



The Craylands School

First Aid and Accident Reporting policy

POLICY STATEMENT

The Craylands School is mindful of the need to safeguard the well-being of all students, staff and visitors to the School and will ensure that First Aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981.

Management of First Aid arrangements will be undertaken in such a way as to ensure there are adequate arrangements for training and retraining of First Aid staff, provision of First Aid equipment and facilities and for the recording of First Aid treatment.

AIMS

The aim of providing First Aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aims of this policy are to:

- To identify the First Aid needs of the School
- To promote the health, safety and welfare of students, staff and visitors to the school through the provision of First Aid equipment and trained personnel.
- To ensure that First Aid provision is available at all times when people are on School premises, and also off the premises whilst on School trips
- Ensure that a comprehensive record is maintained of all accidents, near misses and dangerous situations involving staff, students or visitors, either on the school's premises or on out-of-school activities.

OBJECTIVES

- A member of staff is appointed to take charge of First Aid arrangements
- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To ensure all staff are fully informed with regard to hygiene and infection control arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- First Aid arrangements are regularly reviewed.

Procedure

First Aid provision will be made available at all times while persons are present on the premises and also whilst staff and/or students are off the premises, while on out-of-school activities.

Organisation

All members of The Craylands School staff have the responsibility to take all reasonable steps to ensure that no person in their care is exposed to unacceptable risk and that they carry out activities in accordance with training and instructions. All



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staff must know what action to take if an accident or emergency occurs, including their responsibility for reporting accidents, near misses and dangerous situations.

Key members of staff are responsible for managing the implementation of this policy. These governors of The Craylands School will:

- ensure that staff at all levels fulfil their duties with regard to health, safety and welfare matters
- ensure that the budgets reflect the resources necessary to implement all statutory health and safety matters
- regularly examine the Health & Safety Policy with the aim of maximising effectiveness

Head Teacher will:

- ensure that the policy is effectively implemented and understood at all levels
 - ensure the effective and efficient functioning of the school Health and Safety Lead Team
 - undertake an annual review of risk assessments
 - act as Lead Investigator for the most serious accidents

Health and Safety Lead (Headteacher) will:

- ensure that First Aid and emergency procedures are in place and being followed
- ensure that reviewing procedures and investigating accidents and incidents, and making recommendations, sharing learning of good practice
- ensure there are enough First Aid personnel to meet assessed needs, monitoring their training and competencies
- ensure that all accidents and injuries are appropriately recorded
- ensure that all members of full time and temporary staff are familiar with the school's First Aid and emergency procedures
- compile and report information about relevant accidents, near misses and dangerous occurrences to the respective Health and Safety Committee

First Aiders will;

- administer immediate treatment, to the injured person and provide an early diagnosis as to the severity of the injuries, prior to the arrival of the emergency services, or other professional assistance.

It is essential that all members of staff are aware of the students with medical conditions and that the details are known to enable First Aiders to deal with any problems which may arise.

An “appointed person” can carry out the responsibilities of the First Aider in their absence, within their area of competence and training. Appointed persons are not First Aiders.

Staff will;

- familiarise themselves with the First Aid procedures in operation
- ensure that they know who the current First Aiders are
- be aware of specific medical details of individual students



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- ensure that their students are aware of the procedures in operation
- never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- send for help to the school Office as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty
- reassure, but never treat a casualty unless staff are in possession of a valid First Aid at Work Certificate or know the correct procedures to follow - such staff should start emergency aid until a First Aider arrives at the scene
- send a student who has minor injuries to the first aid room if they are able to walk where a First Aider will see them; this student should be accompanied
- send a student who feels generally 'unwell' to the first aid room, unless their deterioration seems uncharacteristic and is causing concern - this student should be accompanied
- ensure that they have current medical details for every student that they take out on an out-of-school-visit which indicates any specific conditions or medications of which they should be aware
- have regard to personal safety
- report to the Health & Safety Lead all accidents/near-misses to themselves at work

Parent/carers roles and responsibilities

The School will make it clear to parents, that prescribed medication and drugs will only be administered during the school day, or on out-of-school-visits, if the following conditions are met:

- The parent/carer will provide written permission for the school to administer prescription medicines to their child
- The parent/carer will give the school sufficient information about the medical condition
- Medicines will only be administered in school when it is essential, i.e. where it would be detrimental to a student's health if the medicine were not administered during the school day
- The school will only administer medicine recommended by a parent, or prescribed by a doctor or some other person authorised to do so, e.g. a dentist, qualified nurse or pharmacist
- The parent/carer will provide the medicine in its original container with the dosage instructions clearly displayed
- The parent/carer will provide sufficient medicine for the dosage to be given in school

Student responsibilities

The School will provide information to all students regarding where to go for help in the event of an accident, or illness and the procedures for students with medical conditions. Students will be expected to follow these procedures at all times.



