

## Burton Green Church of England Academy

<b>Topic:</b>	First Aid Provision	<b>People at Risk:</b>	Staff, Pupils Visitors contractors		
<b>Assessment carried out by:</b>	Andrew Morris, Lynn Oliver	<b>Date:</b>	March 2022	<b>Date of Review:</b>	March 2023

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Inappropriate treatment provided</p> <p>No treatment provided</p> <p>Biological contamination</p> <p>Unable to preserve life, prevent injuries or illness becoming worse.</p>	<p><b>GENERAL</b></p> <p>The school is classed low/medium risk but with certain activities being undertaken may be raised to a medium risk. Such as cookery lessons, PE etc. Individual Risk Assessments will be undertaken for these activities.</p> <p>First Aid arrangements are covered in staff induction and refresher training.</p> <p>First aid arrangements are available to all including supply staff, work experience placements and employees.</p> <p>All staff are first aiders and appointed persons which is clearly displayed prominently for staff and pupils to see.</p> <p>Staff and pupils are asked to disclose any health conditions that may require sudden, urgent or specialist attention so that adequate provision can be made. Report to Head Teacher in first instance and COCL to make arrangements.</p> <p>First aid needs are considered on any risk assessments conducted for the activities undertaken by the establishment.</p> <p>The provision of communications/mobile phones are used when working alone.</p>		<p>When working outside core hours or in holidays, site staff (SSO and cleaners, Head Teacher) and contractors have been informed what the process for first aid provision is whilst on site. Lone Working Risk Assessment in place.</p> <p>Contractors are required to provide their own first aid provision.</p> <p>There is a list of local external contacts (_GPs, nearest hospitals etc.) readily available in the school office.</p> <p>Separate arrangements and records kept for staff or pupils that are high risk – such as individuals who require an epipen, or suffer from asthma, allergies and anaphylaxis. Records kept in school office, year group classroom and registers and made available.</p> <p>Staff with known medical conditions which may put them at greater risk will not be permitted to work alone.</p>		

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	<p>Paediatric First Aiders are present for all on and off site activities involving Foudation and pre-school age children (e.g. under 5 years)</p> <p>The First Aider (s) for these premises are:</p> <p>First Aid at Work:</p> <ol style="list-style-type: none"> <li>1. Nik Wright</li> <li>2. Janet Hind</li> <li>3. Caz Thomson</li> <li>4. Andrew Morris</li> <li>5. Stella Villiers</li> <li>6. Marion Southam</li> <li>7. Rebecca Beardsmore</li> </ol> <p>Paediatric First Aid:</p> <ol style="list-style-type: none"> <li>1. Sarah Carroll</li> <li>2. Donna East</li> <li>3. Ruth Waite</li> <li>4. Gunnel Bal</li> </ol> <p>Emergency First Aid: All staff</p> <p>The school ensures that absences are taken into account when coordinating who will be first aiders – undertaking EYFS requirements.</p> <p>There is always an appointed person on site to take control and call emergency services, medical support. Head Teacher / Deputy Head / Operations Administrator / First Aiders listed above.</p> <p>A list of first aiders and appointed persons are displayed prominently for staff and pupils to see.</p>		<p>Sufficient first aiders are provided for lunchtimes; break times and before and after school provision.</p> <p>A record of first aiders is kept within the school Office and maintained by the Operations Administrator.</p>		

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	<p>Accident statistics that indicate the most common injuries, times, locations and activities in a particular are part of the termly review undertaken by the COCL, Head Teacher and designated H&amp;S Governor.</p> <p><b>FIRST AID BOXES:</b></p> <p><b>First aid boxes</b> are marked with a white cross on a green background and are provided throughout the school.</p> <p>Locations are</p> <ol style="list-style-type: none"> <li>1. My main door</li> <li>2. Office</li> </ol> <p>All first aiders are responsible for and will check the boxes to ascertain that all items are still in date and replenish as necessary. LOG recorded.</p> <p>The kitchen staff have responsibility for checking their own first aid box.</p> <p>NO medication kept in the first first aid boxes. Separate arrangements are in place for the administration of medication.</p> <p>Hand washing facilities and suitable facilities and equipment maintained, including provision of gloves, etc.</p> <p>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 re-qualification training is the Head Teacher and retaining training records is the COCL responsibility.</p> <p><b>First Aid at work certificates are only valid for 3 years</b> – the Head Teacher ensures staff receive refresher training, every year.</p>		<p><u>School First Aid Boxes:</u></p> <p>The school follows HSE recommendations for contents:</p> <ul style="list-style-type: none"> <li>▼ a leaflet giving general advice on first aid</li> <li>▼ 20 individually wrapped sterile adhesive dressings (assorted sizes);</li> <li>▼ two sterile eye pads;</li> <li>▼ four individually wrapped triangular bandages (preferably sterile);</li> <li>▼ six safety pins;</li> <li>▼ six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;</li> <li>▼ two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;</li> <li>▼ one pair of disposable gloves.</li> </ul> <p>Equivalent or additional items are acceptable.</p> <p>The school ensures the HSE recommended first aid box is taken on trips 'outside' of school premises/grounds.</p> <p>Before / after school clubs and Lettings:</p> <p>Where lettings are undertaken, hirers are required to provide adequate first aid provision and suitably qualified first aiders.</p> <p>Staff leading clubs must be first aid qualified OR ensure there is always another member of the school staff qualified - whilst the activity takes place. member of staff</p>		

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	<p>Trip to hospital - Where a parent is unable to accompany a pupil, then a staff member must accompany the pupil to hospital.</p> <p><b>Accident Recording:</b></p> <p>All accidents and treatment provided recorded on Plumsun portal and escalated in line with Trust procedures.</p> <p>All accidents and near misses will be investigated by the Head Teacher and COCL.</p> <p>Accident Information is reviewed with the Head Teacher, COCL and designated H&amp;S Governor.</p>				