

Ewell Castle School

[Senior & Junior Schools (incl. EYFS)]

First Aid Policy



Accident Reporting and First Aid Procedure

Procedure following an accident

1 First Aid

- 1.1 In the event of an accident the First Aider should be contacted for treatment.
- 1.2 If the accident is serious the First Aider will decide if an ambulance should be called and the School Office (Castle and Glyn House) will immediately be informed. The First Aider will remain with the casualty and brief the ambulance service on the situation. In all cases at Chessington Lodge (C.L) the Head of Junior School (HofJS)/Early Years / Key Stage 1 (EY/KS1) Co-ordinator will ring for the ambulance.
- 1.3 If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- 1.4 If the accident involves a pupil, the medical information data will be provided to the ambulance service by the School Office (Castle and Glyn House) or the senior member of staff at Chessington Lodge.

2 Recording

- 2.1 Once first aid treatment has been provided, the injured person or the First Aider must enter the relevant details into the **Accident Books**, which are held in School Office at the Castle and Glyn House and the First Aid Room at Chessington Lodge.

Pages from the Accident Book will be kept filed in a secure and confidential place for a period of three years from the date of the last entry. The injured person may make a copy of the entry relating to their injury, with all other entries on the same page blanked out, in line with the Data Protection Act.

- 2.2 The School Office (Castle and G.H.) or First Aider (C.L) will provide an internal **Accident/Incident Report Form** which must be completed by those involved in a serious incident. This form will be given to the Head of Senior School (Castle) and Head of Junior School (G.H. and C.L.) for investigation purposes within 24 hours. Copies of these forms are available from the School Office (Castle and G.H.) and in the First Aid Room/Staff Room (C.L.).
- 2.3 Appropriate risk assessments and safe working procedures will be reviewed to ensure any further remedial actions are taken.

- 2.4 When the Head of School has completed his/her investigations, they will retain a copy of the form for recording purposes and send an additional copy to the Bursar.
- 2.5 The Bursar will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

3 Hazard/Near Misses

- 3.1 An incident/near miss can be defined as something that has happened which is not intended to do so. No injury or damage has to have occurred, i.e. a roof tile falling to the ground narrowly missing a person.
- 3.2 It is important to notify the Bursar of any incidents immediately - before they may result in an injury. In the first instance, Junior School staff should notify the HoJS.
- 3.3 The person involved will complete a **Hazard /Near Miss Report Form** and give it to their Head of Department (Castle), Deputy Head (G.H.) and EY/KS1 Co-ordinator (C.L) for action.

4 Investigation

- 4.1 The Head of Department (Castle), Deputy Head (G.H.), EY/KS1 Co-ordinator (C.L) will:
 - ensure that the area is left undisturbed and sealed off, until authorised.
 - organise an investigation to determine the cause of the dangerous occurrence.
 - take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary.
 - obtain witness statements
 - obtain statement, if applicable, from injured person
- 4.2 The Head of Department (Castle), Deputy Head (G.H.), EY/KS1 Co-ordinator (C.L) will make a full report and include all of the above information and forward it to the Bursar (and HoJS if appropriate) for onward transmission to the insurance company, etc.
- 4.3 The Insurance Company providing Employer's Liability Insurance may require a copy of the entry into the Accident Report Book, the F2508 (RIDDOR) form, and details of the accident investigation.

5 Official Notification/Reporting (RIDDOR)

A full list of all reportable accidents, incidents, diseases and dangerous occurrences can be found on the HSE website (<http://www.hse.gov.uk/>) or in the F2508 booklet.

- 5.1 If notification is required, the Bursar will be responsible for the notification by the quickest practical means (usually by telephone) and followed within ten working days of the notification to the Incident Reporting Centre at Caerphilly via the internet, or by post or fax.

