

First Aid

Managing Accidents in School



Woodloes Primary School



Approved by: Andy Mitchell

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**Agreed by
Governors on:**

**Next review due
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Item	Contents	Page Number
1	Introduction	3
2	Aims and Objectives	3
3	Equal Opportunities	3
4	Organisation	4
5	Monitoring	6
6	Future Developments	6
7	Appendices	7

1. Introduction

All schools have a Duty of Care to their children which essentially means that when any child attends school they have a legal right to be cared for, to be free from harm, safe and secure. Inevitably, in schools where there are often many hundreds of children learning and playing together in close proximity, there is the increased potential for a child, at some stage, to have an accident.

Schools are excellent organisations when it comes to reducing the likelihood of an accident occurring because the children are monitored closely, and the majority of their time is planned and organised in great detail. However, there are occasions during the day when the children are encouraged to make use of their time more independently and to learn to take more responsibility for their own safety and the safety of others. This time tends to be at playtime and at lunchtime and (for them) often forms the most enjoyable part of their school day.

In schools we cannot (and indeed it would be wrong for us to do so) organise and direct every minute of their time in school to reduce any possibility of them sustaining some form of injury. It is a very necessary part of a child's development to be able to learn to play independently, assess risks to themselves and to others and this policy sets out how the school might respond to a range of scenarios should a child sustain some form of injury.

2. Aims and Objectives

- To ensure that all children are treated appropriately and efficiently should they sustain some form of accident or injury in school
- To reassure parents that procedures in school are appropriately robust to deal with any accidents or injuries that might occur during the school day.
- To ensure that all staff know how to respond to accidents or injuries sustained during the school day.
- To ensure that the school meets its legal obligation to safeguard the safety of its pupils and staff in the event of an accident.
- To ensure that parents are notified appropriately should an accident occur in school that involves their child.
- To ensure that causes of accidents are followed up and necessary actions taken to avoid future incidents

3. Equal Opportunities

All children, staff and parents will be treated fairly and with respect at all times.

4. Organisation

This school ensures that all staff with a first aid qualification have a minimum qualification of *First Aid for Schools* qualification by an approved provider and the number of staff with qualifications exceeds the minimum requirement. Senior first aiders are qualified in First Aid at Work, whilst pre-school and forest school staff have paediatric first aid qualifications. The qualifications are renewed every 3 years in order to ensure the latest good practice.

- Any pupil complaining of illness or who has been injured, is accompanied by an adult (DfE 2015) to a qualified First Aider or a designated member of staff who will complete an initial assessment, identifying an appropriate course of action.
- A well-stocked first aid cupboard is kept adjacent to the school office. The first aid cupboard is checked regularly and re-stocked as required and a record of these checks is kept by the H & S Manager. First Aid boxes placed in each phase are checked half-termly and a record kept of these.
- A child will be attended to by two first aiders or one first aider and another adult to ensure that a second opinion is sought and that Safeguarding guidelines are adhered to.
- All serious incidents and treatment are reported in the 'serious and reported accidents' folder with date of incident, who involved, action taken, by whom and any follow up.
- More serious accidents are also recorded in the 'serious and reported accidents' folder, are investigated by the appropriate member of staff and, if necessary, referred to the Deputy or Head teacher.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- If a child appears to recover after an identified period of time, he or she may return to their classroom for the remainder of the day. Parents should be contacted at the end of the day informing them of the incident to ensure continuity of care for the child (phone, letter or face-to-face contact). If the children attend Oscars, then staff should be notified.
- If a child sustains an injury to the head, this should be notified to parents/carers. A 'Pupil Accident /Injury in School – Report to Parents' form is provided to advise of the head injury, what time it occurred and to encourage observation of any signs of complications.
- If a child, returning to their classroom subsequently complains of feeling unwell or in pain again then they should return to the School Office and parents should be contacted immediately to arrange for collection and advised to seek medical advice.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital and parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis and parents' permission sought. In such cases staff have specific cover from the Community Academies Trust (CAT) for 'Occasional Business Use'.

- Most fractures except of fingers and toes or serious injuries (as identified by the Health and Safety Executive) are reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) online by a senior First Aider. Hard copies are kept in the 'serious and reported accidents' folder.
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately.
- If an injury has been sustained and a fracture / sprain is suspected, then the child should not be moved until an assessment has been made by a First Aider and further treatment sought.
- If a seizure is suspected, the area around the child should be cleared to prevent any injury and assistance from a First Aider and the Emergency Services (Ambulance) sought immediately.
- If a child with a known allergy has a reaction, medication should be collected and administered as specified in the HealthCare Plan and further advice sought if required.
- If a child appears to have an allergic reaction that is not recorded on their Medical Information, the school will contact the parent/carer and discuss an appropriate response. If the parent/carer cannot be contacted, the first aider will seek guidance from 111/Emergency Services.
- If someone is choking and it is mild, the person should be encouraged to cough to try to clear the blockage. It may be necessary to seek further help from a First Aider.
- If choking is severe, the person won't be able to speak, cry, cough or breathe, and without help they'll eventually become unconscious, so it is essential to seek further help from a First Aider. The choking person should be seen by a medical professional to check for any injuries or remaining obstructions.
- If employees sustain an injury at work, staff should complete an accident / incident investigation form (yellow 'Serious and Reported Accidents' folder in the school office). An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay (see Accident, Incident, Near Miss Reporting and Investigation Policy).
- In the event of a more serious accident, an investigation will take place and where possible steps should be taken to prevent the same accident from re-occurring.
- Any accident caused by damaged furniture, equipment, fixtures and fittings should be reported to the appropriate person. In the first instance and until repair a clear safety notice should be displayed. In the case of portable equipment this should be removed from use until repaired.

