

First Aid Risk Assessment

This Risk Assessment has been approved by the Melbourne Archdiocese Catholic Schools (MACS) Board for application in each MACS 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	

First Aid Officers

Are adequate numbers of first aid officers available during high risk times such as yard duty? <i>[include number for your school]</i>	Yes	No
Are adequate numbers of first aid officers available during excursions and camps? <i>[include number for your school]</i>	Yes	No
Can first aiders reach the scene of incidents quickly in all areas of the school?	Yes	No
Are first aiders available to cover all school events such as concerts, functions and sporting activities? <i>[include number for your school]</i>	Yes	No
Are there strategies in place to cover annual leave and other absences of first aid officers? <i>[include arrangements for your school]</i>	Yes	No
Are first aid officers aware of infection control procedures?	Yes	No

First Aid Kits

Are there hazards or health concerns for which extra first aid kit or specialised treatment is required (e.g. chemicals, potential for burn, asthma, anaphylaxis)?	Yes	No
Number and location of kits <i>[complete for your school]</i>		
Are there additional kits for excursions and camps? <i>[include number for your school]</i>	Yes	No
Are there additional kits for yard duty? <i>[include number for your school]</i>	Yes	No
Is there additional equipment (e.g. defibrillator)?	Yes	No

First Aid Room/Area

Do the existing first aid facilities adequately cover the most common types of injuries?	Yes	No
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>	Yes	No
Is the first aid room/area well signed, easily accessible and close to toilets?	Yes	No

Hazards to consider when determining first aid requirements

Do staff members (including contractors and cleaners) work alone?	Yes	No
Do staff work outside normal school hours (including weekends)?	Yes	No
Are there risks from manual tasks?	Yes	No
Are there risks from slips and trips?	Yes	No
Is there a risk of contact with bodily fluids or other biohazards (e.g. providing first aid to students with special needs)?	Yes	No
Are there risks from animals?	Yes	No
Are there risks from hazardous substances and dangerous goods?	Yes	No
Are staff at risk of occupational violence?	Yes	No
Are activities conducted in remote locations?	Yes	No
Are there risks from machinery or equipment?	Yes	No

Access to medical services

Is medical assistance easily accessible? <i>(Consider realistic potential delays in emergency assistance)</i>	Yes	No
Is there a major hospital nearby?	Yes	No

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 (e.g. room or area)	