



Procedure for dealing with Accidents and First Aid

2023-2025

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| Trust website | | School website | |
| 1 | Statutory publication | A | Statutory publication |
| 2 | Good practice | B | Good practice |
| 3 | Not required | C | Not required |

| **Policy level | | | |
|----------------|-------------------|--|---|
| 1 | Trust wide | Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure | Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay. |
| 2 | Trust core values | This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour | Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board. |
| 3 | School/department | These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying | Approved by Local School Board. |

Amendment Sep 2024 to HSE Notifications to add Trust H&S consultant's email address

Amendment Mar 2025 adding additional paragraph 1.2 regarding allergies

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1 Statement of intent

- 1.1 The Alliance Schools Trust (the Trust) has overall responsibility for Health and Safety and ensuring the provision of first aid to all members of staff, students and visitors (including contractors). The Trust understands that decisions about accidents and/or first aid are of paramount importance and will endeavour to ensure that any accidents or first aid incidents are dealt with appropriately and in accordance with this policy.
- 1.2 In our Schools, we are committed to providing a safe and inclusive environment for all pupils, staff, and visitors, including those with allergies. We recognise the serious risk that allergens can pose and take proactive measures to minimize exposure, including promoting awareness, implementing clear procedures for managing allergies, and ensuring that staff receive appropriate training. Parents and carers are encouraged to inform the school of any known allergies so that individual care plans can be put in place where necessary. While we cannot guarantee an allergen-free environment, we strive to reduce risks through careful food management, hygiene practices, and emergency response planning.
- 1.3 Together, we are committed to achieving the following objectives:
- 1.3.1 to provide an accessible accident and first aid policy;
 - 1.3.2 to ensure all accident and first aid policies and procedures are based on an up-to-date risk assessment;
 - 1.3.3 to ensure all first aid equipment and facilities are suitable for purpose.

2 Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

As part of their responsibility for health and safety across the Trust, the Board of Trustees will ensure that the correct accident and first aid procedures are carried out. They will do this by:

- leading by example on all matters relating to Accidents and First Aid,
- promoting and following this Procedure for Accidents and First Aid,
- dedicating budget to the Schools' First Aid provision (including appropriate training),
- monitoring and reviewing the procedures and practices for Accidents and First Aid.

2.2 Responsibilities for ensuring this policy is put into practice.

- 2.2.1 The Trustees will
- Receive reports on accidents, near misses and first aid issues via the Health and Safety group meetings and minutes.
 - Ensure that the procedures for Accidents and First Aid are reviewed as part of the schools' annual health and safety audit.
- 2.2.2 The Headteachers/ and Senior Leaders have the following responsibilities:
- leading by example
 - ensuring that all new members of staff are given the appropriate health and safety induction training, which will include the procedures for First Aid and reporting accidents.
 - ensuring that students' medical conditions and Individual Healthcare Plans are kept securely on MedicalTracker and SIMS, and that this information is reviewed regularly by the Lead First Aider.
 - ensuring that any school activity, either on- or off-site, is risk assessed and consideration has been given to first aid with at least one qualified First Aider attending every off-site activity.

- keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid.
- ensuring that all staff and students are aware of first aid procedures.
- ensuring that sufficient budget is made available to support the effective implementation of Trust procedures.
- managing the school response to serious incidents and accidents.
- ensuring that serious accidents are promptly and effectively investigated, and actions followed up.

2.2.3 Lead First Aiders have the following responsibilities:

- Maintaining and publishing a list of qualified First Aiders and managing training renewals.
- Writing and updating Personal Emergency Evacuation plans (PEEPs).
- Managing stocks in medical room.
- Completing, and documenting, checks on first aid kits.
- Ensuring medicines (including EpiPens) are stored safely and remain in date.
- Managing the requirements of students with allergies/medical conditions – liaising with parents and communicating requirements clearly with staff, practical subjects and the canteen.
- Regularly reviewing First Aid and Accident statistics and highlighting causes of concern to Line Manager.

