

SCHOOL	POLSKA SZKOŁA UZUPEŁNIAJĄCA IM. DYWIZJONU 303 W NORWICH	RISK:	FIRST AID RISK ASSESSMENT		
Assessment carried out by:	Duty Officer/Roman Pacek	DATE: SEPTEMBER	3/09/2022	DATE OF REVIEW:	SEPTEMBER 18/09/2026

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION IS NECESSARY?	ACTION BY WHO?	ACTION BY WHEN?
Accidents	Pupils	1. Minimum 2 First Aid kits are always available at school 2. One or two first aiders are present on premises during school hours.	First Aid checked monthly. School to have up to date list of all first aiders.	Headteacher/Duty Officer	ongoing
Allergies	Pupils	Parents inform the school about serious allergies, and this is shared with the child's teacher and Duty Officer Children with severe allergies bring their EpiPen to school.	A picture of all children with severe allergies and their description is left with Duty Officers. EpiPen handed over to the child's teacher at the beginning of the first lesson and returned to the child/their parent at the end of the school day. During breaks EpiPen's are handed over to Duty Officers (unless children stay in their classroom for the break)	Duty Officer/ Headteacher	September 2022 September 2023 September 2024 September 2025 September 2026