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ARRANGEMENTS

Risk Assessment

The Health and Safety Officer will complete an annual risk assessment of all school buildings and facilities paying particular attention to:

- practical activities
- the use of machinery
- storage of hazardous substances
- the use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained First Aiders are required to provide an effective and safe response to accidents and injuries in each building.

A judgment will also be made as to how many fixed and portable First Aid containers should be available and where they are to be located.

In determining the level of provision the Health and Safety Officer will consider:

- The number of staff and students present at any one time;
- The distribution of staff
- The number and locations of First Aid boxes
- Whether there are inexperienced members of staff
- The number of staff and students with disabilities or specific health problems
- The size, nature (split sites/levels) and location of the school premises to which members of staff and students
- Whether there are travelling, remote or lone staff
- Arrangements for off-site activities
- Arrangements for out of school hour activities such as parent evenings
- Parts of the school premises with different levels of risks
- The types of activity undertaken
- The proximity of professional medical and emergency services
- Any unusual or specific hazards (for example, working with hazardous substances, dangerous tools or machinery)
- Accident statistics. These indicate the most common types of injuries, times and locations



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Qualifications and Training

All First Aiders will hold a valid certificate of competence appropriate to the potential injuries associated with the activity they are leading, supervising or actively involved in and issued by a competent and the most appropriate training provider to meet the identified training needs.

First Aid Materials, Equipment and Facilities

ALL STAFF ARE AWARE OF LOCATION OF:

Storage of Flammable Chemicals in flammable container in outside cupboard of KS2 building

There are additional latex gloves and clean-up bags in the HERO club room/ first aid room

First Aid containers will be:

- marked with a white cross on a green background
- stocked in accordance with HSE recommendations

located:

- in KS1 group room/KS2 group room

Most classrooms have a First aid bum-bag in them.

Defibrillator is stored in the KS1 old medical room

Portable First Aid containers will be available for all school trips and for sporting and other activities that take place outside school buildings e.g. fishing, beach combing etc.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the First Aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an epi-pen.

The schools medical room is located in the KS1 building adjacent to the school office. The provision of First Aid and medical usage will primarily take place in the KS1 and KS2 group rooms.



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Information and Notices

First Aid notices giving the location of First Aid containers and the names of members of staff who are certificated First Aiders, or have received First Aid training, are clear, easily understood and prominently displayed in:

- All classrooms & teaching areas, school office and staff room

For Administration Procedures for Medicines and Analgesics

All medicines may be harmful to anyone for whom they are not appropriate. At the School a stock of named over-the-counter medication and analgesics will always be stored in a secure cupboard.

1. Record-keeping

A record will be kept for every time a medicine is administered.

In some circumstances, a second adult will be present to:

- witness the dosage and administration
- confirm that a record of administration has been made

If this is medication that is not normal practise, it will be recorded on Medical Tracker and a notification sent home.

2. Medicines on Educational Visits

For all out-of-school visits a First Aid Kit will be provided. The provision for First Aid and the management of medical emergencies will form part of the visits' Risk Assessment.

Injuries or illnesses on an out-of-school-visit will be monitored by the member of staff in charge of First Aid and/or the Trip Leader. A written record of treatment and relevant information will be kept. The Trip Leader will inform the Schools' Emergency problems and follow the requirements of the school's Emergency Procedures.

Special arrangements will be made by the Trip Leader for the secure transport of any student's personal medication and for appropriate facilities to be available, if required, at the location where the visit is to take place for the administration of the medicine.

If parental consent is not given for a student to receive any necessary medical treatment on an out-of-school-visit, parents may be willing to provide written instructions and an indemnity on the subject of medical treatment and in this case the School may decide to take the student. Staff will not override parental wishes and if an agreement cannot be reached on this issue the student will not be taken on the visit.

