

Pickwick Academy Trust



First Aid and Accident Reporting Policy

Policy Group:	Facilities and H&S
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Responsible Reviewing Officer and Job Title:	Mike Jones Head of Facilities
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PICKWICK ACADEMY TRUST

1. Introduction

- a. Every employer shall ensure, so far as is reasonably practicable, the health, safety, and welfare at work of their employees.
- b. Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

2. Purpose and Scope

- a. Pickwick Academy Trust is an organisation that not only complies with, but also demonstrates a commitment to the systematic management of Health & Safety (H & S) throughout all areas of its business.
- b. The Trust Board believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the trust and the good education of its pupils.
- c. The First Aid and Accident Reporting Policy at Pickwick Academy Trust is in operation to ensure that every child, member of staff and visitor will be well looked after in the event of an incident or near miss whether at school or off site during a school or trust activity, and no matter how minor or major.
- d. The policy provides a framework for responding to an incident or near miss, and recording and reporting the outcomes to ensure that both can be monitored and actions taken to prevent any re-occurrence.

3. Responsibilities and Accountabilities

- a. The Trust Board is responsible for:
 - Ensuring the effectiveness of this policy by monitoring and reviewing it every year.
 - Ensuring, through delegation to the Chief Executive Officer (CEO), Executive Team and Headteachers, and in conjunction with Local Governance Committees, the provision of adequate First Aid cover, equipment, and facilities across the Trust.
 - Monitoring, through the receipt of regular reports, the level of accidents and near misses across the trust, alongside any additional information regarding trends or activities that have resulted higher levels of reporting and the actions put in place to address any areas of concern.
- b. The CEO has overall accountability for Health and Safety and is responsible for:
 - ensuring, through the Executive Team, that Headteachers and Head of School and others associated with Health and Safety are aware of the requirements of this policy and that the necessary arrangements are in place.

c. The Chief Finance and Operating Officer (CFOO) is responsible for:

- Monitoring the standard of Health and Safety across the trust,
- Ensuring that the First Aid policy is reviewed and updated to ensure compliance with the relevant legislation and that robust procedures are in place and communicated to each school.
- Receiving regular information from the Head of Facilities in respect of First Aid training in place at each school, the level of accidents and near misses across the trust and any actions put in place to address areas of concern.
- Confirming to the Finance Resource and Risk Committee, as part of the termly feedback provided, that First Aid Assessments have been completed and approved by Local Governance Committees in all schools.

d. The Finance, Resource and Risk Committee are responsible for:

- Receiving regular reports from the CFOO in respect of Health and Safety and reporting to the Board.

e. The Local Governance Committee is responsible for:

- Ensuring that a First Aid needs assessment has been completed for their school to determine the level of trained first aid staff, cover, equipment, and facilities required (see appendix A)
- Ensuring that such provision is in place, monitored and maintained.
- Monitoring, through regular reporting, the level of accidents and near misses at their school or during an off-site school event and ensuring that any trends or activities that result in higher levels of reporting, are reviewed, risk assessed where necessary and actions put in place to address any areas of concern.

f. Directors of Education are responsible for:

- Overseeing the work of the Headteachers/ Head of School and holding them to account.
- Ensuring that the First Aid Policy is followed at their schools.

g. The Trust Head of Facilities is responsible for:

- The collation of accident and near miss information from every school within the trust three times a year and the provision of this to the CFOO.
- Ensuring that a First Aid needs assessment has been completed for each school and that adequate provision, in line with the assessment, is in place and maintained. This includes First Aid training for staff. (appendix A)
- Reviewing the implementation of the First Aid policy and needs assessment as part of one of the termly visits to the school.
- Providing support to schools in relation to the management of an accident or near miss.

- Assisting in the investigation into an accident or near miss and receiving the final report which confirms all actions have been completed.
- Supporting a Headteacher and School Facilities Manager with regard to RIDDOR and attending any onsite HSE visits.
- Monitoring and evaluating the data presented across all schools to ensure consistency of approach, and that trends and areas of concern have been highlighted and an action plan is in place to address them.

h. Headteachers and Leadership Teams are responsible for:

- Ensuring the necessary arrangements are in place in order to provide an effective and appropriate first aid response for pupils, staff, and visitors to the school site which meets defined ratios of trained first aiders across the working week. A First Aid needs assessment must be completed for each school to determine the number of trained staffs required (appendix A).
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Working in conjunction with the Local Authority EVOLVE system and the school Educational Visit Coordinator to ensure suitable and adequate first aid provision is in place for all offsite activities and Learning Outside the Classroom.
- Ensuring that adequate space is available at the school to cater for the medical need of pupils.
- Appointing a nominated person to take charge of the provision of first aid supplies.
- Ensuring that information is made available about first aid provision to all staff and visitors and that this is understood, including the requirement to report near misses. Information regarding First Aid provision must also be provided as part of the induction process.
- Ensuring that the names of the nominated person for first aid, first aiders and the locations of first aid stations and/ or provisions are displayed on the door of the first aid room and at various points across the school.
- Carrying out accident and incident investigations alongside the Head of Facilities.
- Ensuring that specified incidents are reported to the trust central team, and to the HSE - RIDDOR when necessary.
- Ensuring that information regarding the number and location of accidents and near misses is compiled three times a year (every old term). This should be completed using the Pickwick Accident and Near Miss Recording Sheet (appendix B) and reviewed by the Senior Leadership Team against the previous year as well as identifying any trends or areas of concern that require assessment and action. The analysis should be communicated to the Local Governance Committee and the trust central team.
- Ensuring Individual Healthcare Plans are in place and up to date for those with medical conditions and that trained First Aiders are promptly made aware of those specific pupils alongside any pupils or staff with medical conditions that may not require a Healthcare Plan but may need support, such as those with Asthma. (See school Medicine and Supporting Children with Medical Conditions policy).

i. School Facilities Managers are responsible for:

- Completion of a First Aid needs assessment to determine the number of trained staff required. (appendix A)
- Maintaining a training record of all staff qualified in first aid and ensuring a programme of refresher training is in place.
- Reporting the number of accidents and near misses alongside areas of investigation to the Headteacher and Leadership team as well as the Head of Facilities three times a year.
- Supporting the Headteacher in any investigation required due to an accident or near miss and ensuring that any alterations to the premises or use of the premises that are needed as a result of the conclusion of the investigation are completed as soon as possible.
- Reporting any relevant accidents, to the Head of Facilities and to RIDDOR in accordance with the information contained in section 8 below.

j. Class teachers and Teaching Assistants are responsible for:

- Being aware of specific medical details of individual pupils and, if necessary, colleagues in their class.
- Distributing Accident Forms and Head Bump letters to pupils to take home.
- Post accident observation. Where pupils have not gone to hospital for emergency treatment and have been returned to their care following a head bump, teaching staff should have a clear understanding of what symptoms and signs to look for.

k. MDSA's and Playworkers are responsible for:

- Alerting other staff as to the need for first aid for a pupil.
- Sending a pupil who has minor injuries to the First Aid Room if they can walk, where a First Aider will see them; this pupil should be accompanied if necessary by another child.

l. Office staff are responsible for:

- Supporting the First Aiders by calling for an ambulance and/ or contacting relatives in an emergency and being the point of contact if required for communication between the school and the emergency services.
- Ensuring that information regarding the number and location of accidents and near misses for staff, pupils, contractors and visitors is compiled three times a year on the Pickwick Academy Trust Accident Recording Sheet and provided to the school Facilities Manager (appendix B).

m. All staff are responsible for:

- Ensuring that they know and follow the First Aid procedures in operation.

- Ensuring that they know who the current First Aiders are and their location.
- Reporting any accident they attend where a qualified first aider is not called, near miss, and incident of violence, including verbal abuse or any hazard in a timely manner by completion of the Accident Investigation report (appendix D) and providing these to the Facilities Manager for review by the Senior Leadership Team.
- Informing the Head or their line manager of any relevant specific health conditions.

4. Appointed First Aiders and Training

- a. All trust schools must ensure that the level of qualified first aiders is adequate and appropriate for the size of the school and in accordance with the below formula, calculated as part of the First Aid needs assessment (appendix A)

Type of School	Number of people on site (Staff & Pupils)	Number of first aiders
Nursery/Primary	0 - 100	1 qualified first aider and 1 relief to provide cover for absences. Thereafter 1 additional first aider for every 100 persons on site. Plus 1 qualified paediatric first aider and 1 relief to provide cover for absences where children under 5 years of age are present.
NB. Appropriate numbers of additional qualified first aiders can also be established based on each school's specific needs and staffing arrangements to cover absences.		

- b. Qualified First Aiders must have completed a three-day First Aid at Work training course. A First Aid at Work course enables a first-aider to give emergency first aid to someone who is injured or becomes ill at work. It also enables a trained individual to apply first aid to a range of specific injuries and illnesses. Certificates of competency last for three years and must be renewed prior to expiring.
- c. Schools with Early Years Foundation Stage provision must have at all times at least 2 staff members with a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate must be renewed every 3 years.
- d. A school may decide following assessment to have additional staff complete Emergency First Aid at Work training to ensure additional cover based on the school's specific needs. These staff are able to provide emergency first aid training to someone who is injured or becomes ill at work and the certificate of competency must be renewed before its 3-year expiry date. Staff with this level of training are not included in the required numbers in the table above.

