3	Review 4
Due date:	November 2023			
Date conducted:				
Conducted by:				

SECTION 2A. DETERMINATION OF FIRST AID PROVISIONS

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
HAZARDS: Use general risk assessments to inform the First Aid requirements, consider types of activities/hazards and the levels of first-aid provision required		
The school has a number of buildings which may lead to insufficient number of first Aiders across the school	Yes / No	An Appointed Person A First Aid box in each class Portable first aid bag for each class Designated first aiders across the school site. Contents of First Aid boxes are checked on a monthly basis for expired equipment i.e. bandages Signage showing the location of First Aid boxes are displayed in classes / offices and residential area.
The school has a residential area. Are there sufficient first aiders.	There is currently only one designated first aider in residential	A first Aid box Portable first aid box Contents of First Aid boxes are checked on a monthly basis for expired equipment i.e. bandages Signage showing the location of First Aid boxes are displayed in classes / offices and residential area.
Work activities include Lone working, manual handling and working at height.	Risk assessments in place	
Staff: Consider the number of staff and those staff that may be higher at risk		
How many people work in the school?		See Section 1
Are there staff on site that may be at higher risk? Consider inexperienced workers, those with existing health problems, young persons, new and expectant mothers, disability etc.	The school will have expectant mothers, inexperienced staff and those with existing health problems	Mental Health first aider

SECTION 2A. CONT'D.

ACCIDENT HISTORY/RECORDS:		
The main cause of accident / incidents is by a pupil's own action / behaviour or another pupil's action / behaviour	Since January 2023, there have been 4 occasions when staff / pupils have been injured at school and attended hospital. All other injuries have been dealt with in school.	First aid provisions are acceptable
WORKING ARRANGEMENTS:		
Do staff work alone?	Yes / No	Ensure access to First Aid kit Ensure communications lines are accessible e.g. mobile phone
Do any staff work shift or out of hours?	Yes / No	Ensure there is sufficient First Aid cover
Does the school occupy more than one building or operate on multiple floors?	Yes / No	Consider First Aid provisions in each building/floor
Are there times when the First Aider might be on absent?	Yes / No	The school has sufficient first aiders to allow for absence

SECTION 2A CONT'D.

Do any staff travel i.e. drive as part of work commitments?	Yes / No	A first aid kit is on all minibuses / cars. Every class has a portable first aid kit All First Aid kits are checked monthly.
NON-EMPLOYEES:		
Do members of the public, visitors, contractors, students, school children visit our school?	Yes / No	First aider in the main office First aid kit situated in the main office Defibrillator in the main office (recorded on the National Defibrillator Network)

EMERGENCY SERVICES:		
What is the proximity to closest hospital?	QEQM, Ramsgate Road, Margate CT9 4AN 01843 225544	The schools nearest A & E department is 15 minutes by car (3.7 miles)

SECTION 2B. MENTAL HEALTH FIRST AID PROVISIONS

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
Education is a high-risk profession for stress		The school has 3 Mental Health first aiders Stress risk assessment Staff have access to confidential counselling sessions

SECTION 3. Suggested number of First Aid personnel to be available at all times people are at work. Please refer to the First Aid Standard for Appointed Person (AP), Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) syllabus.

LEVEL OF RISK (Informed by general risk assessments)	NUMBER OF PERSONNEL*	NUMBER OF FIRST AIDERS REQUIRED (as suggested by the HSE)
Low risk	<25	At least 1 Appointed person
	25-50	At least 1 EFAW trained First Aider
	>50	At least 1 FAW trained First Aider for every 100 (or part thereof)
High risk	<5	At least 1 Appointed person
	5-50	At least 1 EFAW trained First Aider (consider the type of injuries that may occur)
	>50	At least 1 FAW trained First Aider for every 50 (or part thereof)

*The HSE strongly advise that arrangements for First Aid provisions also take into account non-employees that may be on site.

SECTION 4. Utilise the guidance in Section 2 and the table in Section 3 to determine your First Aid requirements in the workplace.

Where a building/floor is shared with another department with similar hazards consideration should be given to sharing First Aid resources.

FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Appointed person	Yes / No	1
EFAW First Aider	Yes / No	7
FAW First Aider	Yes / No	3
First Aider with additional training (please specify)	Yes / No Paediatric First Aiders	3
FIRST AID EQUIPMENT AND FACILITIES	REQUIRED	NUMBER REQUIRED
Damp and dust proof First Aid container	Yes / No	
Contents of First Aid Box		All first aid kits include: Washproof plasters Medium dressings Large dressings Eye dressings Triangular Bandages Moist Wipes Safety Pins Disposable Gloves
Additional equipment	Defibrillator situated in the main office. Trained staff	
Travelling First Aid kit	All classes / flat have a portable first aid kit for off-site activities. Minibus / cars has a first aid kit and are checked monthly.	1 for every class / flat
First Aid room	Yes / No	The school does not have a first aid room

Shower	Yes / No	The school has several showers across the school site
MENTAL HEALTH FIRST AID PERSONNEL	REQUIRED YES/NO	NUMBER REQUIRED
Mental Health First Aider	Yes / No	3