



ROYSTON SCHOOLS ACADEMY TRUST

The Meridian School
First Aid
Policy

June 2016

FIRST AID POLICY

The **First Aid procedure** at The Meridian School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the **team** consists of **qualified First Aiders, Emergency First Aiders** and **not** trained doctors or nurses.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at work certificate or equivalent.

Emergency First Aid may be given by a trained member of staff until a registered First Aider can attend.

Recording and reporting

A record of any first-aid treatment given by first aiders and appointed persons must be kept no matter how minor. This should include:

- *The date, time and place of the incident*
- *The name of the injured or ill person*
- *Details of the injury or illness and first-aid given*
- *What happened to the person immediately afterwards (for example, whether they went home, resumed normal duties, went back to class, or went to hospital)*
- *The name and signature of the first-aiders or person dealing with the incident*

The information in these records can:

- *Help the school identify accident trends and possible areas for improvement in the control of health and safety risks*
- *Be used for reference in future first-aid needs assessment*
- *Be useful for insurance and investigative purposes*

See Appendix A

In the first instance this should be a recorded entry in the diary in the office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. If unsure then phone County HSE on 01992 556478.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. (See Appendix A)

These are for major incidents involving immediate medical attention.

ACCIDENT BOOK

An accident is an incident where a member of staff, student or visitor is injured as a result of an injury caused by equipment within the school premises or the fabric of the premises itself. These need to be reported in the Accident book which is held in the front office. Also near misses which could have resulted in an accident need to be reported as they could lead to potential accidents.

If the first aider feels that any injury should be checked out by the parents, Nurse or Doctor, then a form should be filled in stating what the injury is and what first aid was administered. (See Appendix B) Whenever there is a head injury one of these forms must be given so the parents are aware they should be keeping watch.

An IDOR form should be filled in, **either by the first aider dealing with the incident, or by AMK/PT – Mrs Ann-Marie Kirkham/Mrs Pam Taylor** . For anything needing minor medical attention, e.g a trip to the local surgery to have it checked out. This includes injuries sustained during curricular activities and injuries in the playground, especially if caused by faults in the fabric of the premises.

All records will be filed in the records room and kept for 7 years, or after the student is 21 years old.

MEDICATION

First aid at work does not include giving tablets or medicines to treat illness.

NO paracetamol or other medications should be given unless a form has been signed by the Parent or Guardian, (See Appendix C) or a letter has been sent in by the Parent or Guardian. If medication given to school by the parent or Guardian is given then the school will inform the Parent or Guardian.

The Office will keep hold of any prescribed medication signed for by the Parent or Guardian but does not hold responsibility for checking the dates on the medication. They also hold responsibility for the administration of the medication but will only allow the student to take the medication according to the instruction on the medication.

A log will be held of any medication brought in and when the student took it and how long they should be taking it.

However, in the case of adrenaline there is an exemption to this restriction which means in an emergency first-aiders may administer an Epipen if the first-aider is trained to use it.

TRIPS

When a trip is occurring a First Aid kit must be collected from the front office. Any equipment used must be written down on a form provided so that the stock can be replaced.

- A first aider must always go on a trip
- If the need arises a person trained in the use of an epipen should go.

All medical conditions must be reported to the First Aider and any medication given to them.

FIRST AIDERS will:

- Ensure that their qualification and insurance [provided by the school] are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.

- Act as a person who can be relied upon to help when the need arises.
- Ensure that their portable first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly. (Also see section on medication for the reporting of such injury)
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In ALL cases the Accident Book must be completed by the appropriate person.

When phoning home please report if the student has contacted home.

THE HEALTH AND SAFETY OFFICER will:

- provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

Check the Accident book regularly to ensure a pattern is not emerging.

Make sure all accident forms, IDORs and RIDDORs are filed away daily.

