



Shardlow Primary School

ASPIRE ACHIEVE THRIVE



First Aid Risk Assessment

Date	September 2023	Risk Assessment Reference Number	N/A
Authored	K Magner	Review Date	

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Inadequate emergency reponse	Employees, Agency or Casual Staff Visitors, Contractors, Pupils	School is situated 20 minutes from Derby Royal Hospital	Liaise with emergency services regarding alternative options such as Ilkeston, Nottinghamshire hospitals as/when needed	N/A	N/A	



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Inadequate provision of first aid	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 0730-17:30pm hours. This includes Breakfast and After School Clubs. • Managers are responsible for ensuring staff working outside these hours have adequate provision. • 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. • An appropriate number of staff have First Aid training. First Aid lists kept in the office and medical room.				



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Inadequate first aid treatment	Employees, Pupils, Agency or Casual Staff Visitors, Contractors Serious injury	All first aiders have up to date training appropriate to their role.				



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Unaware of how to summon first aid provision or an ambulance	Employees, Agency or Casual Staff Visitors, Contractors	Managers are responsible for ensuring any new staff or any staff taking responsibility for a group or class of pupils 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. In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below. - o Locate the nearest qualified first aider (from hard copy lists on notice boards). If they are unavailable, select the next nearest first aider accordingly. - o Give the location and symptoms if known to the first aider. - o Keep the casualty warm, comfortable and above all as still as possible - o On arrival, the first aider will take control and issue instructions accordingly. • Ambulance Procedure: o Dial 999 ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance. - o Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school - o Arrange for someone to meet the ambulance				



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Insufficient first aid supplies	Employees, Agency or Casual Staff Visitors, Contractors Serious injury	• The First Aid leader is responsible for keeping check on the stock levels and expiry dates on supplies and for requesting any replenishment from the school office. • First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves & resuscitator, to reduce the risk of transfer of contaminated bodily fluids. • Spare blue asthma pumps and Epi-pens are in a clearly labelled box in the office . • In addition, first aid supplies are available in the first aid room.				



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Trips, falls & Bumps to the head	Pupils Minor injury	All injured children to see a First Aider. • Children to receive First Aid treatment & Cold Compress as required. • ALL children to receive a 'Bump to the Head' text or phone call from the school office for injuries involving the head & face. • Minor accidents to be recorded on slips and stored in school with a copy sent home • Serious accidents e.g. broken bones, stitches to be recorded on HS1 form (school office). Headteacher MUST be informed. • Phone calls to parents/carers as required. • If in doubt, check injuries with Head Teacher or Lead First Aider • Parents/Carers to inform school of any medical conditions. • Parents/Carers to inform school of up-to-date emergency contact details. • Injured children are not to be left unsupervised.				