

COVID-19 - First Aid Risk Assessment

Risk assessment carried out by – Donna Lee	Job title – Head Teacher	Date of assessment – July 2020
Review interval - monthly	Date reviews carried out -	

Staff covered by this assessment – <i>Staff, pupils, volunteers, contractors (e.g. kitchen staff, cleaners) on the school site during COVID-19.</i>	Activities involved – <i>Provision of first aid treatment of minor injuries and ill-health, to minimise the consequences of injury or ill-health, until the arrival of emergency services if required.</i>
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

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<p>Environment</p> <p>What is the classification of the school?</p> <ul style="list-style-type: none"> Low risk – Primary <p>Are high risk activities undertaken i.e. science, D&T, PE etc.</p> <p>Is the workplace remote from emergency services?</p> <p>What is the response time for the ambulance (999)?</p>	M	<ul style="list-style-type: none"> In general terms, the school is classed as a low risk but with certain activities being undertaken or multiple buildings, this classification may rise to a medium risk. Depending on the layout of the building, extra first aid equipment may be required on each floor / building. The ambulance services and the hospital are relatively local to the school. If the site is shared with other organisations, can their first aiders be shared / called upon in an emergency? 	<p>Distance to nearest emergency services:</p> <p>Ambulance Service: 3 miles, approximately 10 minutes away.</p> <p>Hospital: 3 miles, approximately 10 minutes away.</p> <p>Fire Station: 3 miles, approximately 10 minutes away.</p>	L	Head Teacher All Staff ongoing

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<p>First aid training</p> <p>Insufficient trained personnel</p> <p>Calculating the number of first aiders required</p> <p>Number of people on site (staff, pupils, etc.)</p> <p>Ratio: 1-100</p>	M	<ul style="list-style-type: none"> All first aiders have attended an approved First Aid at Work (FAAW) course and will be available to deal with first aid requirements. Trained paediatric first aiders are available when Foundation or pre-school age children are present on site. First aid training for all first aiders will be via an approved training organisation and will meet the First Aid at Work Training requirements and the person responsible for organising revalidation training and retaining records is either the Head Teacher, Deputy Head or School Business Manager. Appropriate number of additional qualified first aiders should be established based on each schools specific staffing arrangements to cover absences. (i.e. 1 qualified first aider and 1 relief first aider to provide cover for absences, thereafter 1 additional first aider for every 100 persons on site). 	<p>Number of Pupils: 116 On Site during COVID-19</p> <p>Number of Staff: 17 On Site during COVID-19</p> <p>Staff to Pupil Ratio during COVID-19 - 1:7</p> <p>Number of First Aid at Work trained staff on site during COVID-19 : 1</p> <p>Number of Paediatric: trained staff on site during COVID-19: 7</p> <p>Number of Emergency First Aid trained staff on site during COVID -19: 7</p> <p>Where qualified First Aider /Paediatric First Aider not available an Appointed Person has been identified to manage an Emergency Situation :Head Teacher</p> <p>First Aiders to read the guidance available from the St Johns Ambulance Paediatric First Aid information.</p> <p>HSE Guidance re extending first aid certificates to be followed</p>	L	<p>Head teacher-On Going</p> <p>Head teacher/First Aiders</p>
<p>Staff members with underlying health conditions</p>	H	<ul style="list-style-type: none"> COVID-19 Guidance from the NHS for who is at risk higher risk is being followed. Lockers/lockable area provided to staff members who may have to take prescribed medication during their working day. Staff who are clinically vulnerable 	<p>Where need identified specific medical ill health risk assesments completed.</p>	L	<p>Head teacher-As need arises</p>

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		/extremely clinically vulnerable are not to administer first aid at the present time.			
PPE	H	<ul style="list-style-type: none"> DCC have supplied the school with a PPE starter pack. First Aiders have access to the following PPE; <ul style="list-style-type: none"> A fluid-repellent surgical mask Disposable gloves Eye protection Disposable apron or other suitable covering 	PPE to be located with first aid boxes around the school site. PPE located in each classroom	L	Head teacher-Immediate.
Administering CPR	H	<ul style="list-style-type: none"> 999 contacted immediately – Call handler informed if the patient has any COVID-19 symptoms If a portable defibrillator is available use it. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation First Aiders are to wear the following PPE; <ul style="list-style-type: none"> A fluid-repellent surgical mask Disposable gloves Eye protection Apron or other suitable covering Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths 	Ensure all First Aiders are aware of the process to follow should they need to administer CPR.	L	Head teacher-Immediate
Contacting 999	H		If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the casualty has any COVID-19 symptoms.	M	Staff
Insufficient First Aid cover for pupils attending the school site;	H	<ul style="list-style-type: none"> St Johns Ambulance Paediatric First Aid information to be distributed to staff that are supporting pupils in the school 	<ul style="list-style-type: none"> Identify those pupils that are of paediatric age who are being cared for during COVID-19. 	L	Head teacher-Immediate/On Going.