3. Non-prescription Medicines

Staff will not give a non-prescribed medicine to any pupil without parental permission.

4. Prescribed Medicines

Staff will store prescribed medicines such as asthma pumps in class cupboards so that they are close by the child when needed; **these will be taken where the child is especially if child will be active e.g. PE, playtimes. Prescribed medicines that are not given on a daily basis will be recorded on medical tracker.**



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5. Controlled Drugs

Special arrangements will be made, with the agreement of parents, for any student who has been prescribed a controlled drug.

6. Serious Medical Conditions

Confidential lists, or details, of students and staff with known life threatening medical conditions, e.g. a history of severe allergic reactions, will be made available to staff and First Aiders as appropriate.

Specific arrangements will be arranged for all students and staff with known medical conditions.

Health care plans will be shared with staff when they have been completed.

7. Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures
- be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment. An instruction on the disposal of all used dressings, or equipment, is included in the First Aid containers.

7. Recording Accidents and Injuries

All accidents will be recorded on medical tracker; any significant injuries in particular head injuries, a notification will be sent home to parents/carers via medical tracker. Any significant injuries will be report to KCC or the HSE in line with their guidance.

To clarify and simplify accident reporting procedures, the following definition of 'accident' will be adopted:

'An accident is an unplanned and unexpected event, that results in death, injury (physical or mental), damage, loss or nothing at all (a 'near-miss')

All injuries will be stored on the online platform medical tracker; accidents reported online to KCC will be reported to the FGB to track any patterns or trends.

The record of any First Aid treatment given by First Aiders and other appointed persons will include:

- the date, time and place of the incident
- the name of the injured or ill person
- details of the injury or illness and what First Aid treatment was administered



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- the name and signature of the First Aider or person dealing with the incident

Serious or significant incidents to students of The Craylands School will be reported to parents, either by direct contact, telephone or via the notification tool on medical tracker.

When a child has a bump to the head, parents/carers will always be contacted by the online tool on medical tracker; either a minor injury notification for no visible bump/mark or a major injury notification for a visible bump. A call will also be made in these cases.

In an emergency involving outside medical professionals, or services, the emergency procedures are followed.

Reporting Accidents to the HSE

Accidents to students and members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

In the event of an injury to an employee or visitor, an accident report form (appendix 2) should be completed by the individual concerned and forwarded to the School Office. In the event of serious injury, notifiable disease or dangerous occurrence the Head Teacher should be notified immediately. The Head Teacher will then arrange for any necessary investigations or reporting. The school encourages parents/carers to contact the school to discuss any concerns they may have regarding their child's health.

If someone has died or has been injured because of a work-related accident this may have to be reported if the accident is work related and results in an injury which is reportable (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) are:

- 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:
- covers more than 10% of the body



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- causes 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
- requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation of a worker

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR. Employees (or representative) or a member of the public wishing to report an incident about which they have concerns should refer to the HSE website

<http://www.hse.gov.uk/contact/concerns.html>

Responsible persons should complete the appropriate online report form listed on <http://www.hse.gov.uk/riddor/report.htm>. The form will then be submitted directly to the RIDDOR database and the school will receive a copy for their records.

8. Accident Investigation

Accidents that result in near misses, injury or death will be investigated. The HSE may also carry out an accident investigation following receipt of a RIDDOR report, if it is thought necessary.

The objectives of the accident investigation will be to:



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- ascertain the facts and sequence of events leading to the accident
- find the cause by identifying any unsafe acts or conditions
- determine the human, organisational and/or job factors that gave rise to the unsafe acts and/or conditions
- recommend both short term and long term measures to prevent a recurrence
- ensure compliance with the law

An Accident Investigation Report (HS160) will be completed for accidents in the following criteria;

- All RIDDOR accidents.
- All injury accidents which required more than immediate First Aid (i.e. required a visit to a hospital or a GP).
- Any accident resulting from a defect in the premises or equipment used.
- All accidents, regardless of their outcome, where there was the potential for a major injury or loss to the Schools, or a pattern of regular occurrences (this would include a near-miss, minor injury or damage outcome accident with potential),

Accident Investigation Forms will be retained in line with retention schedules.

