



Bolton-le-Sands C of E Primary School

With God at the centre, we reach out to support each other in learning, growth and community.

FIRST AID NEEDS ASSESSMENT FORM

Premises/Service: Bolton-le-Sands CE Primary School

Date of completion: December 2025

Completed by: Daniel Hargreaves

Review Date: December 2026

MISSION STATEMENT

At Bolton-le-Sands Church of England Primary School, we believe that God is at the heart of everything we do. Our vision is for every member of our school community to grow in faith, love, and wisdom, supported by the teachings of Jesus. We are committed to nurturing a compassionate and inclusive environment where everyone feels valued and welcomed. As a village school at the core of our local community, we extend our faith and friendship to all, inspired by our belief that: **"With God at the centre, we reach out to support each other in learning, growth and community."** God's love guides us in all that we do, providing us with the light to navigate challenges, the courage to persevere, and the love to unite us as one. **"We love because God first loved us." 1 John 4:19.**

SCHOOL CONTEXT

The school employs a total of 40 staff who provide services and support for 290 pupils. The school day is from 8:45am until 3:20pm, but this is extended from 6am until 6pm when including cleaning and premises staff working on site.

The premises is located 4.8 miles from the Royal Lancaster Infirmary and the estimated time for an ambulance to arrive on site is approximately 7 minutes.

Typically, staff, children and visitors experience minor injuries requiring first aid assistance. From a child's perspective, the environment is considered low hazard; however, due to the nature of the diversity of a school, specific medical needs need to be catered for and considered during the first needs assessment.

SCHOOL RESPONSIBILITIES

Governing Body responsibilities:

- Monitor the provision for first aid across the school.
- Review the Health and Safety Policy.
- Through the role of Health and Safety monitoring, inspect the school's provision for first aid.

Headteacher responsibilities:

- Ensure that the County Council's guidance relating to the provision of first aid is carried out within the school premises.
- Ensure that a first aid assessment is carried out and acted upon using the guidance provided by the County Council.
- Ensure that new employees are provided with first aid information during their induction.
- Ensure that users of the building are informed of first aid arrangements that affects them.
- Ensure that there is at least one first aid notice on site which provides the locations of the first aid facilities, locations and the names of designated personnel.
- Ensure that first aid procedures and record processes are followed.

First Aider responsibilities:

- Have undertaken prescribed training and gained a certificate of competence from a training provider who works through an awarding organisation.
- Administer first aid when required in line with the training undertaken and the procedures in place in school.
- Follow school procedures and processes regarding the recording of first aid, accidents and incidents.

FIRST AID ASSESSMENT: HAZARDS CONSIDERED

Hazard	Applicable	Control measures
Biological e.g. infectious diseases such as coronavirus (COVID19)	Yes	See separate risk assessment and contingency management for COVID19. Enhanced cleaning, including personal hygiene and sanitising. The use of PPE where necessary and appropriate Planning for extremely vulnerable people.
Chemicals	Yes	Cleaning company provide own products and COSHH assessments. The use of chemicals is kept to a minimum. Where the school uses its own products, such as sanitiser, dishwasher tablets, bleach, WD40 etc., these are managed, controlled and kept out of reach of children.
Electricity	Yes	Building is subject to a 5 year fixed test check and annual PAT testing. Employees are required to carry out visual inspections before using equipment.
Machinery	Yes	Low risk equipment is used by cleaning staff, and occasionally by other staff, such as the buffer, vacuum cleaners, photocopiers etc. Staff have relevant training where necessary. Some higher risk equipment is used occasionally, such as drills, hammers, cutting tools. These are used by the Site Supervisor with relevant experience.
Manual handling	Yes	Some manual handling by staff is necessary when supporting children. In such cases, relevant training and experience is used. Expectant mothers are not required to carry out manual handling.

Slips and trips	Yes	All staff are vigilant for slip and trip hazards – identifying and dealing with these as necessary and appropriate. Good housekeeping standards are maintained along with regular workplace inspections.
Working at height	Yes	Occasionally, staff (including Site Supervisor) are required to use a ladder or access the school roof. Appropriate experience/training is undertaken. Ladder training Risk assessment in place for working at height and lone working.
Workplace Transport	No	
Medical conditions	Yes	Care plans are in place for all staff and pupils who require additional support/need. Staff are made aware of this and follow procedures as detailed.

