

## First Aid, Accident Reporting & Investigation Policy

**This policy applies to:**

**Francis Holland Regents Park Francis Holland Sloane Square Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Policy owner	RP: Assistant Head Pastoral & Designated Safeguarding Lead SSq: Senior Deputy Head Pastoral Prep: Senior Deputy Head & Designated Safeguarding Lead
Type of policy	Regulatory - Regulation number: Part 3 para 13  Demonstrate that a framework is in for dealing with accidents in Francis Holland Schools and any ensuing investigation if required.
Last reviewed / approved by / date	Governance & Nominations Committee – 18 <sup>th</sup> May 2023
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Linked Policies	EYFS Administering Medicines Policy

<b>Revision History</b>	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [Brief description of edits]	Date
Staff changes updated	Autumn 2021
Original policy updated with The Key's policy	Spring 2023

# FIRST AID, ACCIDENT REPORTING & INVESTIGATION POLICY

## INTRODUCTION

The School is committed to providing appropriate first aid to pupils (including those in EYFS where relevant), staff, parents and visitors and this policy outlines the procedures in place to meet that commitment, as well as for appropriate reporting and investigation of accidents.

## AIMS AND OBJECTIVES

- to ensure that first-aid provision is available at all times while people are on school premises and also off the premises on school visits;
- to ensure that there are sufficient first-aid trained staff;
- to provide sufficient and appropriate resources and facilities;
- to ensure that the procedures in place are effective and well understood;
- 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), 1995 including the changes from April 2012;
- to provide awareness of Health and Safety issues within school and on school visits and to prevent, where possible potential accidents;
- to investigate accidents as appropriate, in some cases, in contemplation of legal proceedings and with the protection of legal privilege.

## PROVISION

The Schools are considered generally a low risk environment and staffing levels are set with this in mind. Risks are higher in certain areas (e.g. Science, Art, and Physical Education) and representatives in these areas will always be trained. Paediatric First-aid training is provided where appropriate and risk assessments for school trips will consider First Aid provision.

## FIRST AID, ACCIDENT REPORTING AND INVESTIGATION PROCEDURES

### REPORTING ACCIDENTS

All serious or significant incidents are reported to the parents, usually by telephoning them.

The Schools is aware that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (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) but currently comprise:

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence where something happened which did not result in an injury but could have done.

HSE will be notified by telephone (0845 300 99 23) or by completing the on-line Form 2508 of fatal and major injuries and dangerous occurrences. The Governor with responsibility for Health and Safety will be informed of any such report. Other reportable accidents will be reported to HSE within ten days on the on-line Form 2508.

### FIRST AID TRAINING

First Aid training will be as follows:

- The schools maintain an appropriate number of staff with adequate first-aid training, who are our certified first-aiders. A number of other staff are offered a more basic level of first-aid training;
- All PE Staff undertake certified first-aid training;
- Catering staff and cleaning staff will be trained according to the policies operated by the catering and cleaning contractors respectively;
- It is strongly advised that one person on a school trip (day or residential) has basic first-aid knowledge. An appropriate first-aid kit must be taken on all trips and first-aid provision considered as part of the risk assessment process;

- EpiPen training is provided as appropriate;
- Under the Early Years Foundation Stage requirements, at least one person on outings with children at that stage must have a twelve-hour trained paediatric First-aid certificate;
- Usually a hazardous trip should be organized through an external provider which will provide qualified first aiders. If this is not the case, advice must be sought from the member of SLT with responsibility for school trips; the trip might not be able to go ahead;
- A notice giving the names of personnel with first-aid training is displayed prominently in each of the school buildings and in the Staffroom.

#### **PROCEDURE IN THE EVENT OF ILLNESS OR ACCIDENT**

- If a pupil is feeling ill, she must be sent to the school office for a First-aider/Paediatric First-aider to assess her condition;
- A First-aider will make a judgement as to the appropriate course of action which may include contacting the pupil's parents and requesting that the pupil be collected. An unwell Senior School pupil will not be allowed to go home unaccompanied unless the Head and her parents have given her permission. Sixth Formers may be allowed to go home unaccompanied unless the illness demands otherwise. An unwell Prep School pupil will never be allowed to go home unaccompanied;
- If there has been an accident in school the nearest available first-aider should take charge of the situation and summon assistance from a First-aider. A person who witnessed the accident or was first at the scene should ensure that a correct report is made in the accident book.

