



The Study Prep
WIMBLEDON

Name of Policy	First Aid and Reporting of Accidents Policy
ISI Regulation	3: Welfare, health and safety of pupils
Reviewed by	Bursar
HMT Member	Bursar
Date of review	February 2022
Date of next review	February 2023



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FIRST AID AND REPORTING OF ACCIDENTS POLICY

This Policy applies to all pupils, including those in Early Years Foundation Stage (EYFS), all staff members and any visitors on site including contractors.

Aims

1. To provide a safe environment for our staff, pupils and visitors including contractors, therefore reducing the need for the administering of First Aid.
2. To provide timely and appropriate First Aid should the need arise.
3. To ensure that First Aid provision is available at all times while there are individuals on school premises as well as on school trips, including to sports facilities.
4. To ensure that there are sufficient First Aid trained staff and in particular to ensure there is at least one fully trained first aider on each site at any given time. At Wilberforce House, there is, at least one person with a current paediatric first aid certificate on site when EYFS pupils are present or accompanying the pupils when they are off site.
5. To provide sufficient and appropriate First Aid resources and facilities.
6. To ensure that the procedures in place are effective and well understood.
7. To keep accident records and to report to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and to provide awareness of Health and Safety Issues both on the School sites and on off site visits and to prevent, where possible potential accidents.

Staff

Appointed Person for Health & Safety:	Philip Walker
Appointed Persons for First Aid - Spencer House :	Lindsay Harland & Grace O'Molloy
Appointed Persons for First Aid -Wilberforce House:	Sarah Oliphant

The School ensures that there are a number of staff who are qualified in Paediatric First Aider as well as Sports First Aiders.

School Doctor:

Wimbledon Village Surgery 020 8946 4820

A notice giving the names of the Appointed Persons and First Aiders is displayed prominently at both sites and in both staffrooms.

Training

The Bursary maintains a list of First Aiders and organises training as required. The School observes the requirement for updated/refresher training every three years.

The Bursar ensures that new staff receive adequate guidance on the School's policy and procedures regarding First Aid.

Location of First Aid Boxes/Travelling First Aid Bags

Spencer House:

Medical room - First Aid Box
Resources room - First Aid Box
Science room- First Aid Box
Staff room first floor - First Aid Box
Art room - First Aid Box
Office - 3 x First Aid Bags (for off-site trips)
Minibus

Wilberforce House:

Reception Area
Y1/Y2/Y3 Classrooms
First Floor landing (New Build opposite Library)
Medical Room
Cookery Room/Kitchen
Staff Room/Kitchen
1 x First aid box kept in playground
4 x First Aid Bags for trips kept in Medical Room
1 x First Aid Bag in the Minibus

Stocking/replenishing of First Aid Boxes & Bags:

Spencer House (including minibus) - Lindsay Harland

Wilberforce (including minibus) - Rachel Butcher

School trips:

First Aid Bags are always taken on school outings. These bags are kept in the Medical Rooms at both sites.

In accordance with Early Years Foundation Stage requirements, at least one member of staff accompanying pupils within EYFS on off site visits will have a current Paediatric First Aid certificate.

Other Off Site Activities:

For all off site activities, a First Aid Bag must be carried by accompanying staff. Should a pupil be injured off site and needs to return to school, she must be accompanied by a staff member (preferably a First Aider) in addition to the driver of the vehicle. Should the injury require an ambulance to be called out, the procedures below should be put in place. The safety and supervision of the remaining pupils must be ensured at all times.

Administration of First Aid

The qualified staff (listed above) are responsible for administering first aid (and where appropriate, medicines) in accordance with their training, to those who have become injured or fall ill whilst in School. There may be other duties and responsibilities which are identified and delegated to one or more first aiders e.g. First Aid kit inspections, advising senior staff on First Aid policies and procedures.

Upon being summoned to an accident, the First Aider is to take charge of the first aid/emergency treatment. Following their assessment, they are to administer the appropriate first aid and make a judgement as to whether an ambulance should be called.

An ambulance should be called:

1. In the event of serious injury
2. In the event of serious head injury
3. In the event of a period of unconsciousness
4. Where there is the possibility of a fracture
5. When the first aider is unsure of the severity of the injuries
6. When the first aider is unsure of the correct treatment

In the last three cases, the First Aider may use his/her discretion and call the parents, requesting them to collect their child and take her to A&E.

In the event of an accident/injury involving a pupil it is our policy always to notify the parents when:

1. The injury to the child is more than a minor injury
2. It is a head injury (see Head and Face Injuries Policy)
3. The pupil is in the Early Years Foundation Stage.