FIRST AID ASSESSMENT: 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;
- a suitably stocked first aid kit; and
- information for all employees about what they need to do in case of an emergency.

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 (page 33) - please also consider first aid cover during staff absence, trips, etc.
Appointed person	Yes	Daniel Hargreaves (Headteacher) appointed as Health and Safety Officer Sue Livesey (Teaching Assistant) appointed as First Aid Lead responsible for keeping first aid kits replenished and medical records updated
First Aider with an emergency first aid at work (EFAW) certificate and additional training	Yes	Minimum of 1 member of staff first aid training to Emergency First Aid at work and 2 members of staff trained at Paediatric First Aid level trained every 3 years

First Aid equipment and facilities	Required Yes/No	Number needed
Dust and damp-proof first aid container/kit	Yes	6 first aid kits plus 2 travel first aid kits Locations: EYFS KS1 LKS2 UKS2 Hall Staffroom Travel Kits kept in the School Office store Checked by: First Aid Lead Frequency of checks: Weekly
Kit contents Appendix 2 of the HSE First Aid at Work guidance L74 provides advice	Yes	First aid kits are made up following HSE guidance. Additional items include: Foil blanket Microporous tape
Additional equipment (specify) e.g. eye wash bottles, shears	Yes	Eye wash and shears are kept in staffroom First Aid cupboard
PPE for first aiders (due to COVID-19)	Yes	Additional stock of aprons, gloves, face masks are kept in the school Office store
Defibrillator (please complete the LCC Assessment of the need for an AED/Defibrillator Form on the Intranet / Schools Portal if this is being considered).	No	
Travel first aid kit	Yes	These are checked before and after a visit

ADDITIONAL FACTORS FOR EMPLOYEES

Potential Hazard	Applicable	Control measures
Inexperienced workers on site.	Yes	Suitable training and induction programmes in place.
Employees with a specific disability or physical/health concern.	Yes	Suitable risk assessment systems in place. Where applicable, training in place for Senior Leaders in managing staff with specific conditions.
Instances where employees experience instances of mental ill health in the workplace.	Yes	Wellbeing and mental health support programmes in place. Staff with the relevant experience, training and authority to support staff. Referral into Occupational Health. Access to additional, outside, support if necessary.

ADDITIONAL FACTORS FOR NON-EMPLOYEES

Potential Hazard	Applicable	Control measures
Members of the public or non-employees visiting the school.	Yes	Provide visitors with key instructions relating to evacuation and safeguarding. Security/sign in procedures in place.
Off site school visits with children.	Yes	Correct, appropriate and thorough risk assessment procedures in place using the EVOLVE system. First aid procedures in place.
Children attending sports fixtures on and off site.	Yes	Correct, appropriate and thorough risk assessment procedures in place using the EVOLVE system. First aid procedures in place.

FIRST AID PROCEDURE AIDE MEMOIRE

Accident without first aid administered

- No action beyond reassuring a child or getting them to wash

Minor Accident/Incident (e.g. small cut or graze, minor trip etc.)

- First aid carried out
- Record made in the child's first aid record (files by the staffroom)
- Class Teacher made aware

General Accident/Incident (e.g. larger cut, twisted limb, bumped head - parents need to know)

- First aid carried out
- Record made in the child's first aid record (files by the staffroom)
- Accident/Incident form completed and sent home
- Class Teacher made aware

Major Accident/Incident (e.g. major head bump, unconscious, major cut, entrapment, significant fall etc.)

- First aid carried out
- Record made in the child's first aid record (files by the staffroom)
- Accident/Incident form completed and sent home
- Class Teacher made aware
- Headteacher made aware
- Parent contacted and offered to come into school
- CPOMS record made
- If child attends hospital, LCC form completed and uploaded to CPOMS

Reportable Accident/Incidents - RIDDOR

- Specified injuries (e.g. amputation, burns, asphyxia)
- Death in the workplace
- Occupational disease linked to occupational exposure
- Carcinogens, mutagens and biological agents linked to occupational exposure
- Dangerous occurrences with a high potential to cause death