

FIRST AID NEEDS ASSESSMENT FORM

Premises/Service: Moorbrook School

Date of completion: August 2022

Completed by: Claire Thompson

Review Date: August 2023

Background Information:

Moorbrook is a special school for secondary age pupils with SEMH needs. Pupils can be impulsive and aggressive. A few pupils have physical needs and some have a history of self-harm.

Hazards considered:

Hazard	Applicable Y/N	Control measures
Biological e.g. infectious diseases such as coronavirus (COVID-19)	Y	All infectious diseases information from UKHPA followed.
Chemicals	Y	Science staff aware of COSHH guidance and use CLEAPS guidance. Addition first aid equipment in lab. Cleaning staff aware of COSHH guidance and work accordingly. All other staff given basic awareness and keys to cleaning cupboard held by senior staff only.
Electricity	Y	All PAT testing undertaken. All staff aware of dangers of electrical items through H+S training update yearly.
Machinery	Y	D+T only used by trained staff.
Manual handling	Y	All staff TEAMTEACH trained for physical restraint. Office and premises staff undertaken online manual handling training yearly.
Slips and trips	Y	All staff have basic awareness training to minimise slips and trips. Staircase only used by staff. Site supervisor undertakes regular (weekly) H+S walk through.
Working at height	Y	Only staff with ladder training work at height with training capacity. Low roof – nobody allowed access.
Workplace Transport	Y	Clear rule for use of the minibus in line with MIDAS training and county recommendations.

Medical conditions	Y	Locked medication cabinet with only trained staff and Headteacher having keys. Medication policy in place. Staff trained in Asthma and Epilepsy. Awareness training of other medical conditions presented by pupils. Care plans in place for those pupils who need- shared with staff.
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Record of first aid provision:

The first aid needs assessment indicates the requirements for this premises are as follows:

- A person appointed to take charge of first aid arrangements and refilling first aid kits.
CT to allocate duty

First aid personnel	Required Yes/No	Number needed Appendix 3 of the HSE First Aid at Work guidance L74 provides advice on number of first aiders - please also consider first aid cover during staff absence, trips, etc.
Appointed person	y	1
First Aider with an emergency first aid at work (EFAW) certificate	y	1 for each out of hours session
First Aider with a first aid at work (FAW) certificate	y	5 to allow for offsite activities as well
First Aider with additional training (specify)	Y	Medication administration Outdoor first aid.

First Aid equipment and facilities	Required Yes/No	Number needed
Dust and damp-proof first aid container	y	Number: 10 In the following locations: Main office First aid room DT office Food tech room Science office ICT office Each minibus 2 mobile for trips These are checked by: TBC Frequency of checks: termly

Kit contents Appendix 2 of the HSE First Aid at Work guidance L74 provides advice		▪ a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work); ▪ 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary); ▪ two sterile eye pads; ▪ two individually wrapped triangular bandages, preferably sterile; ▪ six safety pins; ▪ two large, sterile, individually wrapped unmedicated wound dressings; ▪ six medium-sized sterile individually wrapped unmedicated wound dressings; ▪ at least three pairs of disposable gloves
Additional equipment (specify) e.g. foil blankets, eye wash bottles, shears, microporous tape,	y	Eye wash in science lab
PPE for first aiders	y	Disposable gloves Plastic aprons
Defibrillator (please complete the LCC Assessment of the need for an AED/Defibrillator Form on the Intranet / Schools Portal if this is being considered).	n	
Travel first aid kit	y	Each mini bus plus 2 mobile travel kits. The outdoor kits have heat blankets for outdoor ed.
First aid room	y	

Any other comments:

First aid records are kept in the file in the medical room and completed by the person administering first aid. HS1 forms for staff are completed on Oracle and for pupils on CPOMS. Visitor HS1 forms are completed electronically and stored in the first aid file in the medical room.