- e. First Aiders must undertake annual half day refresher training to ensure that they are up to date with procedures.
- f. Staff cannot be required to undertake first aid tasks.
- g. Consideration will be given by schools to the working hours of potential First Aiders before arranging training to ensure that provision is available at all times while people are on the premises, including for breakfast and after school clubs.
- h. The school will keep a register of all trained first aiders, what training they have received and the expiry date (see appendix C).
- i. The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

5. First Aid Procedures

a. In School Procedures

In the event of an accident resulting in injury an adult or child feeling unwell:

- The closest member of staff present will assess the seriousness of the injury/ issue and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- Open cuts, unless serious, can be treated by a non-trained member of staff and should be cleaned and covered. Gloves must be worn.
- The first aider, if called, will assess the injury/ illness, and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- Depending on the seriousness of the injury/ illness, the Headteacher will be advised and will make the decision, with support from the Head of Facilities if required, as to whether the scene of the incident or evidence needs to be preserved to support an investigation.
- The first aider will also decide whether the injured/ unwell person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted by a member of the Admin team and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- Parents must be made aware of all pupil injuries/ illnesses by the school, either through a note in a book bag if minor or by a phonecall if more serious.
- The first aider will ensure that parents and teaching staff are aware of **all** head injuries promptly (see section 7 for more details).
- If emergency services are called, a member of the Admin team or Senior Leadership Team will contact parents immediately. The first aider will provide accurate and timely information to emergency/medical services to assist further treatment to ensure that any casualty is enabled to receive correct treatment.
- If a pupil is required to go to hospital and parents cannot be contacted, the first aider should accompany them in the car or ambulance or follow the ambulance and meet parents at the hospital.

- The first aider, or alternative staff member in circumstances where a first aider is not required, will complete an accident report form on the same day or as soon as is reasonably practical after an accident resulting in an injury – see section 8 for more detail.
- After attendance at an accident requiring first aid, a member of staff must ensure that everything is cleared away; used gloves, and every dressing etc. be put in the clinical waste bin. Any bloodstains on the ground must be washed away thoroughly.

b. Off-site Procedures

- There will always be at least 1 first aider on school trips and visits.
- For Foundation Stage trips there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- When taking pupils off the school premises, staff will ensure they always have the following:
 - A mobile phone
 - A portable first aid kit, see section 6 below for contents.
 - Information about the specific medical needs of pupils and any relevant medication, such as EpiPen's and inhalers.
 - Parents' contact details
- Risk assessments will be completed by the class teacher in conjunction with the Educational Visits Co-ordinator where necessary prior to any educational visit that necessitates taking pupils off school premises.

6. First Aid Room and Equipment:

- a. Each school in the Trust will designate at least one room on each premises to be a First Aid Room. This should be easily accessible and have the following facilities:

- a washbasin
- be near to a toilet

The above is deemed essential in line with DFE requirements with the below required where possible.

- washable surfaces
- clinical waste disposal facilities
- a medical couch; and
- be near to an exit

The first aid room should display a notice advising of the name of the nominated person for First Aid provisions, the names of all first aiders and the locations of first aid stations and/ or provisions.

- b. The nominated person will ensure every First Aider has access to first aid equipment and there are sufficient first aid boxes and a system in place for ensuring stocks are in date and maintained. Special travelling kits should be available for use with sporting activities or school trips.
- c. First aid boxes and travelling first aid kits should contain sufficient quantity of suitable first aid materials and nothing else. All first aid containers must be green and marked with a white cross.

First aid boxes do NOT contain drugs of any kind including Aspirin or similar pain killers and such medicines should NOT be issued to staff or pupils as there is a danger of adverse reaction in some cases.

- d. First Aid does not include giving tablets or medicines. Medication required for children with Individual Health Care Plans is held separately, in accordance with the Supporting Pupils with Medical Conditions Policy.
- e. The following contents for a school on site first aid kit are based on the HSE list of items *(please adapt if necessary to reflect the First Aid needs assessment for your school.)* -

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work)
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- two sterile eye pads
- two individually wrapped triangular bandages, preferably sterile
- six safety pins
- two large, sterile, individually wrapped unmedicated wound dressings
- six medium-sized sterile individually wrapped unmedicated wound dressings
- at least three pairs of disposable gloves (see HSE's leaflet Latex and you)

