

Altus Education Partnership

First Aid and Medical Conditions Policy

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This policy is to be read in conjunction with the Altus Education Partnership (the Trust's) Health and Safety Policy.

1.0 Introduction

The Health and Safety (First Aid) Regulations require the Trust to provide adequate first aid cover, depending on the nature and degree of the hazard and the number of people at work.

The Altus Education Partnership (the Trust) recognises that it has a duty to protect the health and safety of students, staff, and visitors to all its premises. The Chief Executive Officer (CEO) has overall responsibility for first aid provision for the Trust. Each academy within the Trust is responsible for their own day to day first aid procedures.

First aid provision should be seen as part of the wider management of health and safety at work within departments and services in the Trust. The requirements within any academy department will be determined by the hazards associated with the work and the number of people at risk. These will then determine the type, quantity, and location of first aid facilities and personnel that will best meet the risks associated with the nature of the work.

The responsible person for health and safety within each academy will assess the first aid needs regularly and ensure that provision is adequate. Each academy will have their own Health and Safety Group who is responsible for reviewing these arrangements.

If anyone has any concerns about first aid within the Trust, they should immediately inform the Trust Operations Manager.

2.0 Aims

The Trust aims to provide a safe environment. First aid (training and equipment) is available at all sites should an accident occur, or someone becomes unwell.

The purpose of the policy is to:

- Provide effective, safe first aid cover for students, staff, and visitors.
- Ensure that first aid information is readily available and that all users at each academy know how to summon for help.
- Ensure that first aid kits for minor injuries are available throughout the Trust for use by trained staff and that they are maintained regularly within each academy.
- Ensure first aid notices are displayed on notice boards across the Trust.
- Ensure that all Health and safety and first aid information is included in induction programmes for all new staff and students.
- Ensure that staff, students and parents/carers are updated if any procedures are changed.

3.0 Definitions

First Aid:

- First aid is treatment for the purpose of preserving life and minimising the consequences of injury and illness, until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.
- First aid covers initial treatment of any injury or ill-health suffered at work whether the cause is work related or not.

First Aider:

A First Aider is someone who holds a valid first aid certificate. In the workplace, this may either be the 3-day First Aid at Work qualification (suitable for all areas and required for higher hazard areas) or the 1-day Emergency First Aid at Work qualification (suitable only for lower hazard areas).

4.0 Application

The Trust, as an employer, is required to provide adequate and appropriate facilities and equipment to enable first aid to be rendered to individuals if they become injured or ill at work. Trainees and visitors have the same status as employees.

The regulations do not oblige employers to provide first aid to the public, but if the public are an integral part of the environment, the Health and Safety Executive (HSE) strongly encourages employers to include them in the overall assessment and provision. This consideration would apply to students in relation to activities under the control of the Trust. Consequently, departments should include an allowance for student occupancy which reflects the level of their work activities. Ratios are set in accordance with the Trust's Risk Assessments.

5.0 Responsibility for First Aid Arrangements

The responsibility for the assessment of first aid requirements, considering the above, lies with the member of staff responsible for health and safety within each academy. A general risk assessment of first aid needs will identify an appropriate provision of both first aid personnel and first aid equipment and will be carried out periodically.

6.0 Roles and responsibilities

Chief Executive Officer (CEO)

- Provide assurance to the Trust Board regarding the application of the policy.
- Ensure compliance monitoring processes are in place to quality assure the application of the policy including those procedures which are part of the health and safety and safeguarding quality assurance processes.
- Ensure there is the appropriate level of insurance and liability cover in place.
- Have responsibility for this policy.

