

COVID-19 - First Aid Risk Assessment

Risk assessment carried out by – Donna Lee	Job title – Head Teacher	Date of assessment -November 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>

[Current HSE Guidance-First Aid](#) followed;

First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be **completed by 31 March 2021**.

If first aiders are unable to access annual refresher training face to face during the coronavirus (COVID-19) pandemic, HSE supports the use of online refresher training to keep their skills up to date.

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

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
<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	
<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: 117 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 – 1:9</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 11</p> <p>Number of Emergency First Aid trained staff on site during COVID -19: 11</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</p>	L	<p>Head teacher- On Going</p> <p>Head</p>

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
			from the St Johns Ambulance Paediatric First Aid information.		teacher/First Aiders
Mental Health First Aid Training	M		Consideration be given to training staff in Mental Health First Aid .	L	Head teacher-Immediate
Staff members with underlying health conditions	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 /extremely clinically vulnerable are not to administer first aid at the present time. 	<p>Where need identified specific medical ill health risk assessments completed for staff members.</p> <p>Health Care Plans reviewed for pupils.</p> <p>Where need identified first aiders informed of individual staff members medical needs.</p>	L	Head teacher-As need arises
PPE	H	<ul style="list-style-type: none"> The school have a supply of face coverings. DCC have supplied the school with a PPE starter pack. First Aiders have access to the following PPE; A fluid-repellent surgical mask Disposable gloves Eye protection Disposable apron or other suitable covering 	<p>PPE to be located with first aid boxes around the school site.</p> <p>Face coverings made available to staff</p> <p>PPE appropriately placed in waste bins.</p>	L	Head teacher-Immediate.
Administering CPR	H	<ul style="list-style-type: none"> Staff wear face coverings when supporting Staff/Pupils with medical incident. 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; 	Ensure all First Aiders are aware of the process to follow should they need to administer CPR .	L	Head teacher-Immediate

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		<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 			
Contacting 999	H		If you suspect a serious illness or injury, call 999 immediately – inform the call handler if the casualty has any COVID-19 symptoms.	M	Staff
Insufficient First Aid cover for pupils attending the school site; -Injuries sustained resulting in a severe blow to the head, cut/laceration. -Choking incident. -Injury requiring non-emergency treatment	H	<ul style="list-style-type: none"> • Where Staff provide first aid treatment face coverings worn. • St Johns Ambulance Paediatric First Aid information to be distributed to staff that are supporting pupils in the school environment. • Where need identified parent/carers contacted to attend the school site so that additional non-emergency medical support can be provided to the pupil. • Where need identified 999/112 to be contacted in the event of a significant incident. • Suitably stocked first-aid kits are located in appropriate locations throughout the school site. • All pupils are supervised at all times when on the school premises. • Social distancing taking place within the school environment during indoor and outdoor activities. • Only identified areas are accessed within the school environment by staff and pupils. • Pupils are undertaking low risk activities 	<ul style="list-style-type: none"> • Identify those pupils that are of paediatric age who are being cared for during COVID-19. • There are known foods that cause a choking hazard for paediatric aged pupils. Ensure that fruit and vegetables are appropriately cut to prevent a choking hazard. • Paediatric aged pupils are to be closely supervised during snack and lunch time periods. <p>After delivering any first aid staff are to;</p> <ul style="list-style-type: none"> • Ensure they safely discard disposable items, ensuring that they are double bagged. • Wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible. <p>- First Aiders to assist at a safe distance from the casualty as much as they can and minimise the time they share a breathing zone.</p>	L	Head teacher-Immediate/On Going. All Staff/ On going First Aiders-On Going

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		<p>whilst on the school site.</p> <ul style="list-style-type: none"> Outdoor play activities are supervised at all times. Indoor/Outdoor/Slip/Trip/Fall risk assessments are in place. Outdoor areas visually inspected prior to use. 	<p>-If the casualty is capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p>		
First aid kits and first aid stations-Insufficient supplies	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-HSE Guidance for first aid kits</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"> Face coverings worn by staff when providing support with medication. Medication Policy in place. Only trained staff to administer medication. The school are supported by the school nurse. If prescribed medication is available and is identified as belonging to the casualty, if in the opinion of the first aider will help the 	<p>Ensure that all relevant staff are aware of pupils attending the school site who have known medical needs.</p> <p>Health Care Plans reviewed at least on an annual basis</p> <p>Staff Medication training to be reviewed and where need identified refreshed.</p>		<p>Head teacher-On Going</p> <p>Head teacher-Immediate</p>

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		<p>casualty's treatment / recovery. Staff can assist the casualty to administer the dose. DO NOT administer without consent or dialogue with the casualty.</p> <ul style="list-style-type: none"> 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. Medicines which do not meet this criterion will not be administered. 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</p>	M	<ul style="list-style-type: none"> Consideration to multi-floor buildings when locating AED. Staff trained to operate the AED. Face coverings worn when operating the AED. 	<p>AED monthly checklist to be introduced</p>	L	<p>Head teacher-Immediate</p>

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<p>and is optional.</p> <p>Battery failure, insufficient / expired electrode pads and other consumable items</p>		<ul style="list-style-type: none"> 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> <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 treatment provided is recorded in the school's accident book. All appropriate accidents are reported on-line to the Durham County Council, Health & Safety Team. 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 is 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	April 24	

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Philippa Miller	Paediatric	April 24	
Laura Morton	Paediatric	April 24	
Lisa Hill	FAW/Paediatric	Mar 2022/ April 24	
Jane Hindmarch	Paediatric	April 24	
Hayley Moore	Paediatric	April 24	
Craig Graham	Paediatric	April 24	
Chloe Liddle	Paediatric	April 24	
Vicki Milburn	Paediatric	April 24	
Glynis Shaw	Paediatric	April 24	
Yvonne Gallacher	Paediatric	April 24	

Date of Assessment	Signature