

## First Aid Risk Assessment

Cavendish Close Infant and Nursery School – September 2020

Hazard/ Activity	Persons at Risk	Risk	CONTROL MEASURES	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
			(Describe the existing workplace precautions and risk control systems in place in place)		Yes	No*
Insufficient first aid materials or trained persons in an emergency due to number of staff available to be in school as a consequence of self-isolation, illness or an underlying condition.	Staff Pupils Visitors	Ill Health Incidents	<ul style="list-style-type: none"> <li>• There are no hazardous or high-risk activities/equipment/plant etc. within the school that would cause fatal or disabling injuries when used as instructed/appropriately. Activities to be further reduced that could increase risk of accidents during this period.</li> <li>• The response time for an ambulance for persons to reach the hospital is estimated at 10 minutes. (Likelihood of ambulance being sent due to breathing difficulties is increased by calling 999).</li> <li>• The school has a sufficient number of first aiders:</li> <li>• EYFS children must have a Paediatric First Aider available at all times .</li> <li>• The qualification must be a 12 hour course Ofsted approved.</li> <li>• All previously expired courses which were granted extensions on or after 16th March 2020 must requalify by 30th September 2020.</li> <li>• A list of qualified Paediatric First Aiders is displayed in the main office and in the upstairs intervention area.</li> <li>• Each classroom has a fully stocked First Aid Kit. Classroom kits are situated in a high cupboard, next to the classroom sink.</li> </ul>	MED	Yes	

			<ul style="list-style-type: none"> <li>• First Aid kits are also located in the school hall and within the Medical Cupboard, which is situated next to the school office.</li> <li>• First Aid provision is checked on a weekly basis by the class teacher</li> <li>• First Aid provision is checked and recorded monthly by Mrs Vincett and/or Mrs Leadbeater</li> <li>• Stock is replenished during each weekly check.</li> <li>• It is the responsibility of Mrs Vincett and/or Mrs Leadbeater to check all First Aid Kits which are stored outside of the classrooms. (School Hall, Medical Cupboard on the ground floor).</li> <li>• All packaging must be securely closed.</li> <li>• Children’s scissors must not be stored in the First Aid box.</li> <li>• Any out of date stock must be immediately discarded and replaced with in date stock.</li> <li>• All First Aid Kits must be clean, tidy and well organised.</li> <li>• Stock in First Aid Kits must be easily accessible.</li> <li>• Sufficient PPE must be stored in the cupboard next to the First Aid Kit. Class team must monitor stock and request replacement stock.</li> <li>• PPE must be tidy and easily accessible.</li> <li>• Any damaged or broken First Aid Kit boxes must be reported immediately to Mrs Vincett and/or Mrs Leadbeater.</li> <li>• A First Aid Kit list and a First Aid Kit expectation list must be stored in the high cupboard alongside the First Aid Kit.</li> <li>• A First Aid Kit check sheet must be stored on the inside of the high cupboard door.</li> </ul>			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• A First Aid symbol must be visible on the outside of the high cupboard door.</li> <li>• It is the responsibility of the class teacher to ensure that First Aid Kits are correctly stored. They must be clean, tidy, well organised and all stock must be easily accessible.</li> <li>• A 999 call will be made for any serious injuries that are beyond the capabilities of the trained first aid persons.</li> <li>• It is the responsibility of the class teacher to ensure that they take their class First Aid Kit outside during morning, lunchtime and afternoon outdoor learning sessions. It is important that class bubbles DO NOT share First Aid Kits.</li> <li>• Each class will have their own labelled cold compress. Covers will be wipeable. Cold Compresses must NOT be shared.</li> <li>• It is essential that covers are thoroughly wiped after use with disinfectant.</li> <li>• KS1 compresses will be stored in the staff room freezer.</li> <li>• EYFS compresses will be stored in the Nursery freezer.</li> <li>• A new First Aid Policy, First Aid Kit List, First Aid Kit Check List and First Aid Kit Expectations have been written, in accordance with Covid-19 guidelines.</li> </ul>			
Insufficient trained First Aiders in an emergency due to number of staff available to be in school as a	Pupils Staff Visitors	Ill Health Incidents	<ul style="list-style-type: none"> <li>• There is a sufficient number of first aiders to provide first aid treatment for the number of staff and pupils in the school, at all times.</li> <li>• 12 staff have Paediatric First Aid (12 hour)</li> <li>• It is a priority in September to ensure that we have sufficient staff who have First Aid at Work training.</li> <li>• Sufficient first aiders to provide cover for illness etc.</li> </ul>	MED It is a priority in Sept. 20 to ensure that we have sufficient staff who	<b>YES</b>	

<p>consequence of self-isolation, illness or an underlying condition.</p>			<ul style="list-style-type: none"> <li>• All staff are aware of how to summon first aid assistance.</li> <li>• The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.</li> <li>• The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.</li> <li>• Accident forms are used to record incidents where first aid is administered.</li> <li>• There is an accident form folder on the ground floor and the first floor.</li> <li>• The First Aider and/or relevant member of staff will complete an accident form as soon as is reasonably practical after an incident resulting in an injury</li> <li>• It is essential when completing an accident report that the child's full name is written and spelt correctly. It is vital that the correct class is also written down on the accident form.</li> <li>• Details of the injury should be written clearly for all to read.</li> <li>• There must be no illegal items in first aid kits or classroom cupboards i.e. Aspirin, Paracetamol, creams etc.</li> <li>• The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.</li> <li>• For additional information regarding EYFS please follow the link: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-</a></li> </ul>	<p>have First Aid at Work training.</p>		
---	--	--	--	---	--	--

			<p>years-foundation-stage-coronavirus-disapplications#staff-qualifications-and-ratios-during-covid-19</p> <ul style="list-style-type: none"> <li>Continue to follow the most recent information from the Government / guidance from Health Protection Team (HPT) &amp; Public Health England (PHE), this guidance obviously takes precedence.</li> </ul>			
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries.</li> <li>Where possible (age and maturity) ask children to wipe away any blood or hold cold compresses etc. Promote independence where possible. Socially distance where possible.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>It is essential when completing an accident form that the child’s full name is written and spelt correctly. It is vital that the correct class is also written down on the accident form.</li> <li>Details of the injury should be written clearly for all to read.</li> <li>Always wash hands thoroughly after contact.</li> </ul>	MED	<b>YES</b>	
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately.</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p><b>ADULTS</b></p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised only chest compressions are given.</li> <li>Use of a defib if available.</li> <li>Always wash hands thoroughly after contact.</li> </ul>	MED	<b>YES</b>	

			<p><b>CHILDREN</b> (under 8 years)</p> <ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised rescue breaths are given in the first instance. 5 rescue breaths and then 30 chest compressions then 2 breaths, 30 chest compressions.</li> <li>• It is advised that the risk of children being infected by COVID 19 remains low (under 12 years).</li> <li>• Use of a defib if available.</li> <li>• Always wash hands after contact</li> </ul>			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• It is advisable a face covering is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered, try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK).</li> <li>• Each class bubble will have their own Administrating Medicine folder.</li> <li>• All folders will be kept in the medical cupboard, which is situated next to the school office.</li> <li>• When administering medicine, it is essential that the Administration of Medicines sheet is fully completed.</li> <li>• Staff must record down – Child’s name, Class, Medication (including dosage administered), date and time medication is administered, name of staff administering medicine.</li> </ul>	MED	<b>YES</b>	