

FIRST AID NEEDS RISK ASSESSMENT



Author:	Adam Medlock
School Role:	Head of School
Date:	27.2.2024

Reviewer:	Lynette Edwards
School Role:	Proprietor
Date:	01.09.2023

Next review date:	01.09.2024
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Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under the Health and Safety Legislation, Stafford Hall School ensures that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

Although there is no requirement to take account of non- employees, the purpose of this policy is to ensure that there is appropriate first aid provision for employees, pupils and visitors at all times while people are on site and whilst on off site visits.

The school promotes awareness of health and safety issues to prevent, where possible, potential hazards or accidents. However, if accidents do occur, there will be qualified staff following clearly defined procedures to treat injuries with the aim of reducing the impact of the accident and if necessary to save life.

What Stafford Hall School will do:

- Determine through an assessment the first aid requirements for the school.
- Ensure sufficient first aid trained staff are available on-site.
- Ensure that suitable first aid arrangements are in place when off-site.
- Ensure that staff nominated to provide first aid receive recognised training.
- Ensure appropriate first aid material, equipment and facilities are provided.
- Inform staff and pupils of first aid arrangements.
- Ensure that all first aid equipment and facilities are well maintained.
- Ensure that suitable records of first aid treatment are kept.

Determining First-Aid Needs The Health and Safety (First Aid):

Regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide a service for others should include these other persons in their risk assessments and provide for them.

First-aid provision must be available at all times while people are on school premises, and off the premises whilst on school visits. In determining appropriate provision overall, Stafford Hall School has taken into account the following factors:

- The size and location of the establishment and the distribution of employees and pupils.
- Distance emergency services would need to travel to site.
- The establishments' history of accidents.
- Provision for absence of first aiders due to sickness, holiday cover etc.
- Staff accompanying a visit.

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- Nature of the off-site activities e.g. off-site and sporting activities.
- Hazards and risks encountered in the workplace.
- Staff and pupils with special medical conditions or disabilities.
- Provision outside normal hours e.g. extended services.

Administration of Medication:

As Stafford Hall Care Home is on the same site as the school, all medication for students in care will remain within the Care Home. For day students, all medication is stored in the locked medicine cabinet in the office. For any students bringing medication on and off site, this will be signed in by two members of staff daily, with the repeat happening on an evening. If a pupil requires medication on an outdoor activity/educational visit, fully trained staff in administering medication will accompany the pupil on their activity.

The staff administering medication will have completed the following training:

- The Training Hub: Medication Advanced – Childrens Homes
- The Training Hub: Administration Of Medication In Schools Secondary Education
- Educare: Administration of Medication in Schools
- Young Foundations competency training – incorporating 5 sessions of shadowing within the care home and completion of a competency questionnaire with their line manager

Stafford Hall School can only administer non prescribed medication which is in its original container/packaging and is clearly labelled with a permission letter from the care home. For prescription medication the label must have been printed by the dispensing pharmacy with the medication's name, pupil's name and details, GP's name, date of issue, dosage, instructions, and expiry date. For all medication administered, a 'transfer of medication' document must be completed by both the care home and the education setting.

All medication taken off the education site must:

Be contained in a lockable container

Be labelled appropriately and contain all relevant information i.e., GP name, pupil name, date of issue, dosage, instructions, expiry date

Have a transfer of medication document completed outlining the amount of medication given and the amount returned

A member of staff must sign that medication has been administered, along with another member of staff to countersign that medication has been administered correctly, however, only trained staff must administer medication

Type and Number of First-Aid Staff:

The Health and Safety (First-Aid) Regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first-aid to employees if they are injured or become ill at work. There are two levels of provision:

- Emergency First Aid at Work (EFAW): This level will be relevant when qualified first aid person/s is required but the work environment is deemed to be lower risk (such as an office).
- First Aid at Work (FAW): This level will be relevant when qualified first aid person/s is required but where the work environment is deemed to be higher risk.

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First Aid Policy 2021 It is recommended that schools provide persons qualified to the higher level of 'first aid at work' (FAW).

The following chart has assisted the establishment in determining what level and how many first aid personnel are required:

Hazard Level	Number of employees and/or students	Level of first aid provision required
Low hazard	Less than 25	At least one appointed person
(e.g. Office, Shops, libraries, schools)	25 – 50	At least one person trained in EFAW
	More than 50	At least one person trained in FAW for every 100 persons (or part thereof)

Appointed Persons:

Where an assessment of first-aid needs identifies that first aid personnel are not necessary, the minimum requirement is to appoint a person 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 these duties at all times when people are at work.

To fulfil their role, appointed persons do not need first-aid training, though emergency first-aid training courses are available. Appointed person's emergency first aid training courses do not require HSE approval. Appointed persons with such training will not be deemed to be a qualified first aid person as defined in the regulations. Therefore, it is important to remember that appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

Selection, Qualifications and Training:

The selection of staff to become first aid qualified personnel has taken into account a number of factors including:

- Reliability, disposition and communication skills.
- Aptitude and ability to absorb new knowledge and skills.
- Ability to cope with stressful and physically demanding emergency procedures.

In the event of difficulty in recruiting volunteers, willingness to serve as a first aider is made a selection criterion for staff appointed to any relevant post in the establishment.

A person is only 'suitably qualified' if they have undergone training and have qualifications from a provider that is approved by the Health and Safety Executive. Courses are as follows:

- The FAW is a full three-day course in first aid at work. First Aid Policy 2021
- The EFAW s one-day course in emergency first aid at work.

A three-year certificate will be issued to those who successfully complete an FAW or EFAW course. Re-qualification training for both courses is required after the three-year period.

Stafford Hall School designated First Aiders

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Name:	Qualification Title	Expiry Date:
Imani Sarafat	First Aid at Work	06.05.2024
Lee Stockhill	First Aid at Work	04.03.2025
Kimberley Barraclough	First Aid at Work	12.07.2026
Amy-Leigh List	First Aid at Work	12.07.2026
Gareth Davies	First Aid at Work	26.07.2026

Appendix 1: First Aid risk Assessment

School:	Stafford Hall School		
Address:	Cheltenham Place, Halifax HX3 0AW		
Risk Assessment Undertaken By:	Signed <i>A. Medlock</i>	Print Name: Adam Medlock	
Date:	27.02.24	Review By: (no later than 12 months)	Feb 25
Baseline Assessment			
Do employees have easy access to suitably stocked and signed first aid boxes?			Yes
Has a person been appointed to take charge of first aid arrangements?			Yes – School Administrator
Are suitably notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?			Yes
How many adults are there? (allow for visitors/contractors)			25
How many children over 8 are there?			12
Total:			35
How many children under 8 are there?			0
HSE Guidelines:			
If there are children under 8 there need to be a paediatric first aider available at all time			
HSE guidelines for low risk:			
<ul style="list-style-type: none"> • Less than 25 at least 1 appointed person • 26-50 at least 1 first aider trained in First Aid at Work • More than 50 at least 1 first aider trained in First Aid at Work for every 100 employed (or part thereof) 			
Assuming that schools fall into the "low" risk category:		required	In place
		1	5