



Juniper Hill School – First-Aid Needs Assessment March 2026

Purpose of Risk Assessment This assessment will consider the first aid requirements/needs of the school	People Involved Staff, Children, contractors and visitors
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Number of employees	71
Number of students	431
Number of First Aid at Work trained employees	2
Number of Paediatric First Aid trained employees (Primary)	13
Number of specialist trained employees (epi-pen, asthma)	67

Theme What are the hazards?	Who might be harmed and how? (Who is at special risk)	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further control measures)	RISK LEVEL (Low, Medium, High)	Action by whom	Additional Information/ Review Notes.
Aggravation of injuries or illness due to the lack of provision of First Aid. The risks in not providing suitable first	Children Staff Visitors Contractors	Reception: <ul style="list-style-type: none"> There is at least 1 member of staff with Paediatric First Aid in each area of the school. At all times, there is at least one member of staff who has completed specialist training e.g. epi-pen, asthma Portable first aid kits are available in easily accessible areas. Medical plans are assessed when deciding the level of First Aid cover required. 	None	Low	School Business Manager LSA for Medical Head teacher	



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<p>aid assistance and associated management procedures include inadequate identification and treatment of injuries or ill health and potential litigation claims and prosecution.</p>		<ul style="list-style-type: none"> • Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy. • First Aid kits will be checked and replenished regularly. <p>Primary</p> <ul style="list-style-type: none"> • Sufficient number of First Aiders present (in accordance with guidance and overall assessment of student / employee numbers and activities. • Medical plans are assessed when deciding the level of First Aid cover required. • Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy. • Students’ medical plans are assessed when deciding the level of First Aid cover needed. • A member of staff that has received epi-pen training is available at all times. • First Aiders record accidents in the accident book and pass these forms to the relevant person. • There is sufficient cover for Premises, Catering and Cleaning teams. • A defibrillator has been provided and staff are trained in its use. • The defibrillator is maintained in accordance with manufacturers requirements. • First Aid kits will be checked and replenished regularly. 				
<p>Insufficient number of First Aiders due to multiple buildings or</p>	<p>Children Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • First Aid cover is available at every building at all times e.g. main school, Year 6 building and the Nest. • Full First aid kits are available in the main building and these are placed in accessible locations, in Year 6 and in the Nest there are mini First Aid Kits 	<p>None</p>	<p>Low</p>	<p>School Business Manager LSA for Medical Head</p>	



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buildings with split levels					teacher	
School location	Children Staff Visitors Contractors	<ul style="list-style-type: none"> School is near the hospital and easily accessible. 	None	Low	Office Staff LSA for Medical Head teacher	
First aid in curriculum (E.g. practical, high risk departments) Lunch-time cover – due to number of children.	Children Staff Visitors Contractors	<ul style="list-style-type: none"> The school has a First Aider in all areas of the school First aid kits are provided in areas across the school and these are placed in accessible locations. Portable first aid kits are taken outside for PE lessons. A Paediatric First Aider is present during Early Years' lunchtimes. The school has First Aider cover for lunchtimes. First aid kits are provided and these are placed in accessible locations. 	None	Low	School Business Manager LSA for Medical Head teacher	
Availability of medical room	Children Staff Visitors Contractors	<ul style="list-style-type: none"> The school will use the medical room to provide most of the first aid. Very minor first aid will be carried out on the playground at lunchtime. The room has a sink and is near to Kestrels toilet. Where required the room caters for students with complex needs (additional medical accommodation is provided). The first aid room will be cleaned frequently. Cleaning materials to disinfect the areas and PPE is available. 	None	Low	LSA for Medical Head teacher Caretaker	
First aid provision during educational trips or visits.		<ul style="list-style-type: none"> A First Aider will attend. First aid kit is taken. Staff have mobile phones to seek medical help if necessary. 	None	Low	All staff EVC	



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Appendix 1 – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).



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Appendix 2 - RISK ASSESSMENT OF FIRST-AID NEEDS – factors to consider

How many first-aid personnel are required

There are no rules on exact numbers. The Head Teacher or the H&S lead will decide on number of First Aiders needed based on risks to staff, pupils and visitors. Factors to consider in deciding how many first-aid personnel are required:

- Provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- First Aid cover in case of staff absences;
- Cover for practical and high-risk departments, such as PE, Science, DT, Food Technology, Art;
- Cover for out of hours activities e.g. sports activities, clubs;
- Arrangements with contractors (e.g. catering providers, cleaners) on joint provision of first aid;
- Provision for trainees and volunteers working on site. They have the same status as staff for the purposes of health and safety legislation.
- The school size, number of buildings and levels and facilities that are out of the main site.
- The location of school, its accessibility and whether the school is close to A&E or a hospital. If the school is not nearby a hospital or not easily accessible arrangements should be in place to get the people as soon as possible to the nearest A&E or hospital.