- f. The following contents for portable first aid kits for off-site visits are based on the HSE's recommendation for a minimum travelling first aid kit. *(please adapt if necessary to reflect the First Aid needs assessment for your school.)*

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- lindividually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Vomit bags
- Ice packs
- Saline Vails

g. Schools with minibuses must make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 Moist(Non-alcoholic)wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

7. Specific Illnesses and Injuries

a. Head Injuries

- A qualified first aider will know the procedure for dealing with a child who has a bump to the head and in any serious case professional medical attention **must** be sought and the parents should be notified immediately.
- However, sometimes the effects only become noticeable after a period of time - perhaps several hours - and so **all** bumps to the head should be recorded and the school **must** have a procedure in place with a system for monitoring the injured child.
- Each teacher whose lesson the child attends **must** be asked to keep a look out for signs of drowsiness or distress.
- Parents **must** be informed **by telephone** where a child has sustained a bump to the head.

b. Communicable Diseases

- Individuals who are unwell with a communicable disease should not be in school. They should not return until they are feeling better and the risk of infection to others has passed.
- For more information please click on the following link:

[Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](https://www.gov.uk/managing-specific-infectious-diseases-a-to-z)

c. Sharps

- Risk of a sharp injury (needle or syringe) can arise from an encounter of a discarded object on the school site or from work to support a pupil with an Individual Healthcare plan.
- A separate risk assessment should be completed to assess the risk of injury from a sharp if a pupil requires such support and a procedure documented.
- The First Aid Procedure is as follows:
 - Encourage bleeding immediately by squeezing the site of injury and wash with warm water and soap. Do not suck the wound
 - Dry the wound (do not rub it)
 - Cover with a waterproof adhesive dressing

- Contact your GP or go to A&E immediately
- Report the incident to the Headteacher. All incidents must be recorded on an accident form
- All members of staff who sustain a needle-stick injury (from a needle contaminated with human blood/body fluids) must be contacted following the injury to ensure appropriate treatment counselling and a proper prevention strategy is in place.

8. First Aid Incident & Accident Reporting, including Near Misses.

- a. An Accident is a separate, identifiable, unintended incident that causes physical injury. This includes acts of non-consensual violence to people at work.
- b. A near-miss is an accident with non-resultant injury or a threat of violence or aggression against an individual, or an incident which could have resulted in damage to trust property.
- c. Schools must keep a record of all accidents; alleged accidents; alleged or diagnosed work-related illnesses; near misses and dangerous occurrences, which relate to its activities and/or property. This includes incidents involving employees, temporary workers, contractors, pupils, visitors, or trespassers. Major incidents should be responded to and reported on as part of the Trust Continuity plan.
- d. A record should be kept of all first aid administered, even if it is a minor incident. This will take the form of a detailed accident log, to be completed either using an Accident and Investigation Report form (see appendix D) or via an online system, as soon as possible after an incident. When completing the Accident and Investigation Report form:
 - Make sure that the description of the injury is sufficient, for example *'the injured person has a large bruise (3cm x 3cm) on the forehead just above the right eye. Skin not broken.'*
 - Avoid comments that admit liability for example *'the injured person stated that they slipped on an icy external step'* as opposed to *'the external steps were icy'*.

- e. Depending on the seriousness of the incident the scene may need to be preserved and photographs taken to support the investigation work. Obtain support from the Head of Facilities if uncertain.

School Facilities Managers must ensure that every accident is recorded on the Pickwick Academy Trust Accident Recording Sheet (appendix B) and are shared with the School Senior Leadership team to enable review and action to be taken where necessary.

- f. Under the Social Security (Claims and Payments) Regulations 1979 employers must keep a record of all accidents, investigate the circumstances of each accident and keep the accident record for at least 3 years. Pickwick Academy Trust follows the IRMS retention schedule which stipulates the following:
 - Records relating to an accident/ injury at work must be kept from the date of incident + 12 years. For more serious incidents this may be longer (take advice from Head of Facilities).
 - Accident reports for children must be kept from the date of birth of the child plus 25 years.