Academy Principal/Headteacher

- Nominate an appointed person to lead on first aid arrangements.
- Make the decision as to who is the most appropriate member(s) of staff to administer medication and first aid.
- Ensure appropriate guidance is given to members of staff.
- Ensure all staff are made aware of the medical conditions at their academy and understand their duty of care to students and other members of staff.
- Ensure that the policy and roles and responsibilities are communicated to the relevant staff.
- To ensure that all staff providing support to a student and other relevant teams have received suitable guidance, training, and ongoing support, to ensure they have confidence to provide necessary support and that they fulfil the requirements set out in the student's individual healthcare plan.
- To ensure that there is more than one member of staff who can administer the medication (if the student is unable to) and meet the care needs of an individual student, in times of staff absence, staff turnover etc.
- Ensure staff and students are aware of their responsibilities and procedures for accessing first aid when required.
- Ensure a list of the qualified staff and the date their training expires is recorded accordingly.
- Ensure HSE approved first aid training is provided to staff to ensure statutory requirements and assessed needs are met.
- Ensure first aid supplies and equipment are adequate to treat illnesses and injuries as much as possible within the academy.

Trust Operations Manager

- To work closely with each of the Principal/Headteachers to ensure that all first aid responsibilities are undertaken at each of the academies.
- To work closely with health and safety leads at each of the academies.
- To collate information on accident/incident reporting forms and undertake risk assessments as necessary working closely with the lead person responsible for health and safety.
- To report any major incidents to the CEO, Principal/Headteacher and RIDDOR as required.

Health and Safety Lead

- Co-ordinate the academy's approach to procedures within this policy to ensure compliance: Establishing, maintaining, and reviewing systems and procedures.
- To be a first aid appointed person.
- To review all accident forms to ensure all information is obtained before filing, seeking additional information if needed.
- To inform the Trust Operations Manager immediately of any accidents that may need to be reported under RIDDOR.
- To ensure any first aid signs are updated accordingly to show the location of first aid equipment and first aiders.
- To ensure that first aiders are trained accordingly.
- To ensure that first aiders are aware of students or staff with life threatening or potential serious conditions.
- To be responsible for the ordering, maintenance and restocking of the medical room equipment and other first aid boxes located within the building that are not assigned to a specific first aider.
- To ensure that half termly checks of first aid boxes are carried out and documented.
- To be responsible for carrying out a monthly check of the defibrillator to ensure that it is in full working order and checks are documented.
- To be responsible for ensuring that the defibrillator is serviced regularly, and paperwork is stored accordingly.
- To ensure appropriate staff receive professional training on the procedures to undertake for administering asthma medication and the use of epi-pens in an emergency.
- Liaise with outside public health agencies for the administering of relevant immunisation programmes which may be carried out on academy premises.

Senior Managers/SENCO

- To identify any student who has a life threatening or potential serious condition.
- To collate this information and make staff on a need-to-know basis aware of such students along with an outline Emergency First Aid Plan for the individual student.

HR

- To inform the first aiders of any member of staff with a life-threatening illness that the first aider should be aware of – consent from the member of staff will be gained before this information is released.
- To inform the next of kin of a member of staff in the event that they have to go to hospital.
- To inform the Trust Operations Manager if staff are off work following a work-place accident.

Receptionists

- To contact the parent/carer and SLT if a student has to be sent home or go to hospital.
- Assist the first aider by contacting the emergency services or other personnel that can help or assist.
- Ensuring that the defibrillator is stored correctly, is visible and available at all times.

First aiders

- To administer first aid.
- To ensure that accident forms are completed appropriately and sent to the Health and Safety Lead for reviewing.
- To keep their first aid box(es) clean and adequately stocked at all times, and dispose of any damaged, open, or expired materials in the appropriate manner.
- To clean and maintain a good state of repair of all ancillary equipment within their area, e.g., eye wash bottles etc.
- To safeguard the patient's clothing and possessions.
- To ensure that they remain safe whilst carrying out first aid treatment by using appropriate PPE.
- To respect patient confidentiality.

- To inform reception and the appropriate member of staff such as Head of Year, Form Tutor, Senior Manager if a student is sent home or has to go to hospital.
- To inform the Principal/Headteacher or HR Manager if a member of staff has to go to hospital.
- To keep updated on students with severe medical needs. This information is to be shared with relevant staff.
- To keep up to date on their own training and bring any additional needs to the attention of the Health and Safety Lead.

Staff responsible for overseeing the administering of medication.

