

FIRST AID AND ACCIDENT REPORTING

FIRST AID

1. **Introduction.** First aid can save lives and prevent minor injuries becoming major ones. The School Board of Governors, as employers, have a legal duty to make arrangements to ensure that their employees, pupils and visitors receive immediate attention if they are injured or taken ill at work. This is met by having adequate first aid arrangements in place. This cover should include having two suitably qualified Nurses, one who will act as Senior, and adequate numbers of first aiders, the provision of first aid containers, first aid arrangements for offsite activities/trips out of school and out of school hours first aid arrangements.

2. **Responsibilities.** The Headmaster is responsible for ensuring that the first aid policy is put into practice. The Senior Nurse is designated the competent person responsible for ensuring, day to day, that the first aid policy is implemented. This includes maintaining a record of trained persons, arranging training to keep the persons in these posts in date, the provision and servicing of first aid boxes/points and the staffing and equipping of the School sick room. The Bursar is responsible for collating accident reports and holds the master record.

3. **First Aid Risk Assessment.** There should be a first aid risk assessment carried out annually by the Senior Nurse. This is to cover:
 - a. the number of first aiders/appointed persons required;
 - b. the numbers and locations of first aid containers needed;
 - c. the first aid arrangements for off-site trips are in place and out of hours arrangements (e.g. for lettings & parents evenings) are properly maintained.

4. First aid provision must be available at all times while people are on school premises. Before undertaking any off-site activities, the group leader should assess during the risk assessment what level of first aid might be needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits at least one of the group's supervisors is to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services. For EYFS children at least one person who has a current paediatric first aid certificate must be in each of the School and the Nursery at all times when children are present. For EYFS children there must be at least one person on outings who has a current paediatric first aid certificate.

5. **First Aid Training.** Senior Nurse is to ensure that first aiders/appointed persons are to be trained to an appropriate standard approved by the Health and Safety Executive and training is to be carried out every three years. First aiders are to be trained in the resuscitation procedure for children. The School's insurance is to provide full cover from claims made against the reasonable and proper actions of staff acting within the scope of their first aid employment. The numbers of personnel detailed within the First Aiders list are to be trained in first aid to the standard indicated. Senior Nurse is to maintain a list of trained first aiders by name, their qualification and when their qualification expires; this list is to be posted in each classroom.

6. **First Aid Equipment.** First aid boxes are to be located in each of the main areas of the following positions in the School: Preparatory School (4 boxes: one at each ground floor entrance, one in the top floor corridor and one in the Reception Classroom); Reception, the Entrance to the CCA; Bowis and Belgion Houses, including in pre and after school care; the 6th Form Block; the Arts Block; the Kitchen; the Nursery (5 boxes); the Food Technology Block; the Science Block; the Sports Facility; the Gym and in each minibus. Additionally 2 are to be maintained for use by the Sports Department. When items are taken, the user is to advise Senior Nurse so supplies can be replaced. A list of contents is to be placed in each First Aid box so it can be easily identified when

items are used and need replacing. Senior Nurse is to maintain these boxes and a record of termly inspection. The Nursery Manager is responsible for ensuring that adequate First Aid supplies are available in the Nursery.

7. **First Aid Arrangements.**

- a. The Nurse will have in place a hygienic system to deal with the spillage of bodily fluids. Generally this will be by liaising with the Domestic Bursar on disposing of such fluids hygienically and cleaning affected areas. More drastic spillages will be disposed through a third party specialist contractor.
- b. The Nurse on duty will be responsible for summoning an ambulance and for escorting the pupil to hospital, if she decides that a condition is not treatable at School. In her absence the school office should call an ambulance when a first aider deems this is warranted. Parents have to be contacted.
- c. A defibrillator is available for use in the School and is stored at the Main Entrance to the School. A number of School staff have been trained in its use. The Senior Nurse on a monthly basis ensures that the defibrillator is serviceable and also undertakes continuity training as necessary. The Senior Nurse maintains a record of the monthly checks.
- d. Senior Nurse is to ensure that staff and pupils are briefed on first aid arrangements and guides to first aid emergencies are maintained at first aid box points. It is planned that an annual staff INSET first aid training session takes place. Information on first aid is to be included in staff induction and in the Staff Handbook.

ACCIDENT REPORTING

8. The School is to meet the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, which the Bursar will administer. The Regulations cover:

- a. Fatalities and specified injuries
- b. Injuries resulting in incapacity for more than 7 days
- c. Specified diseases
- d. Dangerous occurrences

All employees, self-employed, trainees and other persons injured in or on the School premises, are covered by the above.

9. **Injuries.** The specified injuries which must be reported for employees, pupils and all visitors are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:

- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours
- Results in over seven-day incapacitation of an employee, pupil or all visitors. Accidents must be reported where they result in an employee, pupil or any visitor being away from work or school, or unable to perform their normal work duties or schooling, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

10. **Dangerous occurrences.** Dangerous occurrences which must be reported include, for example:

- the collapse, overturning or failure of heavy equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

11. **Occupational Disease.** Occupational diseases which must be reported include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Full details of reporting requirements are available at the www.hse.gov.uk/riddor. The above will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23 or by reporting online at www.hse.gov.uk/riddor or by filling in the appropriate form and posting it to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Reporting Process

12. As soon as practicable after first aid has been administered, and the School Nurse notified, an accident report (shared area in 'Templates & Forms') should be submitted by the person witnessing the incident. Completed accident forms are to be submitted to the Bursar within 24 hours of the incident.

13. The School Nurse is responsible for maintaining a record of all / any treatment administered. She is further responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed as appropriate. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury. Additionally:

- a. The School must notify local child protection agencies of any serious accident or serious injury to, or the death of, any child whilst in their care and act on any advice given.
- b. For EYFS children, the School must notify Ofsted of any illnesses or injuries (in connection with medicines) and of any serious accident, illness or serious injury to, or death of, any child whilst in its care, and of the action taken in respect of it. Additionally, Ofsted should be notified of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. As a registered provider failing to comply with this requirement, the School would commit an offence. The Nursery Manager and the

Reception Class Teachers will discuss with parents the procedures for responding to ill or infectious EYFS children.

14. If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.
15. The Bursar will retain accident forms for a minimum of 3 years and categorised (pupils, staff, visitors). The records are kept locked in the Bursar's office (secure cabinet behind door) to ensure compliance with the Data Protection Act.
16. Accident reports will be considered at every meeting of the School Health and Safety Committee.
17. All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.
18. For serious incidents the Bursar will consider obtaining legal advice at the outset of any investigation.
19. The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

Most recent review date: July 2017
Next review date: July 2018
Reviewed by: Bursar