



First Aid – Managing Accidents in School

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CONTENTS

- 1. Introduction**
- 2. Aims and Objectives**
- 3. Equal Opportunities**
- 4. Organisation**
- 5. Monitoring**
- 6. Future Developments**
- 7. Appendices**

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 there are all staff with a first aid qualification have a minimum qualification of *First Aid for Schools* qualification by an approved provider e.g. St. John's or Red Cross 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 the Admin area. A qualified First Aider or a designated member of staff 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/used 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 accident book with date of incident, who involved, action taken, by whom and any follow up.
- More serious accidents or incidents of violence are recorded in the class Incident book, 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. An information letter should be provided to advise of the head injury, what time it occurred and to encourage observation of any signs of complications. Reporting formats are available in the main office.
- 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 at the doctor's or Accident and Emergency (A & E).
- 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 accident 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.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from 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.
- 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. Kerb safe, Cycling awareness etc.

Appendices

- example of a form for recording details of more serious incidents and
- form to parents for reporting head / other injuries

* Compulsory field

A. ACCIDENT TYPE * (see Appendix 1)

Accident/Incident which may or may not have resulted in an injury, work related ill health, violent incident or road traffic incident

☐

Near Miss, Dangerous Occurrence or Environmental Incident)

☐

WHICH OF THESE BEST DESCRIBES YOU AS THE AUTHOR OF THIS DOCUMENT? (Please tick)*

Injured person (IP) including reporting ill-health ☐ Manager of Injured Person (IP) ☒ Other (e.g. colleague) ☐

Author's Group (please tick)* School ☒ Resources ☐ Communities ☐ People ☐ Fire & Rescue ☐

Author's Business Unit/Team/Service/School (please detail) *

B. PERSONAL DETAILS OF INJURED PERSON* (please tick/detail except If reporting a near miss, dangerous occurrence or environmental incident when you should go direct to section C)

First Name Last Name

Home Address

Male ☐ Female ☐

Status: Employee ☐ Pupil ☐ Contractor ☐ Member of Public ☐ Customer/Client ☐ Work Experience/Placement

☐ Volunteer ☐ Agency Staff ☐

IF WCC employee, job title

Full time ☐ Part time

☐

C. DETAILS OF ACCIDENT/DANGEROUS OCCURRENCE (please continue on separate sheet if necessary)

C.1*	Exact location where incident occurred* (e.g. site/school name and address)	* Specific area within location/building (e.g. classroom, corridor)	
	Woodloes Primary School Deansway Woodloes Park, Warwick CV34 5DF		
Date of accident/incident:*(DD/MM/YY)		Time of accident incident:*	am/pm
C.2*	Describe the circumstances of what exactly happened (Please provide as much information as possible including relevant factors, e.g. internal/ external floor conditions/levels, weather, other people involved, use of equipment, chemicals, plant, using PPE, doing something out of the normal or usual activity process, not trained to do, damage to property, etc.) <i>Continue on separate sheet if required</i>		
C.3*	Was there anything defective with the workplace that may have contributed towards the cause of the incident? e.g. lack of supervision, defective faulty equipment, or the way equipment was used, the condition of the premise, spills, etc. If no defects, state 'None'		
C.4*	Describe the immediate actions taken following accident/incident (e.g. who notified (internal and external), who initially checked for defects and when, area made safe, spill cleared up, equipment taken out of use, etc...)		

C.5*	Was any first aid treatment given directly, at the location of the incident/accident? State 'None' if no treatment given
C.6*	Name, address and contact details of witness (appendix 2) (attach witness form if completed). State 'None' if no witnesses.

D. DETAILS OF ANY INJURY (please detail)

D.1*	Injury Type (see appendix 3)		D.2*	Details of part of body affected (e.g. arm, leg, whole body) include left/right if appropriate (see appendix 4)	
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E. Confirmation of Injury outcome* (please tick). **If taken to hospital, please complete Section F**

No ☐ Fatal ☐ Sent/taken ☐ Prevented from ☐ Prevented from working ☐
Returned to ☐
Injury home working for 3- 7 days for more than 7 days
Normal Activity

(When calculating absence of more than 3 days, please include non-working days such as weekends and bank holidays, if the injured person would have been unfit to carry out their full range of duties)

F. INJURED PERSON TAKEN TO HOSPITAL

Only to be completed if the injured person has been taken to hospital when you must complete all of section F. Otherwise sign and date as the author and give to the manager. If completing this form as a manager/nominated manager of the injured person move to section G.

F.1	Were they taken directly to hospital for treatment? (from address in C1) (Examinations and diagnostic tests do not constitute treatment)	Yes <input type="checkbox"/> No <input type="checkbox"/>
F.2	When was the injured person taken from the accident/incident? (Date/Time)	
F.3	What treatment was given at the hospital?	

Authors Signature*		Job Title*		Date*	
Print Name*					

Sections G and H to be completed by manager or nominated manager

G. KIND OF ACCIDENT* (select from appendix 5 - If 'fall from height' state how far above or below ground*)

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H. INTIAL FINDINGS AND ACTION TO PREVENT RECURRENCE

H.1*	Investigation findings (Please give details of your initial findings. You may be required to complete an accident investigation form. (Appendix 6))	
H.2*	Action to prevent recurrence (Specify the actions to be taken to prevent recurrence, when taken and by who)	
H.3*	Expected date of Return (complete with date of accident/injury if no absence)	

Signed by manager/nominated manager*

Signature	Print Name Jane Moore
Job Title Deputy Head	Date

*Appendix 1 – 6 in this proforma refers to additional paperwork