HEAD TEACHERS, DEPUTY HEAD TEACHERS, ASSISTANT HEAD TEACHERS AND TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year.
- Ensure that their students/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person, walkie talkie or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a student who has minor injuries to Reception if they are able to walk where a First Aider will see them; this student should be accompanied.
- Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student. This should be done by telephone in the case of minor injuries or by a tannoy message in the case of serious injuries, giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency

THE EXECUTION OF THIS POLICY will be monitored by both the HEALTH AND SAFETY OFFICER, THE HEAD TEACHER and GOVERNORS

Appendix A

PROCEDURE FOR ACCIDENTS INVOLVING STAFF/STUDENTS WHERE AN AMBULANCE IS CALLED:

- 1. A member of SLT should be called to the scene; that person then becomes the link and should ensure the following procedure is followed and should subsequently see all paperwork. (In the absence of SLT, CR or a Senior Tutor initially).**
- 2. Parents of injured person informed.**
- 3. Teacher/witness statements taken to confirm what happened (immediately); each witness to record events away from other witnesses.**
- 4. The teacher or adult who witnessed the accident or who was first on the scene should complete the Accident Book held in the school office.**
- 5. Minor accidents (i.e. those involving NO or NOMINAL first aid treatment) only need recording in the school's Accident Book, ALL OTHER accidents require that we complete the HCC (IDOR) form (to be completed by the First Aider) and a RIDDOR (to be completed by the SLT overseeing the process after step 8).**
- 6. Senior Tutor (of person injured) collects witness statements and follows any leads of enquiry (this may involve another ST). STs should read all witness statements to ensure fair overview and discuss action.**
- 7. Senior Tutor (or delegated person) contacts parents of injured person daily until they return to school and keep informed of process taking place (if involving other students) but no details should be given.**
- 8. SLT briefed by ST on action to be taken and any causes for concern.**
- 9. SLT link reviews incident and makes recommendations.**
- 8. Head signs IDOR and agrees that RIDDOR can be completed and sent, including recommendations for improving procedure where necessary.**
- 9. Parents are informed of outcome by ST/SLT (if appropriate).**

Appendix B



MERIDIAN MEDICAL ROOM REPORT

Date _____

Time _____

Dear Parent/Guardian,

Name _____

Today your son/daughter attended the medical room and was seen by one of our qualified First Aiders for the following reason:

Treatment Given (if appropriate)

In the event of a head injury (however minor) a careful watch should be kept. Any evidence of loss of balance, disorientation, double vision, slurred speech or malfunction of the senses may indicate serious injury and medical advice should be sought without delay.

In the event of any other injury, if you are in any way concerned – please seek the advice of your Health Centre Practice Nurse/Doctor/Accident & Emergency Dept.

You may feel it appropriate to take this note with you.

Our First Aiders have passed the First Aid at Work Course in compliance with Health & Safety (First Aid) Regulations 1981. However, they are not qualified medical practitioners and if you are in anyway concerned about any symptoms/injury, qualified medical opinion should be sought.

APPENDIX C

PRESCRIPTION MEDICINES OTHER THAN CONTROLLED DRUGS

Name:

Date Logged With Us:

Type of Medicine:

Dosage to be given and when

Date Given

(Parent to be informed as and when we give out)



ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

April 2010

ISSUE 06

1.0 INTRODUCTION

- 1.1 It is the duty of staff under the Health and Safety at Work Act to report all accidents, incidents and dangerous occurrences, *however minor*, which occur on County Council premises or which arise from work carried out on behalf of the County Council. This responsibility extends to incidents involving children, students, contractors, visitors and other members of the public as well as to employees.

2.0 INCIDENT TYPES

| | |
|----------------------|--|
| ACCIDENT | An incident where an employee or non-employee is injured as a result of work and/or there is damage to equipment, property or premises. (The term “employee” includes part-time, temporary or casual staff; trainees and other self employed person working on site) |
| NEAR MISS | An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential accidents and must be reported. |
| DANGEROUS OCCURRENCE | An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE. This includes situations such as the accidental release of substances which may damage the health of any person (eg. Asbestos) and electrical short circuits or overload causing fire or explosion. |
| VIOLENT INCIDENT | Where an employee is exposed to verbal or physical assault abuse, or harassment which may or may not result in injury, illness or damage. |

3.0 REPORTING PROCEDURE

There are three levels of reporting:

- a) locally within the school
- b) to the County Council (via the Education Health and Safety team);
- c) to the Health and Safety Executive (HSE)

It is appreciated that the accident reporting process can be confusing and the [accident reporting flowchart](#) aims to clarify the requirements outlined below.

