FIRST AID & ACCIDENT/INCIDENT REPORTING POLICY

Twin Oaks Primary School

Governing Body with Responsibility	Resources
Agreed by Governors on	March 2025
Chair's Signature	Gavin Kennedy
Staff Member Responsible for Review	SBM
Date for Review	March 2027

What is first aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there is adequate first aid provision available including equipment and facilities.

Aims:

The aim of this policy is to set out guidelines for all staff in Twin Oaks School in the administering of first aid to children, employees or visitors. The first aid provision for contractors on site should be agreed prior to any works commencing. Accidents involving contractors will be recorded in our accident book but are reportable by their employer. The school may need to liaise with the employer to ensure they have full knowledge of the incident. Contractors include catering staff, cleaners, maintenance staff and builders. The school will need to report any accidents and injuries of any self- employed contractors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences to the Health & Safety Executive.

Statement of First Aid Provision

The School's arrangements for providing First Aid will: -

- Place a duty on the Head Teacher and Governing Board to approve, implement and review the First Aid policy
- Place individual duties on all employees
- Report and record accidents to Lewisham Council on the online Schools Health and Safety Incident Reporting system and the HSE (RIDDOR) if applicable
- Record all occasions when First Aid is administered to employees, pupils and visitors
- Provide equipment and materials to provide first aid treatment;
- Provide first aid training to relevant employees, maintain records of training and review annually
- Establish a procedure for managing accidents in school which require first aid treatment;
- Provide information to employees on the arrangements for first aid
- Undertake a risk assessment of the first aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of first aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for early years children and those with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

The school has a number of trained first aiders and most staff attended a one-day paediatric emergency first aid course in November 2024. All of these adults are trained to specifically deal with paediatric injuries as well as with adult injuries. Staff and pupils are made aware of the school's first aiders through the use of posters positioned around the school. All first aiders must attend regular training in order to renew and update their qualification and knowledge.

Not all accidents in school will always require first aid. The staff member present at the scene of an accident should use their judgement to decide whether the injury requires further attention. Where the staff member feels that the injury requires further attention they will treat the injury and complete a "**Pupil Accident/Injury in school report Letter for Parents**" to take home. If it is a head injury or more serious incident then the staff member will seek a second opinion from a more experienced first aider.
See Appendix 1

In the case of all head or serious injuries, parents are promptly contacted by telephone/SMS, the time of contact recorded on the form and the child may be sent home.

Serious injuries involving an ambulance being called, or requiring a visit to hospital, are also recorded on the Lewisham Schools Health and Safety Incident Reporting online system and a RIDDOR online report if appropriate. If an ambulance is called the injured pupil(s) will be accompanied by an adult from the school, unless their parent has met them and the ambulance staff at the school.

All adult accidents are recorded in the accident book and online and may also be recorded on a RIDDOR depending on the nature of the incident. The first aider attending to the injured adult, in consultation with the Head Teacher, may decide to send the adult home, call a next of kin or an ambulance depending on the severity of the incident. If an ambulance is called, an adult from the school may accompany the injured adult in the ambulance and wait until a next of kin arrives.
See Appendices 2 & 3

Equipment

A first aid kit is taken out at all break times, to the playground in order for the first aider to respond to injuries immediately. The boxes will be regularly checked and restocked as necessary by the first aiders on duty. The senior First Aider is responsible for ensuring there is always plenty of appropriate first aid materials maintained in the central first aid cupboard in the medical room from which the first aid boxes can be replenished.

Mini first aid packs are also kept within the main first aid cupboard to be taken out on trips and off-site activities.

Our First Aid Kits:

- Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, gloves, and various dressings and bandages
- Are regularly checked. Class teachers and support staff are responsible for maintaining the kits in their individual rooms. Senior midday meals supervisors are responsible for the resourcing of their lunch time bags.
- Are re-stocked as necessary;
- Are easily accessible to adults; and
- Are kept out of the reach of children.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (only on residentials, contact is made via the school for other trips)
- Any individual medication that children need such as EpiPen's and inhalers

Risk assessments will be completed by the class teacher or trip organiser prior to any educational visit that necessitates taking pupils off school premises.