- Follow appropriate policy and procedures.
- Ensure the individual healthcare plan and/or consent to administer medicine information has been completed and signed/evidenced by the parent/carer prior to administering the medication.
- Follow the instructions on the individual healthcare plan and/or consent to administer medicine information.
- Record details of when the medicine was administered, by whom and any adverse reactions.
- Check the maximum dosage and when the previous dose was given.
- Inform parents where necessary that the medicine has been administered.
- Raise any concerns regarding the effects of the medication immediately with parents/carers.
- Liaise with parents/carer and child when stock is low and needs replenishing.
- Keep up to date with any relevant training.

Health and Safety Group

- To meet once a term to discuss the various areas of health and safety.
- To review first aid requirements according to the nature of activities within their department(s) as processes, staff, or the environment change.
- To determine the number of first aiders to appoint (in line with the risk assessment).
- To identify if their subject/team presents special/unusual hazards, and whether any additional; and specific training in first aid treatments is required.
- To check regularly that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and displayed in prominent places.
- To ensure that they are fully aware of any students or staff with severe medical needs that may need first aid treatment.
- To report any health and safety concerns to the health and safety lead.

Third Party Contractors

- This Code of Practice will apply in the Trust whether managed directly or indirectly by a third party. The responsible person shall ensure suitable systems are in place to ensure compliance.
- In the case of third-party contractors, they will be directly responsible for maintaining suitable first aid provision for their employees and any sub-contracted resources they appoint to work on Trust premises.

Staff with medical needs

- Keep all medication products for their own individual healthcare needs safely stored and away from students.
- Inform staff they are working with, where medication is stored.
- Inform HR/Line Manager of their medical need (if appropriate).

Students with medical needs

- Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Parents of students with medical needs

- Be fully involved where possible in discussions about the medical support needs of their child and contribute to the development of the individual healthcare plan.
- If necessary, ensure academy has an in-date prescribed inhaler/epi-pen/medication or appropriate stock levels of medication for their child so that academy/student can administer accordingly in the event of illness.

7.0 The administration of medicines

- Enrolment forms ask for information about any medical conditions. If a condition presents itself while the student is already enrolled, it is the responsibility of the parent to let the relevant academy know of the new condition.
- All children with serious long-term medical conditions must have an Individual Healthcare Plan.
- Medicines will only be administered at academy when it would be detrimental to a child's health or academy attendance not to do so.
- Each academy keeps an accurate record of all medication administered, including the dose, time, date, and supervising staff. If a student refuses to take their medicine parents will be informed at that time. A designated person within the academy will be responsible for ensuring records are up to date.
- Where possible, parents should arrange that medication is given at home and not at academy, particularly in the case of short-term medical needs such as a course of antibiotics where they are to be taken three times per day and can be taken outside of academy hours.
- It is the responsibility of the named person delegated by the Principal/Headteacher in the academy to gain enough information about the illness and circumstances to judge whether it is necessary for the child to take medicines in academy. This may involve requesting information from health professionals such as the academy health advisor or paediatrician. This will be shared with relevant staff.
- For short term medication, if the medicine must be administered in academy, then the parent must give permission for administration using appropriate forms supplied by the academy. Each academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.
- Where medication is considered by the parent to be able to be self-administered by the competent student, it is requested that the parent informs the academy of the position and the individual healthcare plan should reflect the arrangement. If storage is required in academy for the medicines, this should be recorded, and the academy must provide a place for the student to take the medicine in private if required. Children should know where their medicine is stored and be able to access them immediately. It is the responsibility of the parent to ensure that the child carries only enough medication for the academy day or can be stored safely by relevant staff.
- Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of academy premises e.g., on academy trips.
- Each academy understands the importance of medication being taken and care received as detailed in the student's individual healthcare plan.
- Each academy will only administer prescribed medicines as prescribed by a doctor, dentist, nurse or pharmacist prescriber.
- Academics should only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage, and storage. The exception to this is insulin which must still be in date but will generally be available to academics inside an insulin pen or a pump, rather than in its original container.
- The Trust will not give a student under 16 aspirin products unless prescribed by a doctor.