Policy reviewed: February 2023

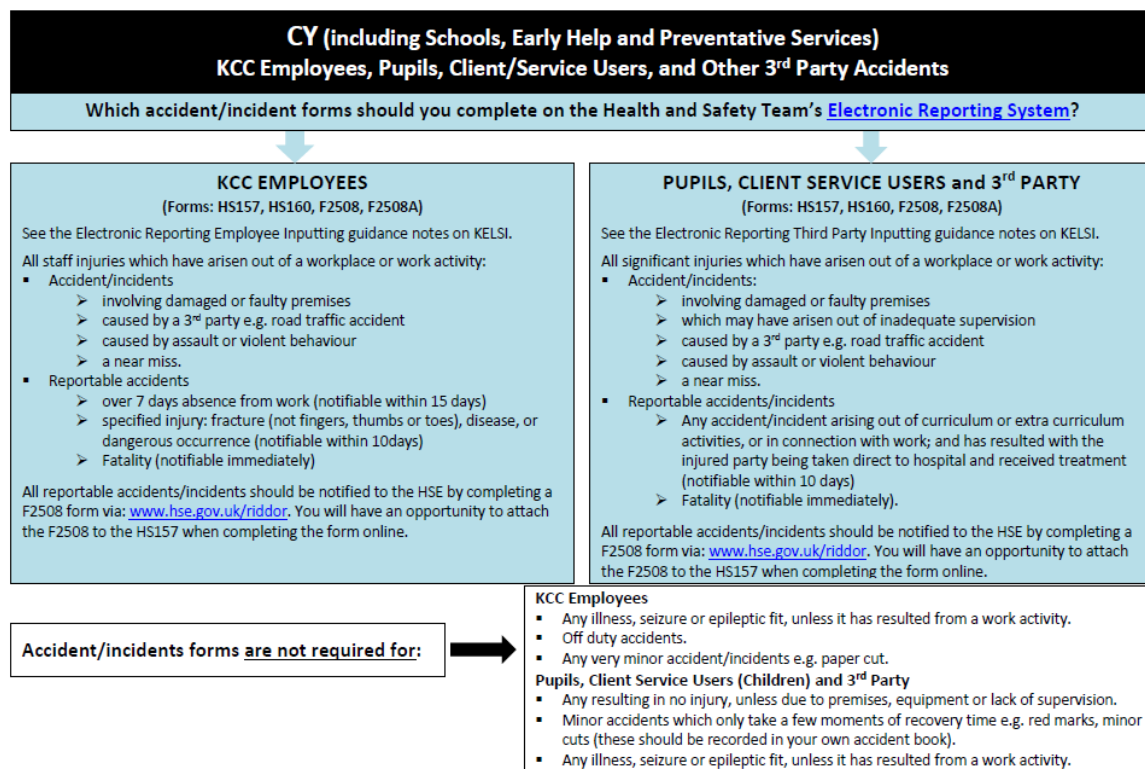
To be reviewed: February 2024



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Appendix 1



The Health and Safety Unit Advice Line: 03000 418456 Email: healthandsafety@kent.gov.uk

CY Accident/Incident Reporting and Investigation Flowchart (including Schools, Early Help and Preventative Services)

(Please note: for Short Break Units accidents/incidents please follow AH flowchart)



Flavio Walker
Head of Health and Safety



**In the event of a fatality you must contact a Health and Safety Manager at the earliest opportunity (see contact details at the end of the flowchart).
For all other accidents please follow the flowchart below:**

Stage 1

Has an accident or incident occurred to an employee or third party (pupil/student, visitor, client/service user, volunteer, contractor, or agency) on the premises?

For all accidents/incidents you must complete a HS157 form on the [Electronic Reporting System](#).

For fatal and specified injuries, and for over 7 day injuries, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) make an immediate report to the HSE on the online [F2508](#) or [F2508A](#) forms.

Copies of completed F2508 forms must be attached when completing the online HS157 form without delay and a copy retained at your establishment. Detailed guidance on RIDDOR accidents is available on KELS.I (www.kelsi.org.uk).

NB: Minor injuries, such as playground grazes, should be recorded at a local level only).

Stage 2

If Yes

Does the accident or incident need to be investigated using Accident/Incident Investigation form HS160. This form can be completed when inputting onto the HS157 form via the Electronic Reporting System.

If No

- Fully complete a HS157 and HS160 form via the Electronic Reporting System.
- Implement findings of investigation.
- Should you require support to carry out your investigation for a serious accident/incident, please contact the Health and Safety Advice Line on 03000 418456.