#### **WHEN TO CALL AN AMBULANCE**

The decision to call an ambulance will normally be made by one of the First-aiders. The person calling the ambulance should ensure that the Head or Senior Deputy Head is notified as soon as is practical.

#### **ADMINISTERING OF MEDICATION**

- Only a qualified member of staff may administer medication in school (including ibuprofen and paracetamol).
- A brief history is taken from a child before medication is administered, to determine when the girl last took the medication and whether there are any contra-indications. The medication packaging is checked to ensure that it is in date and that instructions for use are followed. Parents are required to notify the school if their child brings any prescription or non-prescription of any kind into school, including ibuprofen and paracetamol.
- A record is kept of any medication administered, whether prescription or non-prescription medication.
- No medication will be administered to a Prep School pupil without written Consent from the Parent/Guardian.

**Aspirin is not allowed in school.**

#### **NON-PRESCRIPTION MEDICATION**

- Provided that parents have not indicated to the contrary, standard paracetamol may be given to a pupil aged 12 or over.
- Junior Paracetamol (Calpol) may be given to a child under 12, but not to those in Reception (EYFS children) for whom there is a separate EYFS Administering Medicines policy.
- Parents are required to notify the school if their child brings any prescription or non-prescription of any kind into school, including ibuprofen and paracetamol.

#### **PRESCRIBED MEDICATION**

First-aiders will not normally be expected to administer any prescribed medication in school and parents may be asked to attend school if medication needs to be given. A pupil who has to take prescribed medication at regular intervals may be allowed to do so under the supervision of a First-aider if the parent has given written consent.

#### **HYGIENE PROCEDURES**

All staff must take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves in First-aid kits and also to hand washing facilities. They must wear single-use disposable gloves when dealing with blood or other body fluids. They must use Biohazard bags when disposing of dressings or equipment.

## **ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS**

Parents should inform the Schools of their child's medical condition when completing the medical history form when their daughter joins Francis Holland Schools. If a condition develops later, the parents should notify us as soon as possible. There are a few pupils who have potentially serious medical conditions e.g. asthma, diabetes, epilepsy, and allergies. Teaching staff will be made aware of the names and medical concerns of any such pupil.

Parents should teach their child about management of her own condition and how and when to alert an adult, for example:

- for pupils with an allergy: avoiding trigger substances and carrying an EpiPen. Parents are also responsible for ensuring that their child does not share an EpiPen with any other pupil;
- for pupils with asthma: carrying their reliever inhaler and using it whenever they need to;
- for pupils with diabetes: being aware of triggers and knowing how to administer their medication.

If it is necessary to keep medication on the school premises, the advice for storage will be followed and guidance given on where to take the medication and its disposal. Parents are responsible for ensuring any medication that is stored on school premises is replaced when it expires.

Taking part in sports, games and activities is an essential part of school life. Pupils with particular medical conditions will not be excluded from school visits or from participating in exercise and activity. For example, PE teachers (and all classroom teachers) will encourage pupils to use their inhaler during a lesson if they need to.

Staff organising school trips will be advised of the necessary precautions and risk assessments will be conducted and copied to parents before a visit. Parents will need to complete a detailed medical history form prior to departure which will include the details of medication with current dosage and frequency. The pupil needs to carry their medication and any other equipment as usual. In the event of loss or damage to medication, it will be the parents' responsibility to provide extra medication with full storage details. The teacher organising the trip will aim to ensure that there are available relevant storage facilities for the medication.

## **DEALING WITH A BIOHAZARD**

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

The Schools have a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood;
- Respiratory and oral secretions;
- Vomit;
- Faeces;
- Urine;
- Wound drainage;
- Gastric aspiration.

