



First Aid Risk Assessment

Template for Schools



This Risk Assessment Checklist has been approved by the Director, Learning and Regional Services, for application in each Melbourne Archdiocese Catholic Schools Ltd (MACS) school and must be used to contextualise first aid facilities, resources and procedures in each school.

Regular use of this checklist will 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.

Marymede Catholic College	
☐ DOREEN Campus ☐ SOUTH MORANG Campus	
Conducted by	Date
Total student population	
Number of students and staff with known medical conditions	

Checklist	Yes	No
First Aid facilities and kits		
Do the existing first aid facilities adequately cover the most common types of injuries?		
Is the first aid room/area located in close proximity to high hazard areas? <i>[Include the location of the first aid room/area]</i>		
Is the first aid room/area well-signed, easily accessible and close to toilets?		
How many first aid kits are located in the school/campus?		
Where are the first aid kits located? <i>[Include the locations for the school/campus]</i>		
Are there additional kits for excursions and camps?		
Are there additional kits for yard duty?		
Is there additional equipment (e.g. defibrillator)?		

Checklist	Yes	No
Hazards to consider when determining requirements		
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 (e.g 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 activities conducted in locations at risk of bushfire?		
Are there risks from machinery or equipment?		

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

Checklist	Yes	No
Access to medical services		
Is medical assistance readily accessible?		
Consider realistic potential delays in emergency situations		
Comment		

Is there a major hospital located nearby?		
List name of hospital, location		

Checklist	Yes	No
First aid training		
Do all first aid officers have current, recognised training?		
Have all staff participated in annual CPR training?		
Is the register of first aid training up to date?		
Comments		

<i>Add additional items as required for your school/campus environment</i>		

Following completion of the risk assessment, complete this table as a summary of requirements and status.

First aid requirements	Recommendations
Number of first aid kits	
Locations of first aid kits	
Contents of kits	
Number of first aid officers required	
Level of training for first aid officers	
Provision of first aid room/area	

Policy information table

Approval authority	Director, Learning and Regional Services		
Approval date	1 August 2023	Next review	March 2025