



**Believe
to Achieve**

COVID 19 Amendments SCHOOL Re-Opening Risk Assessment

FIRST AID

School: Kates Hill Primary School

Date: June 2020

IDENTIFIED SIGNIFICANT HAZARD		IMPLICATIONS				RISK BEFORE ACTION TAKEN			ACTION REQUIRED / ACTION TAKEN	RISK AFTER ACTION TAKEN		
		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW		HIGH	MEDIUM	LOW
1	Exposure to Covid - 19	X	X			X			Government guidance and legislation shared with staff /parents/pupils SLT to share any new guidance as published		X	
2	Infection control	X	X			X			Infection control policy, procedures to be shared with staff, parent, pupils. SLT to share any new procedure/guidance as changes arise		X	
3	Shortage of first aid staff	X	X			X			Staffing ratio's meet COVID-19 recommendations and include that at least 1 Paediatric first aider will be on site at all times (EYFS and Main School) First aider who holds First Aid at work will also be on site.			X

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		STAFF	PUPIL	OTHER PUPILS	OTHER	HIGH	MEDIUM	LOW	HIGH	MEDIUM	LOW	
									Additional first aid staff available to cover staff absents			
4	Designated first aid areas/rooms Designated isolation room(Child displaying symptoms)	x	x				x		First aid room will be manned at break time and lunchtime by a certified first aider. Outdoors the portable first aid station will be available during the school day. 2MC is the designated area to isolate a pupil who may be showing symptoms until an adult arrives to collect them.			x
5	Alerting a first aider	x	x			x			Call from classroom phone to school office/SLT who will alert a first aider on site. Child will be directed to remain in First aid room and await first aiders arrival. Staff will have list of extension numbers for SLT			x
6	Access to minor injury first aid kits	x	x				x		Classrooms will have access to their own first aid kit.			x
7	Inadequate provision of PPE	x	x			x			Stocks of Non latex gloves Disposable aprons, face masks will be available in the designated first aid areas/ classrooms. First aider/staff to inform M Hollis/SLT if stock is running low(do not leave until no stock)			x
8	Storage of PPE	x	x			x			Gloves to be worn when handling PPE. Staff to follow storage instructions for PPE. Ensure placed in separate bags			x

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									In a cupboard etc where not exposed.			
9	Staff competence (Wearing PPE)	x	x			x			Staff to have read infection control guidance. Staff to follow instructions for putting on and taking off PPE Staffs responsibility to check PPE for Tears, rips etc prior to putting on and after taking off. Alert M Hollis/SLT if PPE has been compromised			x
10	Disposal of PPE	x				x			Face mask should be folded outside in and tied up with earloop. PPE should be double bagged and placed in Yellow bin at the earliest opportunity.			x
11	Handwashing	x	x			x			Rota in place for separate groups Teachers go through procedures Posters in KS1/2 early years toilet areas Before treatment/After treatment Before and after applying PPE		x	
12	Minor Injuries								Class first aid kit accessible to staff Assess injury at a distance. Child to clean own wound/apply ice pack/ apply plaster with verbal guidance where appropriate. Hands washed prior to and after treatment by ALL Supervision by adult maintained at all times Adult supervises correct procedure for disposal of PPE/Equipment			

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									Staff to read guidance- Advice for administering first aid			
13	Administering First Aid Serious injury/CPR								All staff to read guidance Advice for First Aid (Serious injury/CPR)			
14	Reporting/recording Minor injuries First aid (Requiring a first aider) Serious injury/infection (RIDDOR)								Minor injuries to be recorded on minor injury form available in classrooms Forms to be kept in plastic wallets at all times. Forms in wallet should be passed to M Hollis every Friday. First aid administered by First aider should be logged using the log book in the first aid room. Staff to inform HT,MH,SLT if serious injury or risk of contamination is suspected IMMEDIATELY. Procedures for investigating and Reporting to be followed immediately. Gloves should be worn when recording/handling log forms/book			
15	Accessibility /Storage of medication Asthma Inhalers/ spacers Autojet injectors(EPIPENS) Medication (Piriton etc)								Medicines Inhalers spacers, epipens will Be transferred to classroom where child will attend if not their own class. Staff member to sign to say medication has been transferred to them.			
16	Staff unaware of pupil's individual health care plan/ allergy alert documents, Asthma register for children in their group.								Copy of medical register to be given to staff.Highlighting those with allergies, care plans and on asthma register.			

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									Staff to Inform M Hollis if additional children are added to initial groups.			
17	Cleaning surfaces/equipment								All surfaces used should be cleaned before and after treatment. Extra cleaning will be undertaken by school cleaners in designated first aid areas.			

ADDITIONAL CONSIDERATIONS

Staff who hold first aid certificates which are due to or have expired before Sept have been extended for a further 3 months -(Aug 2020)												
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Assessment carried out by: M Hollis	Date assessment carried out: May 2020	Review date: Ongoing daily. May change due to issues and changes in guidance/legislation
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Head Teachers Signature

Staff Signatures