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<p>First aid kits and first aid stations</p> <p>Insufficient supplies</p>	M	<ul style="list-style-type: none"> First Aid boxes will be marked with a white cross and a green background and are provided throughout the establishment. The boxes should be regularly checked and ascertain that all items are still in date and replenish as necessary. Only first aid supplies will be kept in the first aid box. No medication kept in the box. Hand washing facilities and suitable facilities and equipment maintained including the provision of gloves, etc. Suitable hygiene standards followed, including the disposal of soiled materials, etc. Spill kits are available for cleaning up bodily fluids. A Biological Hazards risk assessment has been carried out for infection control – bodily fluids. 	<p>First Aid kits to be located in the areas currently being accessed.</p> <p>First Aid kits to be checked weekly.</p>	L	<p>Staff-Immediate</p> <p>Staff -On Going</p>
<p>Medication</p> <p>Administering incorrect dose of medication</p> <p>Insufficient training</p> <p>No written parental consent</p> <p>Epi-pens, inhalers, insulin</p>	H	<ul style="list-style-type: none"> Only trained staff to administer medication. If prescribed medication is available and is identified as belonging to the casualty, if in the opinion of the first aider will help the casualties treatment / recovery. Staff can assist the casualty to administer the dose. DO NOT administer without consent or dialogue with the casualty. In the case of a pupil, follow individual health care plan. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump), with dosage instructions. 	<ul style="list-style-type: none"> Ensure that staff are aware of pupils attending the school site who have known medical needs. Individual health care plans in place. Staff Medication training to be reviewed. 		<p>Head teacher-On Going</p> <p>Head teacher-Immediate</p>

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		<p>Medicines which do not meet this criteria will not be administered.</p> <ul style="list-style-type: none"> • Emergency Epi-pens and inhalers are available to use only with written consent from parents. • Medicines MUST be stored in a locked non-portable container and only named staff have access. Responsible staff members should know where the controlled drugs are stored and where the key is held. • Written records will be kept of any medication administered to children. • A first aid certificate is NOT sufficient for administering medication to pupils with a medical condition. Responsible person(s) must be trained in administering medication. The school nurse provides specific training for medical conditions such as diabetes, asthma, use of epi-pens etc. 			
<p>Automated External Defibrillator (AED)</p> <p>Please note: provision of an AED is not a statutory requirement for schools and is optional.</p> <p>Battery failure, insufficient / expired electrode pads and other consumable items</p>		<ul style="list-style-type: none"> • Consideration to multifloor buildings when locating AED. • Responsible person(s) to ensure the AED units are maintained in accordance with manufacturers guidance. Users of an AED are not expected to carry out any maintenance other than replacing expired batteries, electrode pads, and other consumable items (razor, airways adjuncts, plastic gloves). 			
<p>Reporting and recording of accidents and ill-health</p> <p>Accidents not reported or investigated</p>		<ul style="list-style-type: none"> • All accidents and treatment provided is recorded in the schools accident book. • All appropriate accidents are reported on-line to the Durham County Council, Health & Safety Team. 			

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<p>What is your record of accidents and ill-health, accounting for all groups?</p> <p>What illnesses accidents have occurred and where and what time did they happen?</p>		<ul style="list-style-type: none"> All accidents and near misses will be investigated by the relevant person in charge of the area where the event occurred. Accident information to be reviewed as a minimum monthly / quarterly / annually in order to minimise future accidents. The number and type of injuries have been adequately dealt with through the existing first aid arrangements and first aider capabilities. Accident statistics that indicate the most common injuries, times, locations and activities in a particular area (trend analysis are part of the management team meetings held monthly / quarterly / annually. 			

Name of First Aider	Type of Certificate (FAW, Paediatric, etc.)	Training Expiry Date	Signature of First Aider
Donna Lee	Paediatric	Feb 2021	
Lisa Hill	FAW/Paediatric	Mar 2022/Feb 2021	
Glynis Shaw	Paediatric	Feb 2021	
Yvonne Gallacher	Paediatric	Feb 2021	
Rebecca Aspinall	Paediatric	Feb 2021	
Laura Morton	Paediatric	Feb 2021	

Philippa Miller	Paediatric	May 2022	

Date of Assessment	Signature