4.0 REPORTING AT A LOCAL LEVEL

- 4.1 As soon as practicable after an incident, the details should be reported, either orally, or in writing to the school office and / or headteacher.
- 4.2 Minor incidents (such as playground falls requiring no or nominal first aid treatment) should be recorded in the schools own accident book.
- 4.3 All other injuries and violent incidents should be reported both locally and to the County Council using the LA's incident forms. Certain incidents may also be reportable to the HSE. ([see paragraph 6](#))
- 4.4 The circumstances of an incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay ([see Accident Investigation](#)).

5.0 REPORTING TO THE COUNTY COUNCIL

- 5.1 Where the LA is the employer (i.e. for ESC's, community, VC and special schools) the Headteacher (or manager with delegated responsibility) must report the following accidents and dangerous occurrences to the Education Health and Safety Team within 10 days of the incident:
 - All incident involving employees (no matter how minor);
 - Pupil incidents requiring more significant first aid and those linked to the condition of the premises, equipment or as a result of a curriculum session.

If in any doubt about the need to report phone the Education H&S Team Tel: 01992 556478.

- 5.2 Electronic versions of the LA's accident and violent incident forms can now be completed via Solero. (Violent incidents between two pupils, where staff have not been involved, do not need to be reported to the County Council, but should be reported to the Head teacher.) Guidance on completing the online forms is available on <http://www.thegrid.org.uk/info/healthandsafety/accident.shtml>
- 5.3 A hard copy of the incident form should also be retained on site in the Accident Book/File.
- 5.4 When the Health and Safety Team receive report forms, they are read and centrally recorded as part of Councils general monitoring of health and safety matters. Further investigation or recommendations for remedial actions may be made as appropriate.

Data on accidents/incidents within CSF are presented within the CSF annual Health and Safety Report.

6.0 REPORTING TO THE HSE

Refer also to

<http://www.thegrid.org.uk/info/healthandsafety/accid>

- 6.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the Health and Safety (HSE).
- 6.2 The responsibility for reporting directly to the HSE rests with the Head of establishment.

6.3 Employee incidents

- 6.3.1 There is a duty to report fatal or major injuries to the HSE **immediately** (see 6.5 reporting methods). It is also necessary to report certain dangerous occurrences and occupational diseases.
- 6.3.2 The [HSE website](#) provides guidance on the definition of a major injury, dangerous occurrence and occupational diseases.
- 6.3.3 If the accident does not result in a fatal or major injury but the employee is incapacitated from her/his normal work for more than 3 days, a form F2508 must be completed and sent to the HSE within 10 days of the accident.
- 6.3.4 *To calculate whether the absence classifies as 'over 3-day':*
- Exclude the day of the incident if they went home or did not return to work on the day
 - Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Wednesday, then count Saturday, Sunday, Monday and Tuesday as 4 days.

- 6.3.5 It is also a statutory requirement that, where an employee has been injured as a result of a notifiable accident or dangerous occurrence which is a cause of his/her death within one year of the date of the incident, the HSE must be informed in writing as soon as this is known. Although such cases are likely to be rare, the Head of establishment should take reasonable steps to keep him/herself informed of the progress of any seriously injured employee or former employee.

6.4 Non-Employee Incidents

6.4.1 For reporting purposes, visitors, pupils etc count as non-employees. The HSE state that an accident to a pupil/young person or visitor only needs reporting to the HSE if:

- the person is killed or taken to hospital from the site, **AND**
- the accident arises out of or in connection with work activities. (i.e. the way an activity has been organised - e.g. the supervision on an outing, is due to the condition of the premises, plant or substances (i.e. lifts, machinery, experiments etc.)

6.4.2 Incidents that happen in relation to curriculum activities (including sports injuries) and result in a pupil being taken to hospital for treatment are therefore reportable.

6.4.3 Playground incidents due to collisions, slips, trips and falls are not normally reportable unless they are attributable to the condition of the premises or equipment, inadequate supervision etc.

6.4.4 As with fatal and major injuries to employees, these reportable incidents must be notified to HSE as soon as practicable.

