

RISK ASSESSMENT FOR		Date of assessment
FIRST AID		21 st July 2020
Name of School		Review date
Calveley Primary Academy		Weekly
Name of Assessor (s)	B. Dolman	
Assessor Signature		



<p><u>RISK PRIORITY</u></p> <p>HIGH</p> <p>MED</p> <p>LOW</p>	<p>HIGH: Accident likely - with possibility of causing serious injury or loss</p> <p>MEDIUM: Possibility of accident - causing minor injury or loss</p> <p>LOW: Accident unlikely - with control measures in place</p>
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5 steps to Risk Assessment

1. Identify the Hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)

5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

No.	Hazard Identified	People at Risk	Existing Control Measures in place	Risk Priority	Additional Controls Required to Minimise Risk
1	Number of first aiders on site is appropriate to keep people safe	Children and staff	A number of staff are on site with first aid qualifications: 2 Paedatric first aiders all week AB, RS 2 Paedatric first aiders part time Th-F, M-W EB, HR 2 full first aiders all week RMc, LS First aiders are listed in the Dealing with Covid 19 Staff Procedures Booklet	Low	First aid list is to be updated.
2.	All class pods have sufficient access to first aiders	All staff and children	Only qualified first aiders will administer first aid. All classes have access to first aid cover for the full week.	Low	HOS on standby for emergencies.

3.	Risk of transmission of infection whilst administering first aid	Staff administering first aid, children in receipt of first aid.	<p>Staff have been trained based on the safe administration of first aid and how to protect themselves with the correct use of PPE. Training session 10/6/20.</p> <p>Key principles to be followed:</p> <ol style="list-style-type: none"> 1. Wash hands. Don the PPE accurately to keep safe. Visors to be used in the event of distribution of all bodily fluids. Tie hair back, cover any wounds and remove all jewellery. 2. Assess through observation, being aware of the high risk factors – sneezing, coughing and touching face 3. Keep behind or to the side of the patient when administering necessary aid 4. Remove all PPE in the correct order. Place in a double bag and place in the PE shed for 72 hours before removing to the waste bins. 5. Wash hands after completion of aid. 6. CPR should be delivered following the advice as per the training. Rescue breaths should be avoided unless absolutely crucial to life. <p>First Aid Policy now has an addendum to address specific Covid 19 issues.</p>	High	Ensure enough PPE is available. If staff use any PPE this must be reordered immediately. Report all use to the HOS.
4.	Insufficient amount of PPE and first aid resources	All staff and children	<p>4 full PPE sets are available in the school office.</p> <p>First aid kits, face masks, gloves and resuscitation sheets have been placed in all class pods.</p>	Low	First aid kits to be checked and any out of date equipment removed and replenish any missing items. This will be monitored weekly by all staff.

5.	First Aid Treatment base	All staff and children	All minor first aid treatment provided will take place in the individual class pods, by the sink, as far as possible. If there is a risk of bodily fluids the child or staff member will be removed from the class pod and taken to the isolation room (PPA Room). If any first aid is required during break and lunch times this will be administered outside as far as possible. They will be brought in by their first aider or Head of School if deemed serious and treated in their class pod. If a child needs to be removed from the class pod the support teacher will request the Head of School. If no support is available an email will be sent to the Head of School and Admin Officer. The door will be opened immediately to allow for ventilation. The administration procedure will be followed. First Aid Policy addendum to be followed.	Medium	Following use of the room, it will be cleaned thoroughly and fogged.
6.	Recording of incidents	All staff	Electronic medical forms will be completed by staff if they have to administer any first aid in the class pod. Completed forms will be emailed to the Admin Officer and uploaded onto PRIME.	Low	Ensure electronic form is uploaded into staff share so it can be accessed by each class pod.
7.	Accident Investigation	Head of School/Executive Headteacher	Accidents and near misses will be investigated by the relevant member of staff using the PRIME system.	Low	All accidents are fully investigated by the relevant personnel and actions implemented promptly.

8.	Administration of medicine	Head of School or parent	<p>All children requiring prescribed medication will have relevant forms completed in order to authorise administration.</p> <p>Children in Year 2 and beyond will be supervised taking their own medication maintaining social distancing. Younger children will be supported with this. All medication administration will be recorded by the Admin Officer.</p> <p>Some children may have an individual health plan and all procedures on the plan will continue as normal.</p>	Low	<p>Medication form needs adding to the school website.</p> <p>Health plans need to be checked through in September to ensure they are all up to date and still relevant.</p>
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