

LRGS FIRST AID NEEDS ASSESSMENT 2025-26

An assessment of risks and circumstances to determine the level of first aid provision at LRGS

School overview:

School roll @ 1301 pupils age 11-18

Boarding provision for 115 pupils age 11-18

Teaching and support staff employees @ 180

LRGS is a complex school campus, with 28 buildings spread over 6 separate locations dissected by 4 public highways:

- New Building
- Lower site below Old School House
- Old School House
- main upper site campus
- New School House
- Memorial Fields

Risk Areas/activities:

General school activity, the layout of the school site and pupil & staff numbers mean that suitable first aid provision required is above and beyond statutory compliance / guidance:

- Boarding operation outside normal school hours (24/7 operation during term time)
- Specialist / practical teaching spaces with higher risk activities:
- Science laboratories, food technology classroom, design technology, PE (sports hall, playing fields, all weather area).
- Games, activities, sporting fixtures with physical contact
- Offsite activities, sporting fixtures, school trips and educational visits
- Out of hours school activities & events, plus external lettings activity

First aid provision based on identified activities & risks:

LRGS Medical centre (staffed by school nurse) providing first aid and medical treatment & advice throughout the school day.

Medical Centre cover for boarding operation provided by Matrons (Monday- Friday 24 hrs ending on Friday 10pm). Weekends Matron 8am until 10pm. House staff cover overnight Fri 10pm- Monday 8am).

All matrons in boarding hold a first aid certificate.

An adequate number of first aid trained staff (First Aid at Work) to be based at key locations across the school site:

- City View reception
- Lee House
- Wyresdale House
- Boarding houses (School House, Ashton, Storey)
- Mawby Science & Biology
- Food Technology
- Design Technology

Teaching staff in charge of sports, games or outdoor activities to hold an Outdoor First Aid qualification.

Offsite activities, trips and visits managed via the Lancashire County Council Evolve system to ensure suitable risk assessments and first aid provision is in place.

School minibus (x2) have an on board first aid kit

Out of hours & lettings first aid to be provided by Vivify as part of their lettings contract arrangements

Location of first aid kits:

- City View reception
- Lee House
- Wyresdale
- In each boarding house
- Mawby Science
- Biology
- Food Technology
- Design Technology
- Memorial Pavilion
- Douthwaite Pavillion
- Sports Hall

Defibrillators:

LRGS has 6 defibrillators at various locations on the school site:

- Lee House (external by front door) – a publicly accessible defibrillator
- Medical Centre (treatment room)
- City View (reception foyer)
- Memorial Pavilion/changing (staff office)
- Cricket Pavillion (during cricket season-Summer term only).
- Sports Hall entrance.

Accident reporting process:

All staff advised of accident reporting process at the start of each academic year:

All accidents must be reported using the Accident Report Form:

- accidents **on school premises** (all school buildings, grounds and sports field injuries)
- all accidents that occur **off site** while on school trip/activity/business/sporting fixture
- all accidents involving visitors, contractors and members of the public on school grounds/premises

Dangerous incidents or near miss accidents should be reported to the Health & Safety Officer (HSO)

Guidance and accident reporting form available to staff via the LRGS H&S drive (Accident Reporting & First Aid folder) and via “schoolinf” drive

Accident records are maintained and monitored by the HSO. The HSO is responsible for investigating the cause of accidents and for identifying appropriate actions to prevent accidents or the re-occurrence of accidents. The HSO is responsible for reporting accidents or incidents to the Health & Safety Executive that fall within the RIDDOR requirements.

Accident report presented to Governing Body termly via the HR & Welfare Committee

Recommendations and findings to inform a revised School First Aid Policy:

Department of Education Guidance First aid in school, early years and further education (updated 14.2.22) <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

<https://www.hse.gov.uk/pubns/books/l74.htm>

Automated External Defibrillators (AED's):

The school have 6 AED's, a policy and procedures are in place covering training, awareness and upkeep by way of regular checks by appointed departments.

Provision and Use of Workplace Equipment Regulations 1998 (PUWER) apply.

Staff Training & Advice:

All staff to be informed of first aid arrangements, policy, equipment, facilities, first aiders or appointed persons (Inset Day sessions / email)

Clear and easy information to be shared with pupils, staff, contractors and visitors.

Signage and first aid notices to be in place including AED and emergency anaphylaxis notices.

First aid arrangements included in new staff induction.

Training/update sessions for staff as appropriate (National College platform)

Material, equipment and facilities:

- First aid boxes to be replenished by relevant departments or first aid trained member of staff

- Health and safety instruction issued to departments / staff that are required to maintain equipment checks.
- Sports teams-kits are provided by the Medical Centre. Team leaders responsible for arranging replenishments & maintaining kits
- For any off -site activities or educational visits, trip leaders to assess what level of provision needed and identify any additional items that may be necessary.
- First aid kits for trips provided by the Medical Centre.

Medicines in school Policy in place for emergency prescription medication and non-prescription medication via the Medical Centre.

Medical Condition in School Policy covers emergency training in asthma, severe allergy (anaphylaxis, diabetes and epilepsy care). Individual Care Plans for identified pupils

Anaphylaxis Policy - covers staff training in emergency administration of Adrenaline.

Mental Health advice/provision:

- Senior Mental Health Lead
- Pastoral Head & Team
- Staff trained in mental health first aid and suicide awareness.
- Pastoral support worker
- Counsellor
- A-C-E - Mental Health Practitioner
- Liaison with other outside agencies to access professional support.
- Who to turn to poster
- CPOMS for concerns
- Barnardos – Emotional Health Practitioner support