

FIRST AID NEEDS ANALYSIS

Number of Staff: **96**Number of Pupils: **438**

The School is spread over 2 buildings. The main building has 2 floors with a mezzanine level at the bottom end. It has 16 classes, 2 of which are part of the ARP. It also has a room that is used for both nurturing and out of school provision, various 'breakout' rooms, a Sensory room, a calming room, a main hall and a dining room/kitchen, a music room and a staff room.

The School is built on a hill, which means that there are steps throughout. A disabled lift is available between the ground and first floor of the main building. The whole school is accessible for wheelchairs except for the mezzanine level. Wheelchairs may, however, need to leave the premises to access some of the levels.

The school hires out part of the building to a Pre-School, a Holiday Club and an 'out of hours' Management Company. Those hiring the premises are required to have their own first aid control measures and equipment.

There are 3 plant rooms housing gas boilers and electrical intakes as well as a separate electrical intake cupboard and 2 server rooms.

Typical hazards in such a work place include trips, slips, cuts and bumped heads. Some pupils or staff have underlying health conditions including asthma, diabetes or conditions that are controlled by medication. Most medication is kept in the main office and parents must complete paperwork prior to leaving any medication at School. Some medication, such as asthma pumps, is kept by the teacher in the child's classroom. Any medication issued by classroom staff, in the classroom, is kept in a locked cabinet.

The School have external cleaning and kitchen contractors.

First Aid Personnel	Number on site	Other considerations
Appointed Person (First Aid at Work Certificate)	1	Head of Pastoral Care
First Aid at Work Certificate	11	Covering PE, MDS, EYFS Block, Main Block (1 st & 2 nd floors), Main Office and Breakfast Club
Emergency First Aid at Work Certificate	8	Site staff
Paediatric First Aid Certificate	24	Covering the Main Block, EYFS Block and After School Club
Activity/Forest School First Aider Certificate	1	Forest School Leaders

First Aid Equipment & Facilities	Number on site	Number needed/other considerations
First Aid Kits	21	One in each classroom, the main office, KS1 and KS2 playground, dining hall, kitchen.
Accident Books	online form	Easy access online forms available for all staff with an additional online form for completion for any accidents that result in hospital visits.
Automated External Defibrillator (AED)	2	1 kept outside the Pastoral Care office opposite the main office. 1 kept in the EYFS block Poverest staff room.
Travelling First Aid Kits	6	Carry pouches are available from the main first aid cupboard in the main lobby for school trips. The first aider on the trip to arrange when needed.
First Aid Room	0	No specific room as personnel would not be in situ. First aid usually administered where the incident/accident happened by the nearest first aider. If a specific waiting or administering area is required, outside the main office is used, or the Pastoral Care office if it requires confidentiality or to lie down etc.