6.5 Reporting Methods

6.5.1 Incidents can be reported to the HSE by :

- **Telephone:** **0845 3009923**

This is the quickest and easiest way to report with no need to complete a form call the Incident Contact Centre (Monday to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

- **Online:** <http://www.hse.gov.uk/riddor/>

The form will then be submitted directly to the Incident Contact Centre. You will be sent a copy for your records.

- **E mail:** download the form at <https://www.hse.gov.uk/forms/incident/index.htm>

- **Post:** Print out the [appropriate form](#), complete it and post it to

Incident Contact Centre
Caerphilly Business Park
CF83 3GG

6.5.2 All incidents that are reported to the HSE must also be reported to the Education Health and Safety Team and copies of the F2508 sent to :

Health and Safety team (Education)

Postal point CHO031

County Hall, Hertford SG13 8DE

Tel : 01992 556478

7.0 ACCIDENT RECORDS

7.1 Each school **must** maintain local accident records. This will include a local accident book and completed HCC / HSE forms which should be kept in a ring binder separated into employee and non employee incidents.

7.2 Accident records should be retained for at least 3 years after the date of the accident, if the person is above 18 years old.

7.3 If the person who had the accident is under the age of 18 accident records have to be kept until they reach the age of 18 and three years thereafter.

8.0 ACCIDENT INVESTIGATION

8.1 All accidents, however minor, need to be investigated to determine what action is needed to prevent a recurrence.

8.2 Not all accidents will warrant further action.

8.3 Accidents which are the result of, for example, faulty equipment or damage to buildings or furniture may require one or more of the following to prevent recurrence:

- removal of the damaged or faulty item;
- isolation of the damaged or faulty item and the surrounding area;
- repair of the damaged or faulty item.

8.4 Where an accident is the result of unsafe practices, those practices need to be reviewed and changed. Risk assessments should be immediately reviewed to ascertain whether additional control measures or changes are required.

8.5 The result of an accident investigation and of the remedial or preventative action, if any, should be recorded.
Further details on incident investigations can be found in Appendix A.

9.0 FURTHER ADVICE

Further advice is obtainable from the Health and Safety (Education) team on
01992 556478

Appendix A FIVE STEPS TO INVESTIGATING INCIDENTS

Introduction

Factual information is essential and must be obtained through interviews, inspections and written statements. Investigations are vital for establishing why, how, when an incident happened to determine how to prevent future incidents occurring.

Minor incidents and near misses may not warrant a full and in-depth investigation but it can indicate the future development of severe incidents and prompt you to introduce actions to prevent such incidents arising. Therefore all incidents (near misses minor and severe accidents, violent incidents and dangerous occurrences) should be investigated and the details recorded and kept on site.

How to Investigate in Five Easy Steps

STEP 1

First you need to establish:

- How the incident occurred?
- Who was involved?
- What happened?
- Where did the incident occur?
- When did the incident occur?
- What was happening when incident occurred? (I.e. what activity was being completed or what piece of equipment was being utilised at the time?)
- Were there any witnesses? If so gather names and addresses and ask at a later date for witness statements to accompany your investigation.
- It may be necessary to sketch or photograph the scene to assist the investigation.

STEP 2

- Look for possible immediate causes?
- Did any unsafe acts or conditions cause the event?

Examples of which could be:

- If equipment was being used at time of incident – was the equipment faulty?
- Bad housekeeping or inadequate lighting in the area where the incident occurred?

STEP 3

Determine if any underlying causes were apparent?

For example:

- Lack of knowledge or skill of staff?
- Inappropriate supervision?
- Inadequate maintenance?
- Was the person trained to use the piece of machinery?
- Was suitable and sufficient instructions and information given to the person to complete the task or activity?

STEP 4

After assessing what happened, why it happened and what were the possible causes both direct and indirect determine what remedial actions should be implemented to prevent a recurrence of the incident. Record when these actions should be completed by and review on a regular basis.

For example:

- Do staff need to be retrained? When?
- Does the faulty piece of equipment need to be removed from use and labelled accordingly? If so should this be done immediately?
- Does the work environment need to be reorganised?
- Do working procedures need to be reviewed?

STEP 5

Record all investigations on the incident form, attaching any supplementary records (photographs, witness statements etc)