

First Aid Needs Assessment for Schools



There are three areas of guidance/legislation that a school should consider when carrying out a first aid needs assessment:

- Adults
- Children over 5
- Children under 5

Adults:

The legislation that covers first aid for adults in the workplace is the First Aid at Work Act. On 1st October 2009, the Health and Safety Executive (HSE) updated guidance for employers.

As an employer, a school is legally required to undertake a First Aid Needs Assessment in line with the new HSE guidance. Full details of how to perform a new-style First Aid Needs Assessment can be found as an appendix to this document.

Children over 5:

The Department for Children, Schools and Families (DCSF) produced *Guidance on First Aid for Schools: A Good Practice Guide* in 1998. This guide has not yet been updated to reflect the new HSE guidance, but if you include staff, pupils and visitors when performing the new-style HSE First Aid Needs Assessment, you will satisfy the existing guidance from the DCSF as this document refers to the HSE providing guidance on the numbers of first-aid personnel.

You can download the DCSF guide at: <http://www.teachernet.gov.uk/doc/4421/gfas.pdf>

Children under 5:

As part of the Early Years Foundation Stage (EYFS), there is a requirement for early years settings who care for 0 to 5 year olds to have a first aider who has completed a specific course in paediatric first aid available at all times. The EYFS specifies the topics that should be covered on the course and a minimum duration of 12 hours.

Considerations for Schools:

Off-site activities (e.g. school trips) If first aid personnel accompany pupils off-site, there should be adequate first-aid provision both in the school and on the trip.

Out of hour's activities Adequate provision is needed at all times including before and after school clubs, residential visits and sports activities etc.

Lunch and breaks times As prompt first aid cover should be available at all times, first aid training for lunchtime supervisors should be considered.

Specific needs Staff or pupils with any special health needs or disabilities should be considered.

First Aid Needs Assessment

Guidance

The new First Aid at Work Guidelines for Employers came into force from 1st October 2009. Your new first aid needs assessment must identify what type of first aid training your first aiders will need, how many first aiders you need and where they should be located.

A First Aid Needs Assessment should consider the following topics:

- the nature of the work, the hazards and the risks
- the nature of the workforce
- the organisation's history of accidents and illness
- the needs of travelling, remote and lone workers
- work patterns such as shift work
- the distribution of the workforce
- the remoteness of the site from emergency medical services
- employees working on shared or multi-occupied sites
- annual leave and other absences of first aiders
- first-aid provision for non-employees
- the size of the organisation

The nature of the work, the hazards and the risks

One of the more complicated areas of the new first aid needs assessment is considering 'the nature of the work, the hazards and the risks'. You should consider the risks and identify what possible injuries could occur in order to ensure sufficient first aid provision is available.