Use Form F2508 for injuries and dangerous occurrences

<https://www.hse.gov.uk/forms/incident/f2508.pdf>

and Form F2508A for diseases

<https://www.hse.gov.uk/forms/incident/f2508a.pdf>

- 5.2 A copy of the completed RIDDOR report will be kept together with all other relevant forms, statements, etc., in a dedicated file.
- 5.3 Should the incident be sufficiently serious, the enforcing authority may require to make their own investigation. For this reason the scene of the accident, etc., must be preserved until such time as permission is granted to disturb it.
- 5.4 Reportable Diseases

Reportable diseases are those prescribed by the Health and Safety Executive and diagnosed by a General Practitioner or other Specialist as being caused by the individual's occupation. In such circumstances the individual's General Practitioner will notify the School in writing. Thereafter, the Bursar is responsible for reporting the disease to the HSE as above.

6 Accidents to Pupils

6.1 In the case of a minor accident, e.g. minor cut or abrasion:

- (i) Simple First Aid may be administered by any qualified member of staff or, in school hours, by referring the pupil to the School Office (Castle), JS Office (G.H.) or First Aider (C.L). Records of treatment will be kept.
- (ii) Parents/guardians must be notified of anything other than trivial injuries and always in the case of a head injury, even if the casualty is able to return to class.

6.2 In the case of a serious accident where it is necessary to seek immediate professional treatment, e.g. a bad abrasion/cut, suspected broken bone or worse:

- (i) An ambulance must be summoned immediately.
- (ii) In order to make **contact with the Emergency Services** an outside line will be required. During school hours this can be achieved on any internal telephone using **(9) 999**. This will automatically connect you to the emergency services.
- (iii) If the injury sustained is in the region of the head, neck or spine movement should be avoided except if the situation is life threatening in which case it is necessary to make sure that the airway is clear.
- (iv) Keep an injured person warm and as comfortable as possible. Disperse any crowd.
- (iv) The injured person must not be left unattended. Talk to the person to relax and to reassure them of the action being taken.
- (v) Collect details of the incident, together with personal details of the casualty, to relay to the ambulance crew or doctor.
- (vi) At the first opportunity contact must be made with parents/guardians by the member of staff or a colleague
- (vii) If the accident occurred during an activity, eg. games or a school match, then unless a colleague or the parent/guardian is present to take responsibility for the pupil, the activity will be curtailed.

- (viii) It is the responsibility of the member of staff to either accompany the pupil, or to follow by other transport, to the hospital and to wait there until relieved by a parent /guardian. Cover will be arranged during school hours for any member of staff detained in this manner. Out of school hours, other pupils should be dismissed and hospitality be waived (in the case of a home fixture) if no support is available. The member of staff i/c of the activity must have emergency telephone numbers for all pupils involved in the activity.
- (ix) An **Accident Report Form** must be completed at the first opportunity.

Note – Sports Injuries

- ◇ It may be appropriate to report an injury sustained, although it warrants neither first aid nor ambulance. The pupil should be accompanied to the changing rooms, if appropriate, and only allowed to proceed if the pupil's condition is considered satisfactory. Parents/guardians should be notified of any concerns and an **Accident Report Form** must be completed at the first opportunity. In particular, any blows to the head must be reported to the School Office (Castle), JS Office (G.H), First Aider (C.L) in case of delayed concussion.
- ◇ It is your duty to report any hazard, dangerous occurrence or 'near miss'. If an Accident Report Form is not appropriate then a **Hazard Report Form** must be completed.

7 Pupils' Care and Medication

Caring for children who are *unwell* is not First Aid, and separate procedures are involved. In particular, teaching/non-teaching staff should *not* administer any drugs to pupils without first having checked the pupils' database to ensure general permission has been received from a parent/guardian.

- 7.1 **In the case of a pupil becoming unwell whilst at school** (s)he must be sent to the School Office (Castle), JS Office (G.H), First Aider (C.L). The pupil must be accompanied. If there is any doubt with regard to the condition of the pupil, (s)he must be accompanied to the Office, leaving any other pupils temporarily in the charge of a colleague. Otherwise another pupil or colleague should be sent for assistance. No pupil in such a condition may be left unattended.
- 7.2 If a pupil is taking any course of medication this will be left with the School Office staff (Castle & G.H.), First Aider (C.L) with written instructions for dispensing in the form of a **Parental Agreement to Administer Medicine Form**.
- 7.3 Ongoing conditions will require a parent/guardian to complete an **Individual Pupil Healthcare Plan**.
- 7.4 **In the case of a convulsive or asthmatic fit** – a first aider must be contacted.
- 7.5 Pupils' spare Epipens, inhalers, etc. will be stored in an unlocked cupboard in the School Office (Castle and G.H.) and First Aid room (Ch.L.).