Monitoring

According to the procedures outlined in the previous section, incidents will be recorded and monitored with outcomes reported to senior managers and periodically to Governors. Any trends or patterns that emerge will be subject to priority actions.

The policy will be reviewed every two years or sooner if it is felt that it requires immediate modification.

See also:-Policy for *Supporting Pupils at School with Medical Conditions*

Future Developments

To undertake whole staff training for First Aid and review policy and practice in the light of any changes in legislation.

To encourage awareness of potential dangers and accident prevention to pupils through lesson based activities and external e.g. Road Safety, Kerb safe, Cycling awareness e.g. Bikeability etc.

Appendices

- Appendix 1 - CAT Accident Investigation Form V1

Appendix 1

To be completed by a Teacher, Manager or Supervisor at the time of the person who had the accident or near miss. In ALL cases it is to be signed by the relevant Head Teacher/Manager.

PART A – Investigator details

Name of investigator

Date of investigation

PART B – About the person who had the accident

1. Name

2. Job title (if applicable?)

3. Work phone number?

4. If the injured person is an Employee - What is THEIR Department and base location?

5. If the injured person is NOT an Employee i.e. a Pupil or Visitor - What is their name, home address, postcode, home telephone and date of birth?

PART C – About the Accident/ Incident

1. On what date did the incident happen? 2. Did the incident happen at your work location?

3. At what time did the incident happen?
Please use 24hr
time format i.e. 0930

4. If NO, where did the incident

Elsewhere in the school		Name, address, postcode:
At someone else's premises		
In a public place		

5. Where exactly on the premises did the incident happen?

6 Weather Conditions (please ✓)

Outdoors ☐

Indoors ☐**Weather:**

Not applicable	<input type="checkbox"/>	Dry	<input type="checkbox"/>	Wet	<input type="checkbox"/>
Ice	<input type="checkbox"/>	Snow	<input type="checkbox"/>	rain	<input type="checkbox"/>

Environment:

Not applicable	<input type="checkbox"/>	Slippery	<input type="checkbox"/>	Unstable	<input type="checkbox"/>	Sloping	<input type="checkbox"/>
Other	(Please specify)						

PART D – About the Injury/Incident

1. What activity was occurring immediately prior to the accident/incident?

DATA

2. What was the nature of the injury and severity 3. What part(s) of the body were injured?

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4. Details of any equipment being used

PART E – The Investigation of the Incident/Accident

1. Was the activity being carried out using proper procedures? 2. Was a risk assessment in place and was it current?
(reviewed within the last 12 months)

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3. Condition of any equipment involved

4. Any previous defects reported? How and by whom?

5. Was the equipment impounded and if so where now located?

6. Was there a risk assessment for the activity/operation?

If Yes was the risk assessment valid and up to date?

If No and there are significant risks please state why there was no risk assessment.

7. Were photos taken?

Yes ☐ No ☐
Please attach

8. What was the Direct Cause of the accident or incident?

9. What was the unsafe act? (e.g. running)

10. What was the unsafe condition? (e.g. not wearing appropriate PPE, poor lighting, uneven floors, badly maintained machinery/plant/equipment, appliances etc.)

11. Was there any unusual or contributory factors to the incident or accident?

12. Were the people involved in carrying out the task competent and suitable? (*Did they have the necessary skills, knowledge and training to perform the task? Don't forget to consider young people and working practices*)

13. Did the activity involve lifting/handling/carrying/pushing/pulling etc.? Did the nature or shape of the materials influence the incident? (*e.g. hazardous, heavy, awkward, sharp edges*)

14. With the benefit of hindsight, were the controls (safety precautions) adequate?

Yes ☐ No ☐

If No please specify

PART F – Witness/es Details

1. Witness full name?

2. Job title (if applicable?)

3. Work telephone number?

4 Home address (inc post code)

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5 Work address and directorate

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6. Description of the Incident (Witness statement)

Detail your involvement and including what you saw, heard and did (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

<p style="text-align: center; font-size: 100px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>

7 Confirmation and Signature (Witness)

I confirm that the above account is a true statement of fact

Name

Signed

Date

PART G – Information from the Injured Person (if applicable)

1. What is your full name?

2. What is your job title (if applicable?)

3. What is your work telephone number?

4 What is your home address (inc post code)

5 What is your work address and directorate

6. Description of the Incident

Detail including what you did leading up to the incident/accident (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

7 Confirmation and Signature (injured person)

I confirm that the above account is a true statement of fact

Name

Signed

Date

PART H – Actions Taken

1 What immediate action was taken at local level in response to this incident?

2. What local action has been taken to prevent recurrence?

3. How could this incident be prevented from recurring?

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Consider providing the following:

- Copy of Accident book entry (if applicable)
- First Aiders report
- Safety representative report
- Surgery report
- Any Minutes of health and safety meeting where accident was discussed
- Copy of RIDDOR report to HSE (F2508) –
- Pre accident Risk Assessment
- Post accident Risk assessment
- Relevant 'Incident' Records
- Health surveillance records in appropriate cases
- Personal protective equipment record for injured person
- Documents relating to the injured person's health and safety training or job specific training
- Equipment supplier's/manufacture's manuals/procedures, instructions relevant to the accident
- **Any relevant drawings, photographs, diagrams, sketch, etc.**