- It is unlawful for staff to administer prescribed medication by injection unless for saving life in an emergency, and invasive procedures will only be undertaken if included in an individual healthcare plan. Suitable training will be given if these procedures are likely to be required.
- Parental consent is obtained for the administering of medication in all circumstances.
- If a student misuses their medication, or anyone else's, their parent must be informed as soon as possible, and the academy's behaviour policies should be followed.

8.0 The storage of medication and equipment on the academy premises.

- All medicines should be stored safely in a well-defined place within academy.
- All staff must understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the academy and on off-site activities.
- Students should carry their own medication/equipment where possible if this is appropriate, or they should know exactly where to access it. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers should be always readily available to children and not locked away.
- Each academy will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff can administer a controlled drug to a student once they have had guidance on this.
- Each academy will store medication that is in date in its original container and labelled with student's name, medicine name, dosage, and date where possible, with the dispensing pharmacy's label in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump. Asthma inhalers are labelled with the owner's name and kept allowing students easy access. Students are encouraged to bring spare inhalers into academy for emergency use. Students should carry an inhaler with them in academy.
- Occasionally it may be necessary for medicine to be stored in a refrigerator. In these circumstances the medicine must be in the original container that is clearly labelled and stored in a locked medical room refrigerator. Antibiotics which are required to be administered will also be stored safely to minimise the risk of a person with an allergy coming into contact with them.

9.0 The disposal of medications

- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Academics should dispose of needles and other sharps using sharps boxes which are kept securely at academy and will accompany a child on off-site visits (if appropriate).

10.0 Individual Healthcare Plans

- An individual healthcare plan details exactly what care a child needs in academy, when they need it and who is going to give it.
- Individual healthcare plans should also include information on the impact any health condition may have on a child's learning, behaviour, or classroom performance.
- Individual healthcare plans should be drawn up with input from the child (if appropriate) their parent/carer, relevant academy staff and healthcare professionals, ideally a specialist if the child has one.
- Academics in the Trust can conclude on whether individual healthcare plans are actioned for other conditions depending on the student's requirements.
- Each academy in the Trust must keep a centralised register of individual healthcare plans and ensure that an identified member of staff has the responsibility for this register.
- Individual healthcare plans are regularly reviewed, at least every year or whenever the student's needs change. Any permanent changes to the student's needs must be documented immediately on the plan and the management information system.
- The student (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the individual healthcare plan. Academy staff are made aware of and have access to the individual healthcare plans for the students in their care.

- The Trust will ensure that the student's confidentiality is protected and the academies in the Trust must seek permission from parents before sharing any medical information with any other party.
- The academy will meet with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and plan for any extra care requirements that may be needed. This is recorded in the student's individual healthcare plan which accompanies them on the visit.

11.0 First Aid Risk Assessment

The activities of the Trust are diverse and can be categorised as high hazard, low risk – this is because there is a great range of occupational health and safety hazards associated with the teaching, research, and business activities, but without the production pressures on people and processes that are found elsewhere.

Each academy within the Trust has a first aid risk assessment which is based on working hours, including shift/weekend/night work and holiday and sickness absences together with the nature and degree of hazards associated with business activities, teaching and research activities.

The number of first aiders and facilities available is appropriate based on the activities undertaken within each academy.

12.0 Assessing the number of First Aiders required

The level of first aid provision should be determined based on the likelihood, at any workplace, of injuries arising which will require first aid treatment. The number of first aiders needed should therefore be determined based on an overall appraisal of the risks, considering though not exhaustive, the following factors:

- The nature of the work.
- Any specific workplace hazards.
- Any specific working arrangements.
- The number of employees (and others, if applicable) present at any one time.

The level of first aid can vary to reflect:

- Changes in occupancy and work activity.
- Individuals working alone or in small groups.
- The ability and experience of the staff.
- The distribution of the workforce.
- Individuals potentially at greater risk e.g., young workers, trainees, and people with disabilities.
- The distance from other appropriate help or emergency services.
- The needs of travelling, remote or lone workers, especially in remote locations.
- The incident/injury history.