If an ambulance is called, we will endeavour to contact the parents immediately so that they can come straight to School and accompany the pupil to hospital or go to the hospital to meet the pupil there. In the event that the parents cannot be contacted we will use all available contact numbers and leave messages where possible, taking care not to alarm the parents unduly. We will continue to attempt to contact the parents. In the interim, we will ensure that a member of staff remains with the pupil until the parents arrive.

In the case of an adult requiring emergency treatment, the School will make every effort to contact the next of kin or designated person (as on the emergency form completed by all staff).

Cleaning up body fluid spills

The following guidance is also quoted verbatim from the Department of Health's Guidance on infection control in schools and nurseries:

1. "Spills of body fluids: blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately.
2. Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.
3. Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfectant solution is household bleach solution diluted 1 in 10 but it must be used carefully.
4. Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
5. Mops used to clean up body fluids should be cleaned in a cleaning equipment sink (not a kitchen sink), rinsed with a disinfecting solution and dried.
6. Ensure contaminated clothing is hot laundered (minimum 60°C)."

Specialist Medical Needs

At any time, the School may have pupils who have potentially serious medical conditions such as asthma, diabetes or a food allergy. All teaching as well as catering staff will be made aware of the names and medical conditions of any such pupil and of the procedure to be followed in an emergency related to this condition. The First Aiders will ensure they are familiar with the appropriate procedures such as the use of an epipen and/or inhaler.

Record keeping

All accidents requiring first aid treatment are to be recorded with the following information:

1. Name and class (if a pupil) and occupation (if an adult) of the injured or ill person
2. Name, position and signature of the first aider/person dealing with the incident
3. Date and time of accident
4. Place where the accident occurred
5. Details of the injury/illness
6. Details of any treatment provided (if any) and action taken
7. Details of what happened to the person immediately afterwards (for example went back to class, went home, went to hospital)

The accident book will be reviewed at regular intervals to identify accident trends (e.g. dangerous areas of the playground) and possible areas for improvement in the control of health and safety risks. Accident reports are considered at every meeting of the school's Health and Safety Committee and any potential trends are monitored.

Accident Investigations

All notifiable accidents need to be investigated in order to:

1. Prevent future recurrences and learn from events
2. Retain statistics so that trends can be identified and discussed by the Health and Safety Committee
3. Report to insurers in support of a claim (if appropriate)

Members of staff are urged to report near misses, or trivial accidents that could potentially have been more serious to the Bursar, so that they can be investigated, and if appropriate, remedial action can be taken. Near miss accidents are covered in weekly staff briefings at both sites.

The investigation will normally be carried out by the Bursar; but may involve other members of staff. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the HMT and the Health and Safety Committee. The Health and Safety Committee formally discusses accidents once a term.

The school will keep a separate RIDDOR record in the event of major injury, dangerous occurrence or reportable disease.

Reporting of Accidents

All serious or significant incidents are reported to the parents, usually by telephoning them. The School is aware that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR), some accidents to pupils, employees or visitors must be reported to the Health and Safety Executive. Details of what is reportable are found on www.hse.gov.uk/riddor/guidance.htm. Examples of what is and is not required by RIDDOR are detailed on Appendix A.

HSE will be notified by telephone or by completing the on-line Form 2508 of fatal and major injuries and dangerous occurrences by the Bursar. Other reportable accidents will be reported to HSE within ten days on the on-line Form 2508, by the Bursar.

This policy should be read in conjunction with the following:

Head and Face Injuries Policy
Health and Safety Policy
Asthma Policy
Administration of Medicines Policy
Educational Visits Policy

Policy Reviewed: February 2022

APPENDIX A:

Reporting of accidents to pupils: Injuries to pupils and visitors involved in an accident at school must be reported to the Health & Safety Executive, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) **where the injury arose because of a work activity and the person is taken directly from the scene of the accident to hospital for treatment.**

Typical scenarios

		Need to report	No need to report
Accidents to pupils during sport	Was the accident caused by the condition, design or maintenance of the premises? Or were there inadequate arrangements for supervision?	Examples: Pupil slipped and breaks arm because sports hall floor too polished for sport	Examples: Pupil breaks arm during netball match, duly supervised & where no issues with equipment
Accidents to pupils in playground	Was the accident caused by the condition, design or maintenance of the premises? Or were there inadequate arrangements for supervision?	Examples: Pupil falls off climbing wall not adequately supervised	Pupil trips and breaks arm at playtime in a properly supervised and maintained playground
Physical violence between pupils			This is a school discipline matter and not reportable
Injuries travelling on school bus		If another vehicle strikes the school bus while pupils are getting on or off and injured	Injuries resulting from road traffic accident on public highway(dealt with by police)

Details of reportable Injuries, disease and dangerous occurrences are set out in [RIDDOR Guidance for schools](#)