



**The Study Prep**  
WIMBLEDON

Name of Policy	First Aid and Reporting of Accidents Policy
Reviewed by	Bursar
HMT Member	Bursar
Date of review	February 2023
Date of next review	February 2024



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WIMBLEDON

**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 ensure that there is an adequate provision of appropriate first aid at all times on school premises as well as on school trips, including to sports facilities.
2. To ensure that there is a sufficient number of 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.
3. To provide sufficient and appropriate First Aid resources and facilities.
4. To ensure that the procedures in place are effective and well understood.
5. 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: Sue Kershaw

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

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 staff rooms.

### **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**

First aid boxes will be provided in areas of the school where accidents are considered most likely. A first aid bag will also be taken when pupils leave the school on organised trips or participate in sports events.

First aid boxes will be replenished as necessary and checked termly.

#### 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  
Reception Classroom  
Y1/Y2/Y3 Classrooms  
First Floor landing (opposite Library)  
Medical Room  
Cookery Room/Kitchen  
Staff Room  
Aftercare/Breakfast Club Room  
1 x First aid box (with essential items) kept in playground  
4 x First Aid Bags for trips kept in Medical Room  
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 stocked with the appropriate supplies and are kept in the Medical Rooms at both sites. Should an accident occur on a trip, the Accident Record is completed on return to school.

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.

### **Games/ Off-Site Activities:**

For all off site activities, a First Aid Bag must be carried by accompanying staff. Accident Record held in First Aid Bag, all administration of first aid to be logged. The Record Sheet should be returned to the Lead First Aider on return to school. If a pupil is 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 First Aiders 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.

All accidents should be dealt with in the Medical Room and not elsewhere on the school site, including the playground, unless the injury is of such a nature that immediate and on the spot First Aid needs to be administered. 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.

One of the lead First Aiders will administer First Aid in the Medical Room and record the incident in the Accident Logbook. Should the injury involve a bump to the head and/or graze to the face, irrespective of whether there is a visible injury or not, parents should be telephoned by the Lead First Aider and informed of the incident. The class teacher/staff teaching the pupil for the rest of day should be informed by the First Aider.

### **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).

### **Emergency Medical Treatment**

In accepting a place at the school, parents are required to give their consent for the Head or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

### **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)."

### **Head and Face Injuries**

If a pupil has a head or face injury it should always be recorded in the Accident Book which is kept in the Medical Room at Wilberforce House and in the Medical Room at Spencer House. A completed head injury form also needs to be sent home with the pupil which is held with the Accident Book.

Should a pupil bump their head or graze their face, the Lead First Aider must always telephone the parent/guardian to inform them of the incident. If the injury is visible (ie. bump, graze, cut, gash) and/or the pupil is distressed or complaining of headache, sickness, dizziness or looking pale the parent should be informed of this in order to make a decision on whether the pupil should go home.

All injuries should be treated with a cold compress (either cool pack or ice pack) depending on the nature of the injury.

If there is no visual sign and the pupil is not complaining of feeling unwell then the class teacher is to be informed and the pupil should be monitored. The pupil must display an "I've bumped my head sticker" and they must wear the sticker to go home. The class teacher must inform all staff members who may teach /supervise the pupil for the remainder of the day. On dismissal the adult collecting the pupil must be informed of the incident and a completed head injury form should be handed to the collecting adult and not placed in the school bag.

### **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 Auto Adrenaline Injector (AAI) and/or inhaler.

### **Record keeping**

All incidents dealt with by First Aiders are to be recorded in the accident book, irrespective of whether First Aid was administered 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 individual immediately afterwards (for example went back to class, went home, went to hospital)
8. Details of contact made with parents
9. All temperature readings should be recorded

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)

All staff are urged to report near misses, or minor 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**

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](http://www.hse.gov.uk/riddor/guidance.htm). Examples of what is and is not required by RIDDOR are detailed on Appendix A.

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

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.

## **Medical care**

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

1. dealing with pupils who have special educational needs or specialist medical needs;
2. provision of immunisations;
3. holding medical records; and
4. dealing with medicines and treatments brought to school for pupils.

This policy should be read in conjunction with the following:

Head and Face Injuries Policy

Health and Safety Policy  
Administration of Medicines Policy  
Educational Visits Policy

**Policy Reviewed: February 2023**



