



First Aid Policy

With reference to -

A Good Practice Guide: Guidance on First Aid for Schools (DfEE) 2014

HSE: Incident reporting in schools (accidents, diseases and dangerous occurrences)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Introduction

Alamiyah School is committed to providing a safe environment for staff, children and visitors and ensuring that a high quality of first aid is administered by fully qualified staff in the case of any accident or incident at the school. Alamiyah will ensure that preventative measures are employed to minimise the risk of accidents taking place in the first place. However some accidents and incidents are unavoidable, we therefore ensure that we follow national guidance and standards from the HSE and the DfE regarding the recording and reporting of accidents and incidents on our premises. The school's policy on emergencies and medication for pupils with long term medical conditions is contained in the '*Long Term Medical Conditions and Administration of Medication Policy*'

Aim

To ensure that the School has a robust approach to the management of Basic First Aid, Emergency Medical Care and the Recording and Reporting of Accidents and Incidents on Alamiyah premises.

Approach

We will ensure that:

- All core staff working with children are qualified and trained in Paediatric First Aid and at least one office staff member who manages the medical room.
- A list of qualified first aiders is maintained and displayed in every classroom and in the



reception area.

- First aiders renew their training every 3 years.
- At least two members of staff will be qualified and trained in First Aid at Work for adults
- There is a dedicated room for first aid which is fully stocked and fit for purpose
- There is a timetabled rota of first aiders on site
- First aid boxes are available and clearly labelled in all key areas of the school
- A clear procedure is followed for recording and reporting accidents and incidents
- Parents are informed at the earliest appropriate time of any accident that occurs on site
- RIDDOR is adhered to all times

First Aid Staff

All core staff will have a current paediatric first aid training certificate (relevant to infants, young children and primary/secondary age). There will always be at least two trained first aid members on the premises (or on outings) at any one time. When arranging our staff rotas our setting will highlight a first aider for every session to be available at all times when our pupils are present.

First Aid Supplies

Alamiyah School First Aid Kit:

- Complies with the health and safety (First Aid) regulations 1981;
- Is kept clean and regularly checked by a designated member of staff and re-stocked as necessary
- Is easily accessible to adults
- Is kept out of reach from pupils.

First aid kits are stored in:

- School building: Children's House - centrally located for use at playtime and in both classrooms
- Office Building: Medical Room (two kits, one to remain in medical room and one to be used on trips)



A typical first aid kit at the school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressing
- No medication is kept in first aid kits.

Cuts or open sores will be covered with an appropriate dressing or plaster on both adults and children. If necessary gauze and steri-tape can also be used as an alternative.

Plasters are used in accordance with current guidance. The School must be informed if any child is known to be allergic to plasters.

At the time of admission to the school, parents' provide written permission for emergency medical treatment to be provided and for qualified staff to administer first aid. Parents sign and date their written approval.

Off-site Procedures when taking Pupils off the School Premises

Staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details



- Risk assessments will be completed by class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by Head of School.
- There will always be at least one first aider on school trips and visits.

Accidents and Incidents

Procedure

If staff or pupils suffer an accident minor or major whilst at the school it must be reported as soon as possible to the Principal.

The following procedure must be followed in the event of an accident/incident :

1. If a child or member of staff/ visitor has an accident/ incident they will receive first aid by a member of staff trained in first aid.
2. Non latex gloves will be worn when dealing with blood or any other bodily fluids.
3. The wound will be cleaned with sterile cloths or a cold compress applied and/or a plaster applied, if appropriate. No ointments can be used.
4. If hospital attention is needed, the Principal will make that decision and dial 999 in order to take the necessary action to take that person to hospital.
5. If the accident has happened to a child, the parents will be informed immediately by the Principal. If the accident happened to an adult their next of kin will be informed so that they can be supported.
6. An **accident/ incident form** will be completed and the accident/ incident will be recorded in the accident and incident book. It will state the time it happened, the date, how it happened, if first aid was given and it will be signed by the Principal, a member of staff, witness, and parent / carer.

The accident must be recorded in the appropriate Accident and Incident Record (See below) and the HSE must be notified in certain circumstances, for example if the treatment requires GP or hospital treatment or if the accident/incident resulted in the death of anyone on the school site (See section on Reporting Accidents and Incidents).



Accident and Incident Records

At Alamiyah School, **Accident and Incident Forms** are used to record any accidents or incidents that have occurred whilst at the school or on a trip off site. The forms should be used for both pupils and adults including staff and visitors. On the forms it should be marked clearly whether the person who had the accident is a pupil or adult. Forms for people at work (staff and volunteers) and people not at work (pupils and visitors) will be filed separately.

The accident and incident records:

- are kept safe and accessible at all times;
- are reviewed at least half termly to identify any potential hazards.

All staff and volunteers know where they are kept and how to complete them.

Parents must inform the school of any accident or incident that takes place out of school hours and record this on the **Accident and Incident Form**.

The **ASC Temperature Log** is used when a child is presenting with a high temperature and their temperature needs to be monitored over regular intervals.

RIDDOR Records

Records for more serious incidents are also required under RIDDOR and will be stored in a separate section of the accident and incident file, these incidents are:

- any reportable death,
- specified injury,
- disease
- dangerous occurrence;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. there is no requirement to report over-three-day injuries, but accident and incident records must be kept. records must be kept for at least three years after the incident.

The First Aid Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).



The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which 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)
 - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done.
- Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE

<http://www.hse.gov.uk/riddor/report.htm>



Reporting Accidents and Incidents RIDDOR

Under RIDDOR there are different duties for 1) People at work including staff and volunteers and 2) People not at work like pupils and visitors.

1. Injuries and ill health to people at work

Under RIDDOR, the Principal must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see section on 'Reportable Specified Injuries' below);
- accidents which prevent the injured person from continuing their normal work for more than seven days must be reported within 15 days of the accident. (the seven days does not count the day of the accident, but includes weekends and other rest days)
- any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see section below on 'Reportable Diseases').

You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

Self Employed Contractors Working on Site

We are required to report any work-related deaths and certain injuries (see below) to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These 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;
- any other injury arising from working in an enclosed space which: – leads to hypothermia or heat-induced illness; or – requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in:

- i) death,
- ii) a specified injury or a person being incapacitated for over seven days, are reportable.
- iii) 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.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;



- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

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

1. Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees.

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The Principal must consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors). So, if a pupil



is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable.

If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

Remember, in all these cases, only consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how the school managed the risks from the activity. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This



includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, the school does not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE. Incidents to pupils on work experience placements If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Dangerous occurrences



These are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Non fatal and non specified incidents (not mentioned by HSE) must be reported online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and reports will be submitted to them.

Reporting to other Agencies

The Principal will notify ISI of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Principal will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

Specific Illnesses (*Please see Long Term Medical Conditions and Administration of Medication Policy*)

Spillage, Cleaning and Disposal of Bodily Fluids

All staff must ensure that cuts and abrasions are covered with a plaster. First Aiders must wear gloves and appropriate PPE when tending to an injured or sick child. This will ensure that there is no cross contamination during the administration of first aid. If bodily fluids such as blood or urine are spilt, then hands should be washed thoroughly using the 20 second hand washing procedure



before and after cleaning the spillage. An apron, sleeves and scrubs should be worn if there is a large spillage.

When cleaning a spillage of bodily fluids, only disposable cloths can be used to clean up, not cleaners cloths or mops. All disposable cloths that have been used along with the PPE used during cleaning bodily fluids should be placed in a bag and tied up before disposing in the clinical waste bin in the medical room.

Review

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 07/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)