13.0 First Aid Team

At the first available opportunity following induction, a list of students/staff should be collated and loaded onto the management information system (MIS) and updated regularly. Any student who has a life threatening or potentially serious condition will be identified, and awareness made to all staff members along with an outline of the emergency first aid plan. This list of medical conditions will also be made available for staff that are responsible for any trips and visits. Medical information will also be collected on the trip consent form to ensure any condition which has occurred since starting at the academy has been identified.

First Aiders will be aware of any students and staff with any severe medical conditions and what essential emergency first aid treatment is required for them.

First aiders will receive training and attend regular refresher courses to ensure that skills are maintained. Ideally, due to the increased risk of sports injuries, all PE staff, and staff responsible for high-risk subjects or enrichment activities should have an awareness of first aid, with a number of key personnel trained to a higher level.

The number of first aid personnel is based on the number of students and employees, taking into consideration adequate provision for leave and absences, off-site activities, practical departments (e.g., Science, PE) etc. The Trust will have sufficient numbers of first aiders available throughout the day at each of its academies. Numbers will vary during holiday time when the minimum number of first aiders on the premises should be no less than one.

The names and contact numbers of first aiders for each academy will be kept at reception and displayed on posters in prominent places within the building. In the event of an emergency, reception should be called in the first instance. For all other accidents requiring a general first aider, individual academy procedures will apply.

14.0 First Aid – Trips, Visits and Off-Site Activities

When students are on approved Trust trips, first aid arrangements are detailed in the risk assessment for that particular trip.

The risk assessment should incorporate an examination of the need for first aiders for the trip. Consideration must be given to the travel and transportation arrangements, type of activity being undertaken, the location, availability of hosting organisations, accommodation of first aid provision and emergency arrangements, access to medical services and availability of emergency services in the immediate area.

A designated member of staff should have a suitably equipped first aid box, first aid leaflet if the person is not a qualified first aider, accident/incident reporting forms and appropriate telephone numbers to summon first aid if required. First aid boxes are available upon request from reception. Consent forms are signed for all trips by parents and carers and hold relevant, up to date information on medical conditions for the student. The designated person should ensure that for every student taken on a trip they have a medical consent form indicating any specific conditions or medications of which they should be aware of and also emergency contact details.

Any vehicle used to transport students should have an appropriately stocked travel first aid kit.

If students are ill or injured abroad, the local emergency services or hospital/medical centre should be contacted. When at the premises of a third party where first aid arrangements are assessed to be adequate to cover the Trust's needs, those concerned should obtain details of the first aid arrangements in advance and familiarise themselves with them on arrival at the premises.

15.0 Out of Hours First Aid

Out of hours is categorised as any time the reception phone number is not staffed. It is important that all staff are aware of how to summon for first aid out of hours.

If a member of staff is working alone, a risk assessment of the activity should be completed by their line manager and authorised by senior management before lone working takes place.

16.0 First Aid Provisions

First aid boxes are provided at each academy. A stock of first aid equipment should be kept in a prominent place and each first aider is responsible for re-stocking their box after an incident where stock is used. A stock list is kept in each box and each first aider is responsible for ensuring at the start of each day the box they have is fully stocked.

The Health and Safety lead for each academy is responsible for maintaining a good level of first aid equipment. First aid boxes that are located in other areas and not assigned to a specific first aider will be replenished by a designated member of staff responsible for first aid. A list of locations for all first aid boxes will be displayed on first aid posters.

The size and number of first aid boxes has been determined by the first aid needs risk assessment for each building. All boxes must be easily accessible and available at all times. (Ideal location should be near hand washing facilities). They must comply with Safety Signs Regulations and be easily identifiable as first aid boxes by having a white cross symbol on a green background displayed on the outside and should be of suitable material designed to protect the contents from damp and dust.

Tablets or medicines to treat illness should not be kept in first aid boxes. If an individual carries their own medicines as prescribed by their medical practitioner e.g., inhaler for asthma, the first aider's role is limited to helping them self-medicate to take it and contacting the emergency services as appropriate.

For higher risk activity, such as laser eye, chemical burns, radiation, nanomaterial, biological, the faculty is responsible for ensuring the risk assessment identifies potential risks and has appropriate safety provisions in place, as necessary.