- File the electronic master copy of the HS157 in your accident book at the establishment as per the retention schedule.

Please note: you are required to complete the HS157 form using the new [Electronic Reporting System](#)

Lost Time - A Notification of Sickness Absence Form must be completed for all periods of absence caused by injury at work.



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Appendix 2

Part A – to be completed by (or on behalf of) each person affected by an accident, incident, occupational disease, violence (actual or threat)
If you are unsure of which boxes to tick see guidance notes on SafetyNet, Kent Trust Web or in your accident book

1. Person injured/affected:

Name: gender: male ☐ female ☐ age:

Status: ☐ employee ☐ pupil/student ☐ visitor ☐ client/service user ☐ contractor

This section must be completed for KCC employees OAN No.

Job title: directorate:

Department: tel no:

Normal work place:

2. Accident/incident details:

Date of incident: time of accident/incident: am ☐ pm ☐

Please tick if off duty ☐ premises/site ☐

Exact location: (e.g. room number, kitchen)

3. About the accident/incident: what happened? (who was doing what at the time of the incident) Use continuation sheet if necessary.

Witnesses name and contact details: Statement(s) attached yes ☐ no ☐

Access to confidential information on this form is restricted to authorised parties, including Health and Safety, Insurance, Personnel and Safety Representatives, for the purposes of monitoring and managing incidents and data. All records are held securely in hard copy or on computer.

Contact tel. no.

Report No:

5. Accident/Incident Type (please tick one box only)

<input type="checkbox"/> moving/handling of objects	<input type="checkbox"/> hazardous substance	<input type="checkbox"/> slip/trip/fall on same level	<input type="checkbox"/> fall from height	<input type="checkbox"/> machinery/equipment	<input type="checkbox"/> electrical injury	<input type="checkbox"/> awkward movement	<input type="checkbox"/> road traffic collision	<input type="checkbox"/> animal contact	<input type="checkbox"/> hot/cold contact	<input type="checkbox"/> near miss	<input type="checkbox"/> other (tick if no other suitable option)
<input type="checkbox"/> struck against	<input type="checkbox"/> struck by object	<input type="checkbox"/> sharp object	<input type="checkbox"/> sports/PE	<input type="checkbox"/> violent behaviour	(please complete Box 6 below if you have ticked this box)						

6. Complete for violent incidents only
Incident details (please tick one box in each section)

Nature of Incident		Nature of Activity	
<input type="checkbox"/> physical assault*	<input type="checkbox"/> threats/verbal abuse (includes telephone/written)	<input type="checkbox"/> teaching/assisting	<input type="checkbox"/> personal care
<input type="checkbox"/> self harm	<input type="checkbox"/> property damaged	<input type="checkbox"/> transporting pupil/client	<input type="checkbox"/> client interview
		other (please specify) <input type="text"/>	

Other Factors

<input type="checkbox"/> was employee working alone?	<input type="checkbox"/> were police involved?	<input type="checkbox"/> was a weapon used?
<input type="checkbox"/> physical intervention/restraint	<input type="checkbox"/> challenging behaviour	<input type="checkbox"/> some form of prejudice

Details of aggressor involved
name and address



no.



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Appendix 3 - Record of First Aid Training

Member of Staff	Base	Course date	Renewal
Caroline Coster	Office	Nov 2022	Nov 2025
Lin Mutch	Office	Sept 2022	Sept 2025
Bev Slater	Gruffalo	Sept 2022	Sept 2025
Bev Slater (MMS)	Lunch time supervisor	June 2022	June 2025
Alison Strudwick	Forest School	April 2022	April 2025
Mark Ellen	Walliams	April 2022	April 2025
Leanne Robinson	Elmer	Feb 2022	Feb 2025
Astel Stripe	Lunch time supervisor	Feb 2022	Feb 2025
Sue Cadden	Hungry Caterpillar	Jan 2022	Jan 2025
Kelly Chandler	Elmer	Oct 2021	Oct 2024
Anne Scarborough	Raul	Oct 2021	Oct 2024
Kris Hiscock	HT	Oct 2021	Oct 2024
Wendy Mercer	Wilson	July 2021	July 2024
Lisa Whatley	Funnybones	July 2020	July 2023
Sarah Hoadley	Simon	Nov 2021	?