2.2.4 All other members of staff have the following responsibilities:

- ensuring that they are familiar and up to date with the Trust's accident and first aid policy and standard procedures.
- reporting any accidents and near misses involving themselves or others, in line with agreed procedures, and ensuring treatment is sought where appropriate.
- ensuring that relevant people are informed of serious incidents/accidents.
- ensuring that risk assessments are carried out before the start of any activity, and students and others involved in the activity, are briefed on the expectations of them.
- ensuring only trained first aiders administer first aid.
- ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturers' guidance.

2.2.5 Students

While Trust staff carry the main responsibility for the first aid provision, and the correct implementation of Trust policy and procedure, it is vital that students understand their role and responsibilities when it comes to the whole-school and themselves for staff to be able to carry out their roles effectively. As members of the school community, and allowing for their age and aptitude, students are expected to:

- take personal responsibility for themselves and others.
- observe all the first aid rules of the school and in particular the instructions of staff given in an emergency.
- use and not wilfully misuse, neglect or interfere with things provided for their first aid.

- behave sensibly around the school site and when using any equipment.
- report first aid concerns or incidents to a member of staff immediately.
- act in line with the school code of conduct / school behaviour policy
- manage their medical conditions in line with agreed protocols.

In the case of students with healthcare plans, regular review meetings will be held with the Lead First Aider, which the student, and their parents, will be expected to attend.

2.2.6 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety, on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement. Contractors are expected to report any accidents or near misses before they leave site.

3 Arrangements for Health and Safety

3.1 Risk assessment

- 3.1.1 An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place for an activity to be undertaken safely.
- 3.1.2 Risk assessments are stored in a shared area and will be reviewed:
- at regular intervals
 - after serious accidents, incidents and/ or near misses
 - after any significant changes to workplace, working practices or staffing
 - following any identified trends or accident statistics
- 3.1.3 Risk assessments will be based on the size and location of the school, any specific hazards or risks on site, specific needs and accident statistics.
- 3.1.4 Specific needs include hazardous substances, dangerous machinery, staff or students with special health needs or disabilities.
- 3.1.5 Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

3.2 First aiders

- 3.2.1 The FA risk assessment will determine the minimum number of trained first aiders required and the Headteachers will monitor this to ensure that these standards are being met in their schools.
- 3.2.2 First aiders will be recruited on a voluntary basis.
- 3.2.3 The Headteachers will ensure that all voluntary first aiders have undertaken the appropriate training, approved by the HSE and have the necessary qualifications. If required, training will also include resuscitation procedures for children and/or specialised training to meet specific needs or emergency situations. First Aiders will also be required to understand the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and in the guidance for notifiable diseases in the Public Health (Control of Disease) Act 1984 and the Health Protection (Notification) Regulations 2010.
- 3.2.4 A list of current voluntary first aiders is displayed in the staff room and medical room of each school and other appropriate areas across the site. It is updated when necessary.

3.2.5 The roles and responsibilities for first aiders are as follows:

- acting as first responder to incidents that require first aid.
- assisting with cover in the medical room in the absence of the Lead First Aider.
- administering immediate and appropriate treatment.
- contacting the emergency services when the situation requires.
- ensuring that all treatment given is recorded in MedicalTracker.
- ensuring that the first aid boxes are adequately supplied.
- ensuring their first aid qualifications are up to date.
- completing an accident report on Smartlog as soon as possible after the incident, where appropriate.

3.3 Equipment

- 3.3.1 The Trust will have at least one fully stocked first aid container which will be marked with a white cross on a green background. The location of first aid equipment will be displayed around the school.
- 3.3.2 A travel first aid container must be taken on any off-site visits or trips. This includes sporting events, school trips and site visits.
- 3.3.3 All public service vehicles used by schools e.g. minibuses must have on board.

3.4 Facilities

- 3.4.1 The Headteachers/Heads of School will ensure that there is a suitable room that may be used for medical or dental treatment when required, and for the care of students during school hours. The area must contain a wash basin and be reasonably near to a WC, it need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.
- 3.4.2 Infection control and hygiene are of paramount importance and all staff and students will be reminded to always follow basic hygiene procedures.
- 3.4.3 Disposable gloves and handwashing facilities will be made available.

