

First Aid Policy



Accident & Incident
Policy included in
section 6.

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Responsible Person: Alex North

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1. Policy Aims

All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school. 'Stay calm and do no further harm' is a fundamental first aid message.

2. Policy Objectives

- To ensure all pupils and staff are kept safe in the event of an injury
- To ensure that first aid provision is available at all times
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents/ carers of the School's First Aid arrangements
- To report, record and where appropriate investigate all accidents
- To keep accident records and to report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR)
- Known and unknown medical conditions

3. Summoning Assistance

Specific staff are trained in Emergency First Aid, and should administer first aid where appropriate at the scene. If a First Aider is required; staff should contact the office. The following information should clearly be communicated:

- Where the casualty is
- Who they are
- What has happened?
- The time since the injury took place

If an ambulance is required, the fully trained first aider or a member of SLT will either make the call, or ensure the call is made immediately. If in any doubt regarding the child's condition or injuries, the ambulance must always be called as a precaution.

4. First Aid Provision

First Aid kits are distributed around school. Their location is indicated by a green First Aid sign. All First Aiders must complete a training course approved by the Health and Safety Executive (HSE) and attend updates as advised. It is the responsibility of the fully trained First Aiders to check the contents and report any items that need replenishing to Jonathan Munding. First Aid kits will be checked periodically by Jonathan Munding.

5. Medical Conditions

Due to all known and unknown medical conditions requiring different treatments and outcomes all staff should:

- Read individual care plans that Young People will have if required.
- Read and have access to the medical conditions risk assessment.
- Follow the guidance on the risk assessment.
- All staff should have a first aid kit, mobile phone and be first aid trained if working 1:1 with young people including going off-site.

6. Accidents & Incidents

6.1 Accident book

All accidents are recorded on CPOMS and mapped on the body map where needed. They are also written in the hard copy which is carbonated and a copy goes home to parents/carers.

Every time an accident happens the following are recorded:

- Full name, of the injured person
- Date and time of the accident
- Place where the accident happened
- Cause and nature of the injury
- Name, of the person recording the accident, if other than the injured person

These records are kept for a minimum of **3 years** after the accident.

6.2 Incidents to be recorded

Records of all:

- Incidents that required to be reported to the Health and Safety Executive (HSE).
- Work-related injuries that result in a staff member not being able to work for more than 3 consecutive days (excluding the day of the accident)

This is set out on pages 1 and 2 of the [HSE guidance](#) on incident reporting in schools.

It is good practice to record minor accidents and injuries even though this is not required as this could help you spot trends and therefore reduce the risk of the same types of incidents recurring in the future. We record all accidents and injuries as stated in 6.1.

Certain incidents must be reported to the HSE

This is set out under [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR).

1. Accidents involving staff members:

- Results in death
- Results in a 'specified injury' (for a list of these, see page 2 of the [HSE guidance](#) on incident reporting in schools)
- Prevents the staff member from doing their normal job for more than 7 days, excluding the day of the accident but including weekends and other rest days

Certain work-related diseases must be reported to HSE (for a list of these, see page 2 of the [HSE guidance](#) on incident reporting in schools).

You only need to report cases of, or deaths from, COVID-19 under RIDDOR if these are a [result of a person's work](#).

2. Accidents involving pupils, visitors and other 'non-workers'

Accident must be reported if it:

- Results in death and was connected to a **'work-related activity'**
- Results in an injury that is connected to a 'work-related activity' and the person is taken directly from the scene of the accident to the hospital for treatment (examinations and diagnostic tests don't count as treatments)

A **'work-related activity'** is an accident caused by 1 of the following:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments, etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors)

3. Dangerous occurrences

Specific 'near-miss' events, must be reported such as:

- Collapse or failure of lifts
- Accidental release of any biological agent or substance likely to cause serious injury or severe illness
- Electrical short circuit that causes a fire or explosion

How to report accidents to the HSE

You can do this online or by telephone. The telephone line is only for fatal or specified accidents – in these cases, you can call the Incident Contact Centre on 0345 300 9923. Find out more about [reporting online](#).

6.3 Liability for pupil injury

Whether or not a school is liable in the event that a pupil is injured depends on the nature of the incident, according to ASCL.

If your school has carried out appropriate risk assessments and taken reasonable and appropriate steps to protect pupils' health and safety, it is unlikely that you would be held liable. This is because schools cannot guard against every possible risk.

However, your school may be held liable if you've failed to:

- Conduct risk assessments
- Put appropriate measures in place
- Make reasonable adjustments

Documentary evidence of any and all risk assessments you've conducted must be kept on record.

6.4 Additional requirements for special schools

In addition to keeping a written record of accidents and injuries, a record of incidents is also recorded on CPOMS. Recording items:

- Any incident resulting in personal injury or damage to property involving a person who either is a pupil, employee or volunteer
- Any loss or theft of, or damage to, property that belongs to the school, a pupil, an employee or a volunteer

6.5 Other items to record:

A record of any disciplinary measures taken against pupils – recorded on CPOMS.

See regulation 13 of [The Education \(Special School\) Regulations 1994](#).

All records must be UK GDPR compliant.