- g. Headteachers and the Business Director for the central team must ensure that all employees are aware of the procedure in place to report an accident.
- h. If an incident falls within the categories listed below, the school Facilities Manager or the Head of Facilities (if incident relates to the central team) must report the incident to the trust Health and Safety consultant and to the Head of Facilities by completing part 3 of the Accident and Investigation Report form (appendix D):
- any type of accident or incident in which an **employee is physically injured or that resulted in a near miss**;
 - any type of accident in which a **pupil, contractor, visitor or other member of the public (i.e. a non-employee) is physically injured or that resulted in a near miss**;

AND the incident is attributable to any of the following:

- a failure in the way an activity was organised (e.g. inadequate procedure, supervision or management)
- the condition, design or maintenance of the premises or equipment (e.g. lifts, experiments, slippery floors)
- Also, any incident in which an **employee is subject to threatening, intimidating or aggressive behaviour or is subject to excessive verbal abuse** from a pupil or other person as a result of being a school employee must be reported unless minor.
- Please see the Accident Flowchart (appendix E) for clarification.

i. Non-reportable accidents

- Any other less serious event or those involving non-employee accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported.
- Accidents and incidents that happen in relation to curriculum sports activities are NOT generally reportable unless they arise out of:
 - a failure in the way an activity was organised (e.g. inadequate supervision)
 - the way equipment or substances were used; and/or
 - the condition of the premises
- Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they **arise out of or in connection with the work activities** of the school i.e.
 - the condition of the premises or equipment;
 - inadequate supervision.
- Violence between pupils is NOT reportable as this is a disciplinary matter and not related to work activities.
- Incidents of illness or medical conditions are NOT reportable unless the cause is a work activity.

9. Accident and Near Miss Investigation

- a. All incidents that require the completion of part 3 of Appendix D will be formally investigated to establish the factors which led to the incident or near miss and recommended actions to reduce the likelihood of re-occurrence will be provided. All paperwork and photographs should be held together to enable the investigation to take place.
- b. Accident Investigation must be completed by a trained person.
- c. The depth of the investigation will depend on the severity, or potential severity of the incident and must be completed by someone who is competent to do so and has not been involved in the initial incident (e.g. the injured party).
- d. Accidents resulting in or potentially resulting in a high level of seriousness should be completed by a team including Headteacher, Head of Facilities, Health and Safety Consultant.
- e. Investigations will concentrate on the following factors:
 - Root Cause – the first failure from which the accident resulted, for example the risk assessment that was not completed
 - Underlying Cause – the unsafe act or condition, for example the guard that was removed
 - Immediate Cause – the actual item that caused the injury/ near miss, for example, the trip hazard
- f. Accident Investigation Steps
 - **Step One – Information Analysis**
Is the information Clear?
Is anything missing?
Is further investigation required?
 - **Step Two – Identification of Causes**
Condition/ Suitability of Premises
Condition/ Suitability/ Availability of Equipment
Behaviour of employees/ pupils/ others involved
 - **Step Three – Action**
Agree and document actions
Assign responsibility and set a due date
Monitor progress and sign actions when completed
Provide completed report to the Head of Facilities
- g. Reports will also be used to analyse trends with a view to making improvements across all schools.

10. RIDDOR Reporting to the HSE

- a. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) are regulations detailing the duties of employers to report certain accidents, diseases and near misses:

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](https://www.hse.gov.uk/ed1.htm)

- b. Headteachers must record details of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7 - <http://www.hse.gov.uk/riddor/>) and contact the Head of Facilities at their earliest opportunity to make them aware.
- c. These will be reported to the Health and Safety Executive by the Headteacher, Head of Facilities or Business Director by phone or online without delay by following the guidance on the following link:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

- d. RIDDOR requires the school to report to the HSE:
- Accidents to employees which result in death or a specified injury (see section e below), without delay;
 - Accidents to employees which prevent the injured person from continuing their normal work for more than 7 days, within 15 days of the accident;
 - Some acts of non-consensual violence to a person at work, which result in death, a specified injury or a person being incapacitated as a result of their injuries for over 7 days, for example a pupil assault;
 - Employees who are diagnosed with certain occupational diseases, occupational cancers or exposure to biological agents, if confirmed by a doctor in writing (see link above);
 - And certain dangerous occurrences (near-miss events), that had the potential to cause serious harm. For schools these include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.
- d. Under RIDDOR, the following work-related specified injuries must be reported, including those caused by physical violence, if an **employee** is injured:
- 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 cover more than 10% of the body or, cause significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any injury arising from working in enclosed spaces which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for 24 hours or more.
- e. Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment(examinations and diagnostic test do not constitute treatment).

If a pupil injured in an accident remains at school, is taken home for is simply absent from school for a number of days, the incident is not reportable.

f. Stress in not reportable under RIDDOR.

g. HSE Visitors

- As a result of an accident report being submitted to the HSE, representatives from the HSE or other external bodies may visit the school to investigate.
- Should this be the case, this will be supported by the Head of Facilities, the Trust Health and Safety Consultant and the Business Director.

