

# First Aid Risk Assessment Checklist



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.

QUESTION	YES	NO
<b>First Aid Officers</b>		
Are adequate numbers of first aid officers available during high risk times such as yard duty?		
Are adequate numbers of first aid officers available during excursions and camps?		
Can first aiders reach the scene of an accident quickly in all areas of the school?		
Are first aiders available to cover school events such as concerts, functions and sporting activities?		
Are there strategies in place to cover annual leave and other absences of first aid officers?		
Are first aid officers aware of the infection control procedures?		
<b>First Aid Kits</b>		
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required (e.g. chemicals, potential for burn, asthma or anaphylaxis)?		
Number and location of kits		
Are there additional kits for excursions and camps?		
Are there additional kits for yard duties?		
Is there additional first aid equipment needed (e.g. Automated External Defibrillator)?		
<b>First Aid Room/area</b>		
Do the existing first aid facilities adequately cover the most common type of injuries?		
Is the first aid room in close proximity to high hazard areas?		
Is the first aid room well signed, easily accessible and close to toilets?		
<b>Hazards to consider when determining first aid requirements</b>		
Do staff members (including cleaners and contractors) work alone?		



QUESTION	YES	NO
Do staff work outside normal work hours (including weekends)?		
Are there risks from manual tasks?		
Are there risks from slips, trips and falls?		
Is there a risk of contact with bodily fluids or other biohazards (e.g. providing first aid or managing students with special needs)?		
Are there risks from animals (e.g. dogs, chickens, cats, cattle, sheep, snakes, etc.)?		
Are there risks from hazardous substances and dangerous goods?		
Are there risks of injury from machinery and equipment?		
Are staff at risk of Occupational Violence?		
Are activities conducted in remote locations?		
<b>Access to Medical Services</b>		
Is medical assistance easily accessible (consider realistic potential delays in emergency services assistance)?		
Is there a major hospital close by?		

Once the above checklist is completed, the first aid requirements can then 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 room required:	