

# FIRST AID RISK ASSESSMENT

*This Risk Assessment has been approved by the MACS Board for application in each MACS Catholic School and must be customised for use in each particular School in accordance with the instructions outlined in this Framework.*

SCHOOL		
CONDUCTED BY	DATE	
This checklist has been developed to assist schools to determine the appropriate first aid requirements, including facilities, first aid kits and number of trained first aid officers. If hazards have been identified, ensure appropriate control measures are implemented		
Total student population		
Number of students and staff with known medical conditions		
QUESTION	YES	NO
<b>First Aid Officers</b>		
Are adequate numbers of first aid officers available during high risk times such as yard duty <i>[include number for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate numbers of first aid officers available during excursions and camps <i>[include number for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Can first aiders reach the scene of incidents quickly in all areas of the school	<input type="checkbox"/>	<input type="checkbox"/>
Are first aiders available to cover all school events such as concerts, functions and sporting activities <i>[include number for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are there strategies in place to cover annual leave and other absences of first aid officers <i>[include arrangements for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid officers aware of infection control procedures	<input type="checkbox"/>	<input type="checkbox"/>

<b>First Aid Kits</b>		
Are there hazards or health concerns for which extra first aid kit or specialised treatment is required (eg chemicals, potential for burn, asthma, anaphylaxis)	<input type="checkbox"/>	<input type="checkbox"/>
Number and location of kits <i>[complete for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are there additional kits for excursions and camps <i>[include number for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are there additional kits for yard duty <i>[include number for your school]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is there additional equipment (eg defibrillator)	<input type="checkbox"/>	<input type="checkbox"/>
<b>First Aid Room/area</b>	<input type="checkbox"/>	<input type="checkbox"/>

Do the existing first aid facilities adequately cover the most common types of injuries	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid room/area located in close proximity to high hazard areas <i>[Indicate the location of the first aid room/area]</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid room/area well signed, easily accessible and close to toilets	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hazards to consider when determining first aid requirements</b>		
Do staff members (including contractors and cleaners) work alone		
Do staff work outside normal school hours (including weekends)		
Are there risks from manual tasks		
Are there risks from slips and trips		
Is there a risk of contact with bodily fluids or other biohazards (eg providing first aid to students with special needs)		
Are there risks from animals		
Are there risks from hazardous substances and dangerous goods		
Are staff at risk of occupational violence		
Are activities conducted in remote locations		
Are there risks from machinery or equipment		
<b>Access to Medical Services</b>		
Is medical assistance easily accessible (consider realistic potential delays in emergency assistance)		
Is there a major hospital nearby		

Once the checklist is completed, the first aid requirements can be determined

First Aid Requirements	Recommendations
Number of kits	
Location of kits	
Contents of kits	
Number of first aid officers required	
Level of training required for first aid officers	
Provision of a first aid facilities required (eg room or area)	