17.0 Use of Epi-Pens

Some staff and students carry their own medication that has been prescribed by their doctor for existing medical conditions. If an individual has to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Medicine's legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor or nurse. However, in the case of adrenaline there is an exemption to this restriction which means in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an Epi-pen to treat anaphylactic shock falls into this category. Therefore, first aiders may administer an Epi-pen if they are dealing with a life-threatening emergency where a casualty who has been prescribed and is in possession of an Epi-pen and the first aider is trained to use it, ensuring parental consent is obtained. All appointed First Aiders undergo mandatory training in the use of Epi-pens.

18.0 Automatic External Defibrillators (AED)

The location of the AED will be clearly signposted within each academy. All first aid posters will state its location. All First Aiders, as a minimum, are trained in the use of the equipment to ensure there is always one fully trained member of staff on duty.

Following an incident using the AED

If the AED is applied to a casualty at an incident, once they have left for hospital the First Aider must dispose of the used pads and replace with the spare set in the carry case. The Health and Safety lead is responsible for ordering any replacement items.

Maintenance of the AED

The AED will be checked monthly by the Health and Safety Lead. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating it is ready for use and that the accessories in the case are all present and correct.

A record of the checks will be recorded by the member of staff responsible for Health and Safety.

The AED has the facility to highlight when the batteries are running low or there are other problems. This should be noted during the checks and arrangements made to replace the batteries or service as a matter of urgency.

19.0 Dealing with an Accident or Illness

In an emergency

- Dial 999 for the emergency services. Give an exact location as much as possible and send someone to the entrance to the site to direct the ambulance when it arrives.
- Summon a first aider. Details of their location and contact numbers will be displayed in prominent areas for that floor or area of the building.
- Inform a member of the Senior Leadership Team of the incident.
- Stay with the first aider to assist them in anything they may need.
- Emergency aid should be started, or simple airway measures instigated, if appropriate.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel or another appropriate person.

During core hours

- Call reception to summon a first aider or summon one if nearby to the casualty.
- Any casualty who has sustained a significant head injury should be taken to hospital.
- The appointed person should inform parents or carers about all head injuries promptly. Contact details are available on the MIS. In the case of an incident whilst on a trip the contact details are listed on the consent form. It is important to ensure that these are up to date.
- Any student sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in Loco Parentis, and if possible, met at hospital by a parent/carer.
- In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- Report all accidents, injuries or near misses using the accident form. The first aider will be required to complete an accident form and witnesses may be asked to provide information in addition to this. See [Appendix 1](#) for example of the accident form.
- All accident forms should be sent immediately to the Health and Safety Lead for review.

Out of hours

- Contact the Estates Team.
- Follow the instruction listed above for core hours.

20.0 Reporting Accidents or Near Misses

All members of the Trust are asked to report any accidents or near misses, however minor, as soon as possible after it has occurred to the Health and Safety Lead. Where an injured person is unable to complete their own details of the incident, the first aider in attendance and/or witness (where relevant) should do it on their behalf.

1. Complete an accident reporting form.
2. The report must contain:
 - The date, time, and place of the event.
 - Details of those involved.
 - A full description of the accident/illness and any first aid treatment given, detailing as much as possible about the accident, illness, or incident. This should include witness statements, photographs etc.
 - Details of what happened to the casualty immediately afterwards (e.g., went home, resumed normal duties, went to class, went to hospital).
3. Send the form to the member of staff responsible for Health and Safety who will undertake any further risk assessments required and report to the Trust Operations Manager if RIDDOR is necessary.

The Principal/Headteacher should be informed about any serious or sensitive incidents, e.g., if a person has to go to hospital or if deliberate damage has been caused to another or where negligence might be suggested. The appointed person on duty must inform the parents/carers and next of kin when any person requires hospital treatment. If, as a result of an accident, an employee or student is taken to hospital, is unable to work, or subsequently becomes absent from work the Principal/Headteacher should be informed immediately.