3.5 Reporting an incident

- 3.5.1 MedicalTracker will be completed by a first aider or other relevant member of staff without delay after an incident.
- 3.5.2 In the case of a serious or major accident, details will also be entered onto Smartlog, to allow further investigation to be carried out and logged.
- 3.5.3 Not all incidents or accidents will be reportable to the HSE, and first aiders will be trained to identify when a statutory report is required. In all cases the statutory report, where required, will be made by the Headteacher, a member of the Senior Leadership team or the Trust Executive team, with support from the Trust Health and Safety Advisor.
- 3.5.4 When an incident is reported the following information must be included: -
- (a) the date
 - (b) method of reporting e.g., via HSE website for RIDDOR
 - (c) time and place of the event

- (d) personal details of those involved; and
- (e) a brief description of the nature of the event or disease (factual account only).

3.5.5 This record can be combined with other accident records.

3.5.6 The records will be kept for a minimum of 3 years.

3.6 HSE notification

3.6.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Guidance should be sought from the Senior Leadership Team or the Trust Health and Safety Consultant. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Reportable incidents must be reported to the Headteacher and the CEO.

3.6.2 Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could include builders, maintenance staff, cleaners and catering staff. If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises (Headteacher) will be the responsible person.

3.6.3 The following work-related accidents must be reported to the HSE:

- accidents which result in death, or a specified injury, must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days), must be reported within 15 days of the accident.

3.6.4 Reportable specified injuries include:

- 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:
 - cover more than 10% of the body; or
 - cause 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.

3.6.5 Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague, or member of the public assaults them while on school premises. This is reportable because it arises out of or in connection with work.

3.6.6 Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

3.6.7 Smartlog can be used to complete details about a notifiable incident. The Trust H&S consultant, Stuart McGregor can assist with advice and completion of report. Safety@rosherville.org.uk

4 Procedures

4.1 On-site procedures

In the event of an accident or incident, the following procedure should be followed:

- 4.1.1 The closest member of staff will seek the assistance of a qualified first aider.
- 4.1.2 The first aider will assess the injury and undertake the appropriate first aid treatment.
- 4.1.3 If appropriate, the first aider will contact the emergency services and remain with the injured person until assistance arrives. If an ambulance has been called, SLT and the Site team will be informed, so that support can be provided.
- 4.1.4 If deemed appropriate, the first aider will contact the injured person's emergency contact or next of kin. The Lead First Aider will telephone home in the event of a head injury as well as providing email notification through MedicalTracker.
- 4.1.5 The first aider or relevant member of staff will fill out MedicalTracker and include the required details.
- 4.1.6 If it is judged that a pupil is too unwell to remain at school but does not require the assistance of the emergency services, the first aider will contact the pupil's parents or next of kin and recommend next steps to them.

4.2 Off-site procedures

When staff take students off the school premises, they should ensure they have the following:

- 4.2.1 a first aid container consistent with paragraph 3.3.3.
- 4.2.2 a mobile phone, on which they can contact the school and the school can contact the staff member.
- 4.2.3 a list of the specific medical needs of the students and any required equipment.
- 4.2.4 emergency contact details for the students.
- 4.2.5 Off-site incidents must be added to MedicalTracker as soon as practical.

Covid-19 update

The government is moving away from stringent restrictions and targeted interventions to reduce the risk of the spread of Covid 19 and the operational guidance for schools from the government has been withdrawn.

The Trust will now consider Covid 19 as one risk amongst others in relation to health and safety risk assessments and managing risk. This will be reviewed as any guidance changes.

Coronavirus (COVID-19) – Advice for workplaces ([hse.gov.uk](https://www.hse.gov.uk))

Note: Recommended absence period for preventing the spread of infection

The Trust adheres to the recommended absence periods for preventing the spread of infection by following [government guidelines](#).