## **PROCEDURE FOR DEALING WITH A BIOHAZARD**

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or areas inside the mouth and nose;
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow, must be washed with warm water and soap. This should be performed even if gloves have been worn. Soiled disposables should be placed in a biohazard disposal bag and incinerated;
- A child's soiled clothing should be placed in a plastic bag and given to the adult collecting that child.

## **ACCIDENT INVESTIGATION**

All serious or significant accidents and any RIDDOR reportable incident should be notified to insurers by the Chief Operating Officer or Director of Facilities & Estates. The Chief Operating Officer or Director of Facilities & Estates will also consult with the School's retained specialist Health & Safety lawyer and in appropriate

cases, at that lawyer's request, an internal incident investigation will be conducted under the protection of legal privilege for the dominant purpose of obtaining legal advice in anticipation of potential legal proceedings. The Chief Operating Officer will determine in consultation with the lawyer whether school staff or independent consultants should conduct the internal investigation.

In other less serious cases, an internal investigation may be conducted for the dominant purpose of preventing a recurrence. In either event, the Chief Operating Officer and Head shall seek to ensure that appropriate lessons are learnt, and remedial steps are taken to reduce the likelihood of a recurrence.

**APPENDIX 1: LOCATION OF FIRST-AID KITS**

Regent's Park	Sloane Square	FH Preparatory School
Basement	The Office	School Office
Pool - entrance	The Kitchen	School Hall
Gymnasium - entrance	The Caretakers' Office	Library
Kitchen prep area	The Staff Room	Staffroom
Kitchen office	The Old School House	STEAM Room
Caretaker's office	The Library (CCL)	Music Classroom
Science laboratories – B9, B10, B12, B13, B14 (science prep room)	The Gym Store	Music Practise Rooms
Ground floor	The Biology Prep Room	Medical Room
Library	The Chemistry Prep Room	Dining Room
Medical room	ICT	Kitchen (for Cookery Club)
Science laboratories – G11, G14	Art	Vestibule LG Floor for Playground
First floor	Main Reception	Each Classroom from Rec to Y6
Staffroom – F14, entrance	Music Office – Carmel Hall	Fire Exit to Manresa Road from Y6
ICT room – F12		
Second floor		
Art rooms – S16, S17		
Head of sixth form office		

## APPENDIX 2: RESOURCES AND FACILITIES

- First-aid kits, correctly marked, are provided in key areas of the school. See Appendix 1.
- The contents of First-aid kits are checked and replenished regularly by the School Medical Administrator (RP). The medical administrator (RP) keeps a log of checks. As SSQ, the contents of first-aid kits are checked and replenished regularly by the school office manager/school secretary. The school office manager keeps a log.
- A notice giving the location of First-aid kits is displayed prominently throughout the school with at least one in each of the school buildings and in the Staffroom.
- A travelling First-aid kit is provided for staff accompanying any off-site activities.
- The Medical Room (adjacent to the School Office) is provided with a bed, ventilation and sink and there is a WC nearby. The room is kept clean and tidy. Medicines are stored as follows:

	Regent's Park	Sloane Square	FH Preparatory School
Medicines	Under lock and key in the Medical Room	Under lock and key in the Medical Room or in the Senior School Office Fridge (room not accessible to pupils without supervision)	In the medical room fridge (not accessible to pupils without supervision & locked at all times).
EpiPens	Girls who require an EpiPen are asked to have these with them at all times; an additional EpiPen is stored in the School Office	Girls who require an EpiPen are asked to have these with them at all times; an additional EpiPen is stored in the School Office	Girls who require an EpiPen are asked to have these with them at all times; an additional EpiPen is stored in the School Office

### APPENDIX 3: RECORD KEEPING

The school keeps written accident records in the School Office in a statutory accident book or other appropriate format. These records are kept for a minimum of three years. They include the date, time and place of the accident, the name and form of the injured person, details of the injury and what first-aid was given. The record is signed by a Senior First-aider or person dealing with the accident.

The school keeps a written central record in the School Office of any First-aid treatment given. This gives the date and time of treatment, details of the illness, what First-aid was given. The record is signed by

Regent's Park	Sloane Square	FH Preparatory School
The Health & Safety Officer	A Senior First-aider	A Senior First-aider

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