In an emergency, the MIS has contact details for parents/carers. The Principal/Headteacher's PA or HR Officer has contact details of staff's next of kin. If it is necessary to phone the next of kin for students, senior management must also be informed of the incident by the first aider dealing with the incident.

20.1 Reporting Accidents off site

Any person who suffers an injury because of an accident that occurs off site whilst undertaking a Trust activity should report as specified above. In addition, accidents occurring on a third party's site should be reported in accordance with procedures applying to that site.

21.0 Providing Information

The Principal/Headteacher will ensure that staff are informed about first-aid arrangements as part of the INSET programme.

The Health and Safety Lead for each academy will provide information for new staff as part of their induction programme. First Aid information will be displayed throughout the building informing staff of the location of equipment, First Aiders, medical room, and defibrillator location etc.

22.0 Record Keeping

Statutory accident records: Accident records, written or electronic, are kept for a minimum of seven years. All records are kept by the member of staff responsible for health and safety at each academy.

Central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met. If accidents are RIDDOR reportable these will be reported by the Trust Operations Manager.

Each academy must ensure that a record is kept of any first aid treatment given by first aiders. The member of staff responsible for Health and Safety will be responsible for collecting this information.

This should include:

- The date, time, and place of incident.
- The name of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards?
- Name and signature of the first aider or person dealing with the incident.
- Obtain witness statements or any other information which will help to investigate the accident or incident.
- Include any follow up information which may be received after the accident/incident regarding the casualty or information which will help to investigate the accident/incident.

Each academy must have in place procedures for ensuring that parents are informed immediately of significant incidents.

23.0 Monitoring

Accident records can be used to help the Senior Leadership Team and other partner agencies identify trends and areas for improvement. They also help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principal/Headteacher should establish a regular review and analysis of accident records. It is the responsibility of the Health and Safety lead that qualifications for first aiders are renewed as required.

24.0 Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the academy's Complaints Policy.

Related Documents

Trips, Visits and Off-Site Activities Policy
Health and Safety Policy

Appendices

Appendix 1 – Accident Form

Appendix 1 – Accident Form



Acc Form Ref:

Accident Form

1. Injured Person	
<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor	
Forename: _____	Surname: _____
Address: _____	Age: _____ Year: _____
Postcode: _____	Telephone No: _____
	Occupation: _____
2. Accident/Incident Details <i>*to be completed by First Aider</i>	
<input type="checkbox"/> Accident <input type="checkbox"/> Near Miss	
Location of the accident/incident: _____	Date & time: _____ Period: _____
Description of accident/incident <i>(continue on separate sheet if needed)</i> : 	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the injured person is an employee were, they engaged in work at the time of the accident/incident?	
What was being done at the time of the accident/incident: 	
Who was notified of the accident/incident and who collected the student/person from the Trust?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?	
If yes, date absent from: _____ to: _____ or Still Absent?	
3. Injury Details	
Nature of the injury/incident <i>(e.g., fracture, sprain, cut, include part of the body injured)</i> 	
First aid given by <i>(inc job title)</i> : 	
First aid treatment given <i>(i.e., compress, plaster)</i> : 	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the injured person taken to hospital from the scene?	
Were they admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes how long for in days? _____

4. Witnesses/First Aider

Name: _____	Name: _____
Address: _____	Address: _____
Contact No: _____	Contact No: _____
Are witness statements attached?	

5. Report Details

Accident reported to (<i>i.e.</i> , Manager, supervisor, 1 st Aider (<i>inc name</i>)): _____			
Reported on (<i>date</i>): _____	Time: _____		
Signed by injured person (if employee): _____			
Parent carer informed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____
Other – please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____

7. Accident Investigation **to be completed by the Health and Safety Lead*

Carried out by: _____	
Position/occupation: _____	
What has been done to prevent reoccurrence? _____ _____	
Do general risk assessments require updating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what additional risk control measures are needed / recommended? _____ _____	
Is additional information, instruction and training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, detail what action has been taken: _____ _____	
Signed: _____	Date: _____

8. For Internal use only

Reported to the HSE: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reported by: _____ Date: _____
Comments: _____ _____
Signed: _____ Date: _____

