

Risk Assessment (COVID -19) First Aid Updated March 21

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					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.	Pupils Staff Visitors	Ill Health Incidents	<ul style="list-style-type: none"> • 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). • 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). • The school has a sufficient number of first aiders: • EYFS children must have a Paediatric First Aider available at all times • The qualification must be a 12 hour course Ofsted approved. • All previously expired courses which were granted extensions on or after 16th March 2020 must requalify by 30th September 2020. • A list of qualified Paediatric First Aiders is displayed in the main office and in the upstairs intervention area. • Each classroom has a fully stocked First Aid Kit. Classroom kits are situated in a high cupboard, next to the classroom sink. 	MED	Yes	

			<ul style="list-style-type: none"> • First Aid kits are also located in the school hall and within the Medical Cupboard, which is situated next to the school office. • First Aid provision is checked on a weekly basis by the class teacher • First Aid provision is checked and recorded monthly by Mrs Vincett and/or Mrs Leadbeater • Stock is replenished during each weekly check • 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 cabinet on the ground floor) • All packaging must be securely closed • Children’s scissors must not be stored in the First Aid box • Any out of date stock must be immediately discarded of safely and replaced with in date stock • All First Aid Kits must be clean, tidy and well organised • Stock in First Aid Kits must be easily accessible • PPE must be stored in the cupboard next to the First Aid Kit • PPE must be tidy and easily accessible • Any damaged or broken First Aid Kit boxes must be reported immediately to Mrs Vincett and/or Mrs Leadbeater • A First Aid Kit list and a First Aid Kit expectation list must be stored in the high cupboard alongside the First Aid Kit • A First Aid Kit check sheet must be stored on the inside of the high cupboard door • A First Aid symbol must be visible on the outside of the high cupboard door. 			
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			<ul style="list-style-type: none"> • It is the responsibility of the class teacher to ensure that First Aid Kits are correctly stored. They must be clean, tidy, well organized and all stock must be easily accessible. • A 999 call will be made for any serious injuries that are beyond the capabilities of the trained first aid persons. Tell the call handler if the patient has any COVID-19 symptoms. Updated 03-03-21 • It is the responsibility of the class teacher to ensure that they take their class First Aid Kit outside during morning, lunchtime and afternoon play. It is important that class bubbles DO NOT share First Aid Kits. • Each class will have their own labelled cold compress. Covers will be wipeable. Cold Compresses must NOT be shared. • It is essential that covers are thoroughly wiped after use. • KS1 compresses will be stored in the staff room freezer. • EYFS compresses will be stored in the Nursery freezer. • 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. 			
Insufficient trained First Aiders in an emergency due to number of staff available to be in school as a consequence of	Pupils Staff Visitors	Ill Health Incidents	<ul style="list-style-type: none"> • 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. • 12 staff have Paediatric First Aid (12 hour) • 2 members of the Safeguarding team, the Caretaker and a member of the kitchen team are attending Emergency First Aid at Work Training between March & May 2021. Updated 03-03-21 	MED	YES	

<p>self-isolation, illness or an underlying condition.</p>			<ul style="list-style-type: none"> • Sufficient first aiders to provide cover for holidays, illness etc. • All staff are aware of how to summon first aid assistance. • 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. • 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. • Accident forms are used to record serious incidents. • The Accident forms are kept within the locked medical cupboard, situated next to the school office. • The First Aider and/or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury • 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. • Details of the injury should be written clearly for all to read. • There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc. • The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents. • For additional information regarding EYFS please follow the link: https://www.gov.uk/government/publications/ea 			
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			<p>Early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications#staff-qualifications-and-ratios-during-covid-19</p> <ul style="list-style-type: none"> Continue to follow the most recent information from the Government / guidance from Health Protection Team (HPT) & Public Health England (PHE), this guidance obviously takes precedence. 			
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries. Updated 03-03-21 First Aiders must always wear gloves when administering first aid procedures. Updated 03-03-21 Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face mask if prolonged face to face contact when dealing with injuries. Updated 03-03-21 Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Encourage Independence before helping. Updated 03-03-21 Ensure records of injury and treatment are recorded and who administered first aid treatment. 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. Details of the injury should be written clearly for all to read. Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact. Updated 03-03-21 	MED	YES	

			<ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly. Updated 03-03-21 			
<p>First Aid – Life threatening, prolonged contact more than 15 minutes</p>	<p>Staff Pupils</p>	<p>Spread of Infection due to close contact</p>	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms. Updated 03-03-21 • Wear apron, face mask and gloves when in close contact or dealing with bodily fluids. Updated 03-03-21 • Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. Updated 03-03-21 • ADULTS • In the event of CPR being required it is advised only chest compressions are given. ST John Ambulance (COVID-19 advice for first aiders) says not to perform rescue breaths on the casualty. Updated 03-03-21 • Use of a defib if available. • Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact. Updated 03-03-21 • Ensure you safely discard disposable items and clean reusable ones thoroughly. Updated 03-03-21 <p>CHILDREN</p>	<p>MED</p>	<p>YES</p>	

			<ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact. Updated 03-03-21 • Ensure you safely discard disposable items and clean reusable ones thoroughly. Updated 03-03-21 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • Ensure records of administration are kept up to date and who administered the medication. Updated 03-03-21 • It is advisable a face covering is worn if having to deliver close contact first aid. Where it is not possible, move them to an area 2m away from people. PPE must only be worn (correctly donning) by staff caring for the child while they await collection if social distance cannot be maintained (such as for a very young child or a child with complex needs.) PPE could include nitrile/latex disposable gloves, a disposable apron and fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. Updated 03-03-21 • Any dressings used to be double bagged. • 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) 	MED	YES	

			<ul style="list-style-type: none"> • Each class bubble will have their own Administrating Medicine folder. • All folders will be kept in the medical cupboard, which is situated next to the school office. • When administering medicine, it is essential that the Administration of Medicines sheet is fully completed. • Staff must record down – Child’s name, Class, Medication (including dosage administered), date and time medication is administered, name of staff administering medicine. • Always wash your hands thoroughly with liquid soap and running water for at least 20 seconds or use an alcohol-based hand sanitiser as soon as possible after contact. Updated 03-03-21 • Ensure you safely discard disposable items and clean reusable ones thoroughly. Updated 03-03-21 			
Intimate care Updated 03-03-21	Staff Pupils	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must (as per their usual requirements): <ul style="list-style-type: none"> ✓ Wear gloves ✓ Wear an apron ✓ Wear a mask • Nappies, wipes etc. must be double bagged and placed into a closed bin. • Soiled clothes to be double bagged and given to parents on collection of pupils. • Staff must wash their hands once gloves and masks are removed correctly for at least 20 seconds using liquid soap and running water. • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. • The staff member providing the personal care will wash hands thoroughly before and after providing personal 	Medium	Yes	

			<p>care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <ul style="list-style-type: none"> • Review SEND plan for medicines management. • Consider physical equipment that may be used by pupils such as mobility aids. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • Any pupils who have an Education and Health Care Plan (EHCP) in place may need to have aspects of this reassessed by the appropriate health care professionals/parents, against national COVID-19 guidance, particularly with regard to physical health care needs and the use of PPE. • When a child already has routine intimate care needs, e.g. feeding tube which already involves the use of PPE due to their personal care, they will continue to receive their care as described in their care plan in the same way, using the same PPE, i.e. fluid repellent masks, should be continued. • If a child, or young person or other learner becomes unwell with symptoms Coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste. 			
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