There should be at least one first aider on school trips and visits who has a current paediatric first aid certificate.

Monitoring

The Governor responsible for Health and safety within the school will regularly monitor accidents reported including RIDDOR's to the Health & Safety Executive to ensure all risks and hazards have been accounted for and all accidents have been dealt with and recorded appropriately.

Training

First Aiders within the school are responsible for notifying the Head teacher / adult responsible for health and safety when they will be due for retraining. All adults will be offered relevant training as necessary, such as how to use Epi-pens.

Responsibility

The Governing Body has general responsibility for all school policies.

It is the school's responsibility to ensure:

- First aiders are known and recognised throughout the school
- The support and training of staff

Contacting parents

If a pupil becomes unwell in school, the parents will be contacted as soon as possible. The school will attempt to contact the parents who is contact one in the first instance. If that parents is not available the school will contact the adults in the order they appear on the system until contact can be made.

The member of staff will record these phone calls on Scholarpack and on the pupil accident form.

Appendices:

1. Pupil Accident Letter to Parents
2. Accident / Incident Reporting Flowchart
3. HSE RIDDOR Guidance for Schools

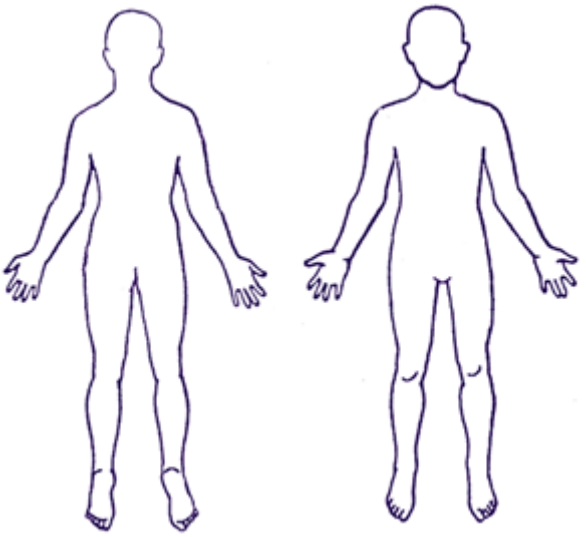
Appendix 1

Twin Oaks Primary School

Twin Oaks Primary School
Pupil Accident / Injury in school report

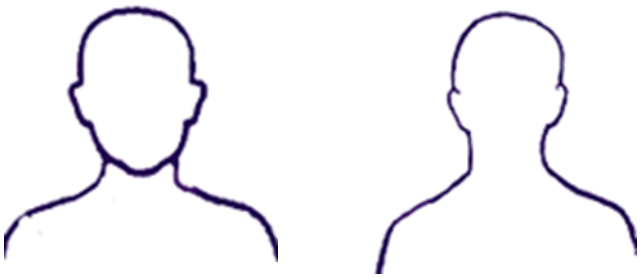
Name:		Class:
Date: / /	Time:	Head Bump: YES/ NO
Type of Injury:		

Site of Injury:



BACK FRONT

For Head bump



FRONT BACK

Brief Description of what happened:

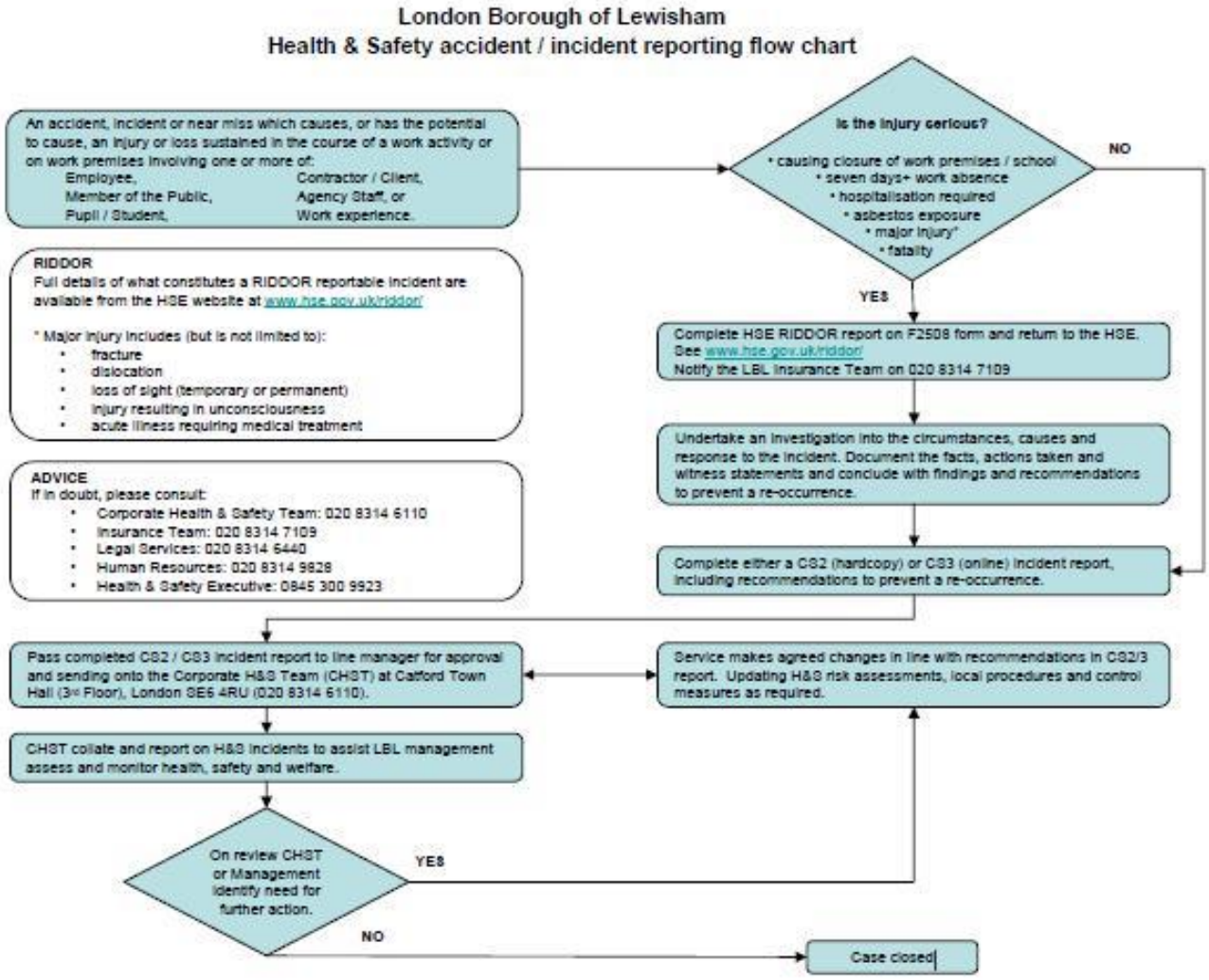
Whereabouts did the incident happen:

1st Aid Treatment Given:	Follow Up:
□ Bathed with water □ Sterile wipe □ Cold Compress applied □ Dressing applied □ Other (inc details)	□ Returned to class/Playground □ Parent/carer contacted – time…… □ Child went home – time…… □ Parent advised to seek doctor's advice……

Name of staff who administered first aid:	Signature:

Please note that for head injuries we will let you know, no matter how slight the injury was. If any of the following symptoms occur, please seek urgent medical advice. Headache, nausea or vomiting, giddiness, loss of balance, drowsiness, double vision, tremours, fits or paralysis.

Appendix 2 Accident / Incident Reporting Flowchart



Appendix 3 HSE RIDDOR Guidance for Schools

HSE

Health and Safety Executive

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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 other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

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 tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

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

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent**.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

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