What training do first aiders need?

The Health and Safety (First-Aid) Regulations 1981 require employers to provide suitable first-aid equipment, facilities and trained personnel to enable first aid to be given to employees if they are injured or become ill at work. For employers to comply with this Regulation, their first-aiders must have a valid certificate of competence in FAW, EFAW or PFA, issued by a suitably approved training provider.

First Aid at Work

Implementation of new first-aid training courses

As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 was amended, removing the requirement for HSE to approve first aid training and qualifications. This means that businesses now have more flexibility in how they manage their provision of first aid in the workplace.

Towards the end of the three-year certification period, first-aiders need to undertake an First Aid at Work (FAW) requalification course or an Emergency First Aid at Work (EFAW) course, as appropriate, to obtain another three-year certificate. Within any certification period, the HSE strongly recommends that first-aiders undertake annual refresher training. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures.



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Content of an FAW course

On completion of training, successful candidates should be able to:

- Provide emergency first aid at work;
- Assess any given situation removing any potential danger to cause further harm to the casualty or the first aider;
- Assess the casualty for response and diagnose the casualties condition using ABC of first aid;
- Administer first aid to a casualty with:
 - Basic life support (CPR) to a casualty who is not breathing or showing signs of circulation;
 - First Aider will be trained in the use of Automated External Defibrillator;
 - Recognise and Administer First Aid techniques to choking casualties;
 - Injuries to bones, muscles and joints, including suspected spinal injuries;
 - Chest injuries;
 - Burns and scalds;
 - Eye injuries;
 - Sudden poisoning;
 - Anaphylactic shock.
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

FAW courses should contain at least 18 hours learning which can be provided via blended or classroom based learning.

FAW certificates

FAW certificates are valid for three years.

FAW requalification courses should contain at least 12 hours learning which can be provided via blended or classroom based learning.

Content of an EFAW course

On completion of training, successful candidates should be able to:

- Understand the role of the first-aider including reference to:
 - the importance of preventing cross infection;



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- the need for recording incidents and actions;
- use of available equipment.
- Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- Administer first aid to a casualty who is unconscious (including seizure);
- Administer cardiopulmonary resuscitation;
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

The EFAW course is a component of FAW training but there is no final practical assessment.

EFAW courses should contain at least 6 hours of learning, which can be provided via blended or classroom based learning.

Content of Paediatric First Aid (PFA) course

On completion of training, successful candidates should be able to be competent in:

Principles and Practise of First Aid

- Primary, Secondary Assessment and Recovery position;
- Child and Baby Resuscitation;
- Child and Baby Choking;
- Causes of Unconsciousness:
 - Fainting
 - Head injuries
 - Asthma/Anaphylaxis
 - Poisons
 - Epilepsy
 - Diabetes.
- Shock:
 - Wounds and Bleeding



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- Extremity injuries
- Fractures
- Dislocations
- Sprains
- Strains.
- Burns and Scalds;
- Eye and Ear Injuries;
- Medical Conditions:
 - Meningitis
 - Febrile convulsions
 - Anaemia/Sickle cell anaemia
 - Hypothermia
 - Hyperthermia.
- Regulations:
 - Recording and reporting
 - Replenishing First Aid Kits.

This training is required for students up until puberty. So primary schools should have suitable numbers of trained PFA employees.

The Early Years Foundation Stage (EYFS) guidelines, which childcare settings in England are required to follow, currently state that just one person with a current paediatric first aid certificate must be on the premises and available at all times when children are present or on outings.

After a consultation period, the government revised the statutory framework for the early years foundation stage, part of the revision was the requirements for paediatric first aid. The framework was published on the 3rd March 2017 and became effective on the 4th April 2017.

The framework details that providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. The Judicium Education advice from working with schools across the country for many years, is that a trained PFA member of staff should be present in each class at all times. This is reflected in the risk assessment template and controls below. The overall responsible person in the school is required to complete the risk assessment and put in place controls that they feel work for the school. The information and advice given here should be considered when making this final assessment and agreeing controls that



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are put in place. All schools are different including the set up and location of EYFS classes. School managers may decide that a different provision is more suitable for them. This is the schools decision that they will need to justify if it varies from guidance and advice. That is the essence of a first aid needs assessment.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff – child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Specific needs

Specialised trained First Aiders should be present when staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy are in school.

Contacting first-aid personnel

A clear process to contact First Aiders should be in place. First Aid information should be displayed and communicated to all staff, visitors and members of public whilst at school premises.