

<b>Department:</b> <i>general</i>	<b>Service:</b> <i>education</i>	<b>Reference:</b> <i>1.1</i>
<b>Activity:</b> <i>First aid</i>	<b>Site:</b> <i>ALL</i>	
<b>People at Risk:</b> <i>All staff pupils and visitors</i>	<b>Additional Information:</b> <i>check for up to date government guidance on potential covid-19 in education settings, and cleaning protocols</i>	
<b>Name of Person Completing Form:</b> <i>MDA</i>	<b>Job Title:</b> <i>H&amp;S</i>	<b>Date:</b> <i>16/05/2020</i>
		<b>Review Date:</b> <i>09/20</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Inadequate Emergency Response	Serious injury	H	<ul style="list-style-type: none"> <li>All staff responsible for informing emergency services in cases of serious injury- dial 999</li> <li>First aid staff are trained to recognise the need for emergency response</li> </ul>	L	
Inadequate provision of first aid	Serious injury	H	<ul style="list-style-type: none"> <li>The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours. This includes Breakfast and After School Clubs.</li> <li>Managers are responsible for ensuring staff working outside these hours have adequate provision.</li> <li>Managers are responsible for assessing whether the current arrangements within the school are adequate for their staff and the areas of work for which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training. New 'Schools First Aid' has been attended by First Aiders'.</li> <li>A number of staff have First Aid training. First aid training includes use of defibrillator. First Aid lists displayed in office, staff room and medical room, on staff portal.</li> <li>Regular specialist training for administration of Auto-Adrenaline Injector for Anaphylaxis. Up to date lists displayed in office, staff room and medical room.</li> </ul>	L	

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Inadequate first aid treatment	Serious injury	<i>H</i>	<ul style="list-style-type: none"> <li>• All first aiders included on the list for the school have successfully completed a three days for newly trained First Aiders to ensure certificates and knowledge are kept up-to date.</li> <li>• A number of staff have been trained in the operation of the defibrillator which is housed in main reception on AR, and pupil reception on CL the school.</li> <li>• Monthly monitoring checks of the equipment are carried out by key staff.</li> </ul>	<i>L</i>	
Unaware of how to summon first aid provision or an ambulance	<i>Serious injury</i>	<i>M</i>	<ul style="list-style-type: none"> <li>• Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible.</li> <li>• Managers are responsible for a list of first aiders to be prominently displayed in each work area. Office, staff room and medical room.</li> </ul> <p>Employees' Responsibilities:</p> <ul style="list-style-type: none"> <li>• In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance following school protocol.</li> <li>• Locate the nearest qualified first aider (from hard copy lists on notice boards). If they are unavailable, select the next nearest first aider accordingly.</li> <li>• Give the location and symptoms if known to the first aider.</li> <li>• Keep the casualty warm, comfortable and above all as still as possible.</li> <li>• On arrival, the first aider will take control and issue instructions accordingly.</li> </ul> <p>Ambulance Procedure:</p> <ul style="list-style-type: none"> <li>• Dial 9(999) ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance.</li> <li>• Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school. Arrange</li> </ul>	<i>L</i>	

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			<p>for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident.</p> <ul style="list-style-type: none"> <li>Child specific protocols are in place for Anaphylaxis. Copies of this protocol are kept with child’s medication in medical room. Should an ambulance need to be called for one of these children with a protocol, very specific information on the protocol is to be at hand.</li> </ul>		
<p><i>Possible symptoms of covid- 19 identified in pupil</i></p>	<p>Potential risk of contamination to others</p> <p>Potential risk of serious illness to pupil</p>	<p><i>H</i></p>	<ul style="list-style-type: none"> <li>Move pupil to designated area near first aid room until parents come to collect them</li> <li>Close the doors to designated room and put up relevant sign on door</li> <li>For a bathroom they can use nearest available, –Once used <b>it must not be used by others until after thorough cleaning</b></li> <li><b>Signs must be put on any doors where there is to be no admittance other than designated staff or after cleaning</b></li> <li>Staff must wash their hands for 20 seconds after making contact with the ill pupil</li> <li>Get in touch with the parents of children at school if they need to pick their child up</li> <li><b>If they become very ill dial 999</b></li> <li><b>School areas used by the pupil will need to be cleaned following government guidelines before further use can take place.</b></li> <li>If confirmed case of covid -19 school, or part of school, will need to be temporarily closed – following government guidelines.</li> <li>First aid staff attending to ill pupils should wear appropriate ppe and remain 2m away from pupil where possible.</li> <li>All staff and pupils in contact with the pupil will need to wash hands thoroughly</li> </ul> <p><b>All first aiders dealing with potential coronavirus pupils have had training on the use of PPE</b></p>	<p><i>L</i></p>	