11. Non-accidental Injury

- a. In accordance with the Safeguarding Policy, whenever anyone has reason to believe that a pupil may be suffering from a non-accidental injury they should immediately tell the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

12. Equal Opportunities

- a. An Equality and Diversity Impact Assessment has been completed in order to ensure this policy complies with equality obligations outlined in discrimination legislation. We believe the policy positively reflects the aims and ambitions identified in each Trust School's Single Equality Scheme. The policy positively reflects the aims and ambitions of Pickwick Academy Trust.


13. Legislation

- a. This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on First Aid for Schools and Health and Safety in Schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, guidance from the RPA (Risk Protection Arrangement) and has due regard to legislation and statutory guidance including, but not limited to:
- Health and Safety at Work Act 1974
 - Health and Safety (First Aid) Regulations 1981
 - Management of Health and Safety at Work Regulations 1999
 - Control of Substances Hazardous to Health Regulations 2002
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Education (Independent School Standards) Regulations 2014
 - Social Security (Claims and Payments) Regulations 1979

14. References, acknowledgements and associated documents

- a. This policy will be implemented in conjunction with all other Pickwick Academy Trust policies (please see Scheme of Delegation for full list) and is in the same group (Facilities and Health and Safety) as the following policies:
 - Health and Safety Policy
 - Lone Working Policy
 - Display Screen Users Policy
 - Driving Policy
 - Wellbeing Policy
- b. During times of crisis, for example a national pandemic such as COVID-19, this policy will be supplemented with additional guidance.
- c. All policies are available to view by contacting the school or Trust offices.
- d. This policy will be reviewed every year by the Trust Board.

Appendix A. First Aid Needs Assessment Form

<h1>First Aid Needs Assessment Form</h1>			
Name of School:			
Address of School:			
Person(s)/Group at Risk: Staff, Pupils, Contractors, Visitors and Hirers			
Area: First Aid Needs/Provision			
Type of Assessment: Initial Assessment/Review/Following Incident*			
Date of Assessment:		Assessor:	
Significant Hazard and possible Outcomes/injuries	Control Measures in Place (Delete non-applicable control measures or add additional ones)		Are any additional measures or actions required? (if yes put on the Action Plan) Yes No

<p><u>Environment</u></p> <p>What is the classification of the school?</p> <ul style="list-style-type: none"> • Low risk – Primary • Low/Medium risk - Secondary <p>Are high risk activities undertaken i.e. science, D&T, PE etc.</p> <p>Is the workplace remote from emergency medical services?</p>	<ul style="list-style-type: none"> • In general terms, the school is classed as low risk but with certain activities being undertaken or multiple buildings this classification may be raised to a medium risk. • Depending on the layout of the building, extra first aid equipment may be required on each floor/building. • The ambulance, fire station and hospital are about miles away (approx. minutes). Local GP surgeries are within vehicle journey and on-call doctors are available. • If the site is shared with other organisations, can their first aiders be shared/called upon in an emergency? 		
<p><u>People on site</u></p> <p>How many people are present on the site? Remember to include staff, pupils, visitors and contractors.</p> <p>Do they know what the first aid arrangements are for the site?</p> <p>Have they other information available to them (how to contact emergency services)?</p> <p>Are there people with special health needs on the site? Do they have health conditions or illnesses that may require sudden, urgent or specialist attention?</p>	<ul style="list-style-type: none"> • There are a total of persons on site. Made up of staff,pupils and visitors/contractors at any one time. • First aid arrangements are covered on induction training and subsequent changes brought to their attention. • There is a list of local external contacts (GPs, nearest hospital etc.) readily available for staff to use. • Kitchen staff, cleaning staff and contractors, when working outside core hours or in holidays, have been informed what the process for first aid provision is whilst on site. • There are members of staff with special health needs and the first aid provision or additional training accounts for these specific needs? • The first aid arrangements and other information are available to all including supply staff, work experience placements and employees • Lists of all first aiders and appointed persons are displayed prominently throughout the site. 		

<p><u>General Arrangements</u></p> <p>Do employees work remotely or work alone?</p> <p>Is there adequate provision for lunchtimes and breaks?</p> <p>Is there first-aid provision for off-site activities i.e. school trips etc.</p> <p>Are people present on site out of hours? Is there a fluctuating need for first aid at different times?</p> <p>Do you have sufficient provision to cover absences of first aiders?</p> <p>What kinds of activity are people using the service involved in? Are these high-risk activities if so, then first aid cover may need to be increased.</p>	<ul style="list-style-type: none"> • The provision of personal communications/mobile phones are used when working alone. • If a first-aider is not on site, there is adequate first-aid provision available. • Paediatric First Aiders are present for all on and off-site activities involving Foundation and pre-school age children (e.g. under 5 years). • Consider the need to make different levels of provision for different areas/departments within the site. • Adequate first aid provision has been identified for the out of hours/off-site activities. • The cover needed for annual leave and planned absences has been accounted for and a regime established. • The first aider(s) for this premises are • First aid needs are considered on any risk assessments conducted for the activities undertaken by the establishment. 		
<p><u>Record of Accidents and Ill-health</u></p> <p>What is your record of accidents and ill health, accounting for all groups?</p> <p>What illnesses/accidents have occurred and where and what time did they happen?</p>	<ul style="list-style-type: none"> • The number and type of injuries have been adequately dealt with through the existing first aid arrangements and first aider capabilities. • What other arrangements were available and used (did they work?) • Accident statistics that indicate the most common injuries, times, locations and activities in a particular area (trend analysis) are part of the Senior Leadership Team meetings held three times a year. 		