8 Biological Hazards

Biological hazards include AIDS, hepatitis, animal-borne diseases and food poisoning. Infections such as AIDS, hepatitis, etc. can be transmitted if blood or certain body fluids from the body of a sufferer or carrier contaminate a skin wound. Hygiene precautions are necessary when dealing with spilled blood from any source.

- 8.1 Personal hygiene is the most important factor in the avoidance of biological hazards. In particular, persons who have handled a body, casualty, contaminated article, animal remains or who have dealt with spilled blood or body fluids must wash their hands, face and any other contaminated parts of their body with soap and water as soon as possible.
- 8.2 Staff working on the maintenance of buildings, toilets or working on the outside must take care to avoid needle stick injuries from discarded syringes and cuts from glass ampoules, razor blades, etc.
If such an injury occurs, free bleeding should be encouraged and the wound should be washed with soap and running water before being dressed. The casualty must be referred as soon as possible to a hospital accident unit or local doctor.
- 8.3 Hand protection must be worn when dealing with spilled blood or vomit. Gloves must be disposed of in an appropriate manner.
- 8.4 Spillages should be cleaned up as quickly as possible using either:
 - Bio Hazard Disposal Kit (available on all sites) *or*
 - Diluted bleach solution (1:5)
 Obtained from School Office (Castle), JS Office (G.H), First Aider (C.L).
- 8.5 Follow up extensive cleaning can then be arranged by the Site Manager.

9 Location of First aid Boxes

Castle	School Office Treatment Room Site Team Office Sports Hall Office Games Office (Basement) Science Laboratories Technology Workshops Kitchen Art Room Minibuses
Chessington Lodge	Nursery First Aid Room Art / Technology Studio
Glyn House	School Office Entrance Hall

10 First Aid Kits – Employees and Pupils

There is no mandatory list of items to be included in a first aid container. However it is recommended that the following items are included.

- Leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium sized bandage (approximately 12cm x 12cm)

Individually wrapped sterile unmedicated wound dressings
 Large (approximately 18cm x 18cm) sterile
 Individually wrapped unmedicated wound dressings
 Disposable gloves

The contents of the boxes/bags should be examined frequently and restocked soon after use. Spare stock of most items are held in the School Office (Castle and G.H.). It is the responsibility of Department Heads (Castle) / First Aiders (G.H / C.L) under the supervision of the First Aid Officer to check expiry dates and maintain the stocks.

11 Qualified First-Aiders

Details of qualified First Aiders have been distributed to staff and can be found on health and safety notice boards.

These persons have attended authorised First Aid courses and refresher courses will be undertaken in accordance with current guidelines to maintain the qualification.

Responsibility should be passed to a qualified person if first aid is deemed necessary.

A first aid box should be taken on any **excursion** from school unless the means of transport (e.g. coach/minibus) and venue (e.g. theatre/field centre) is known to cater for a situation of need. A first aid bag should accompany a team(s) to an away fixture and to any home fixture 'off-site' e.g. Priest Hill/NESCOT.

The booking of a first aid bag should be made with the School Office (Castle and G.H.) or First Aid Officer (Ch.L).

Staff who have a First Aid at Work Qualification (at January 2012)

Mrs N Brown	Senior School Office
Mrs J Dow	Senior School Office
Mrs M Kaegler	Senior School Office
Mr N Turk	Sports Department
Mrs C Brown	Science Department
Mr S Miller	Site Team
Mrs B Grierson	Junior School Office (GH)
Mrs L Fisher	Glyn House
Mrs C Leeds	Chessington Lodge

Staff who have additional Paediatric First Aid Training (at January 2012)

Mrs C Leeds	Chessington Lodge
Mrs C Alford	Chessington Lodge
Miss H Seager	Chessington Lodge

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Ecsadminshare/Health(&Pastoral) Care/FirstAid –AccidentReportingandFirstAidProcedure(withJSupdate)