<p><u>First Aid Arrangements</u></p> <p>Insufficient trained personnel / insufficient supplies</p>	<ul style="list-style-type: none"> • All First aiders have attended an approved First Aid at Work (FAAW) course and will be available to deal with first aid requirements. • Trained paediatric first aiders are available when Foundation or pre-school age children are present on site. • First aid boxes will be marked with a white cross on a green background and are provided throughout the establishment. will check the boxes and ascertain that all items are still in date and replenish as necessary. • Only first aid supplies will be kept in the first aid box. No medication kept in the box. Separate arrangements are in place for the administration of medication. • A room/area is available for carrying out medical inspections and for first aid. This is located in • Hand washing facilities and suitable facilities and equipment maintained, including the provision of gloves, etc. • Suitable hygiene standards followed, including the disposal of soiled materials, etc. • A specific risk assessment has been carried out for infection control – bodily fluids. • Spill kits are available for cleaning up bodily fluids. • First aid training for all first aiders will be via an approved training organisation and will meet the First Aid at Work Training requirements and the person responsible for organising re-qualification training and retaining training records is 		
<p><u>Accident Recording & Reporting</u></p> <p>e.g. accidents not reported or investigated</p>	<ul style="list-style-type: none"> • All accidents and treatment provided recorded in the school's accident book or online system. • All appropriate accidents are reported to the trust. The report is to be completed by the person in charge of the area in which the accident occurred. • All accident and near misses will be investigated by the Facilities Manager and a report provided to the Headteacher in order to ensure any necessary action is taken. • Accident information to be reviewed by the Senior Leadership Team as a minimum three times a year in order to minimise future accidents. 		

<u>Calculating the number of First Aiders Required</u>		
NB. Appropriate numbers of additional qualified first aiders should be established based on each schools specific staffing arrangements to cover absences.		
Type of School	Number of people on site (Staff, Pupils etc)	Number of first aiders Required
Nursery/Primary	0 - 100	1 qualified first aider and 1 relief to provide cover for absences Thereafter 1 additional first aider for every 100 persons on site Plus 1 qualified paediatric first aider and 1 relief to provide cover for absences where children under 5 years of age are present.
<u>Conclusion:</u> <div> <div>* Delete as applicable</div> <p><i>The above assessment has highlighted:</i></p> <ul style="list-style-type: none"> <i>The Low/Medium* risk nature of the site and activities, the number of people present (including staff, pupils, visitors and contractors) and the accident history, that at least (number) qualified first aider(s), are deemed to be adequate for the establishment's needs.</i> <p>OR</p> <ul style="list-style-type: none"> <i>The external medical facilities have proven to adequately support the first aid provision of the site and all trained first aid staff know how to contact them in an emergency.</i> <p>OR</p> <ul style="list-style-type: none"> <i>The additional actions documented below are required to ensure suitable first aid provision is available.</i> </div>		

Appendix B – Pickwick Academy Trust Accident and Near Miss Recording Sheet



ACCIDENTS AND NEAR MISSES

SCHOOL:

School
Year:

PUPIL ACCIDENTS/ NEAR MISSES

Category	Accidents					
	Term 1 Number	Term 2 Number	Term 3 Number	T O T A L	Total Requiring Investigation	RIDDOR reported
Slips/ Trips				0		
Head Bumps				0		
Playground arguments resulting in injury				0		
Collision with another child				0		
Injured by another child				0		
Field				0		
Ball/ playing football				0		
Injury in toilet				0		
Injury in classroom				0		
Injury in corridor				0		
Hall/ Stage				0		
Door (fingers caught, banged into)				0		
Fall from/ injury by play equipment				0		
	0	0	0	0	0	0

Near Misses					
Term 1 Number	Term 2 Number	Term 3 Number	T O T A L	Total Requiring Investigation	RIDDOR reported
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
0	0	0	0	0	0

STAFF ACCIDENTS/ NEAR MISSES

Category	Accidents					
	Term 1 Number	Term 2 Number	Term 3 Number	T O T A L	Total Requiring Investigation	RIDDOR reported
Slips/ Trips				0		
Equipment				0		

Near Misses					
Term 1 Number	Term 2 Number	Term 3 Number	T O T A L	Total Requiring Investigation	RIDDOR reported
			0		
			0		

Collision with a child				0		
	0	0	0	0	0	0

			0			
	0	0	0	0	0	0

VISITOR ACCIDENTS/
NEAR MISSES

Category	Accidents					
	Term 1 Number	Term 2 Number	Term 3 Number	TOTAL	Total Requiring Investigation	RIDDOR Reported
Slips/ Trips						
Equipment				0		
Collision with a child				0		
				0		
	0	0	0	0	0	0

Near Misses					
Term 1 Number	Term 2 Number	Term 3 Number	TOTAL	Total Requiring Investigation	RIDDOR Reported
			0		
			0		
			0		
			0		
	0	0	0	0	0

Appendix C – First Aid Training Log



First Aid Training Log

School:.....

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			

Appendix D – Accident and Investigation Report



ACCIDENT AND INVESTIGATION REPORT									
School Name									
School Incident Number									
Part 1									
Date		Time			Location				
Employee/ Student/ Visitor									
Name of Injured Person									
Home Address									
Name of Person Making Report (if not injured person)									
Home Address									
Description of Incident (What Happened?)									
Description of Injury/ Near Miss (be specific)									
Was first aid given?				Was the Injured person taken to hospital for treatment? If not, what happened to them? (Home/ Back to Class)					
Name of any Witnesses									
Signature of Injured Person				Date					
Signature of Person making report (if not injured person)				Date					
Part 2									
Which of the following applies?									
Death RIDDOR		Specified Injury RIDDOR		Disease RIDDOR		+7 Day RIDDOR		Non-Reportable	
RIDDOR Reported By				Date					
What was the immediate Cause of the Accident?									

		Immediate Cause: Did the accident occur due to an issue relating to:							
Premises (if yes complete part 3)		Equipment/ Materials (if yes complete part 3)		Non-compliance and/ or Inadequate Procedure (if yes complete part 3)		Incident with Pupil (if yes complete part 3)		Other – No further action required	
Accident Report Review completed by:					Date:				
Part 3									
Question					Answer				
What was the nature of the injury/ ill-health?									
Where and when did the accident take place?									
What activity was taking place at the time of the incident?									
What happened to cause the injury?									
Who else was involved?									
Were any adverse conditions (available space, layout, state of repair etc) in relation to the premises present at the time of the incident? If so what?									
Was equipment (Machine, power tool, hand tool etc.) in use at the time of the incident? Were they suitable for the task and in good condition? If not why not?									
Were materials (bag of gravel, heavy box etc.) in use at the time of the incident? Did its size, weight contribute to the incident? If no why?									
Were hazardous substances (chemicals, vapour, dust etc.) in use at the time of the incident? If yes what?									
Was the behaviour of the injured person or others at the time of the incident appropriate? If no why?									
Was appropriate clothing/ footwear and where required PPE being worn/ used. If no why?									
Was this a known hazard/ risk?									
Has an adequate risk assessment been documented for the hazard/ risk?									
What procedures are in place to manage and control the risks, e.g.: <ul style="list-style-type: none"> • Induction Training • On the job training 									

<ul style="list-style-type: none"> • Safe Systems of Work • Use of PPE • Workplace inspection • Cleaning • Maintenance • Other 	
Were the people involved competent and suitably trained? If not why not?	
Were procedures in place followed and are they adequate? If no why?	

Immediate, Underlying and Root Causes	
What are the Immediate Causes of the accident?	
What are the Underlying Causes of the accident?	
What are the Root Causes of the Incident?	

Recommendations		Who	When	Date Completed
1				
2				
3				
4				
7				

Records Reviewed and Retained as Evidence		
Additional Information	Type	Included Y/N
Appendix 1	Accident Report (001)	
Appendix 2	Investigation Report	
Appendix 3	Witness Statements	
Appendix 4	Photographs/ Diagrams x 2	
Appendix 5	Training Records	
Appendix 6	Risk Assessments (before)	
Appendix 7	Risk Assessments (after)	
Appendix 8	Procedures	
Appendix 9	Other Relevant Records – Previous incident report	
Investigation Completed by:		Date:

Appendix E - Accidents, Incidents and Near Miss Flowchart

Is an Accident or Incident Reportable?

