

# Philpots Manor School



## First Aid Policy

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### **1. Introduction**

When an accident or injury occurs in the workplace, we all have a legal and moral duty to record the incident.

The School defines an accident as:

“Any unplanned or unexpected event that has the potential to cause injury or property damage”.

It is recognised by the School that injury or damage does not have to occur for an event to be classed as an accident.

The Accident Reporting and First Aid Procedures will help in reducing incidents in the workplace, ensure legal compliance, and reduce the risk of repetition.

### **2. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Regulations impose the duties on employers to report to the Incident Reporting Centre at Caerphilly all specified work related injuries, diseases and dangerous occurrences. It applies to all work activities. (for more information see [11.2.9 Official Notification/Reporting \(RIDDOR\)](#))

### **3. First Aid**

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, students and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first

aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## **4. Accident Reporting and First Aid Procedure**

### **Procedure following an accident**

#### **4.1 First Aid**

- Any employee needing first aid, for themselves or someone else including students or visitors, must contact a First Aider from the published list, found on the wall in the Teachers Room, Reception and other notice boards throughout the school and on the School information team drive, without delay.
- If a visitor or a contractor is present on School premises and will not always be accompanied, that visitor or contractor will be advised to contact Reception if first aid is required or they will be informed of the alternative arrangement on commencing their visit/work day.
- Where any employee or student has received a blow to the head, a First Aider must be consulted without delay. The First Aider will make an assessment as to the seriousness of the injury and what treatment is required. In all cases either the employee or the parent/guardian (in the case of a student) will receive guidance regarding the injury. (See [Appendix 1](#) - **Head Injuries and Concussion - NHS Guidance**)
- If the accident is serious the first aider will decide if an ambulance should be called and Reception will be immediately informed. The first aider will remain with the casualty and brief the ambulance service on the situation. If an ambulance has been called or the person has been taken to hospital, at any time, the First Aider must inform the Health and Safety Coordinator WITHOUT DELAY, who will then contact any relevant staff or agencies.
- The risk of infection from undertaking first aid care is extremely small; however it is recommended that first aiders apply gloves before giving first aid. (See below re dealing with body fluids).
- An employee may use their private car to transport a casualty to hospital (provided they are authorised by the School and personally insured to use their private car for business purposes), but should normally be accompanied by another responsible adult whose role will be to supervise and/or assist the casualty. If an ambulance is not required, then a taxi may also be used.
- If the accident was caused by a hazardous substance, the material safety data sheets must be made available to the ambulance service.
- The First Aider will notify the Health and Safety Coordinator.
- First Aiders are responsible for the fit aid kit in their area of responsibility. They will request supplies from the Health and Safety Coordinator (John Flint) to restock the first aid kit/box.

*NB: Where prescribed or non-prescribed medication including controlled drugs are required to be administered, please refer to procedures contained in [“Administration & Storage of Medication”](#) section with regard to who is authorised by the School to administer medication.*

## **4.2 - Investigation of Accidents / Incidents**

The Health and Safety Coordinator or appropriate senior manager will act as the ‘Investigating Officer’. They will, on arrival at the scene:

- Ensure that the area is left undisturbed and sealed off where necessary;
- Carry out 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 a statement, if possible, from the injured person(s) and any witnesses.

The ‘Investigating Officer’ will compile a full report and include all of the above information and forward it to the Management group and notify the school’s insurance company and any other relevant external agency as appropriate.

The insurance company providing the School’s Employer’s Liability Insurance may require a copy of the entry into the Accident Book (on Behaviour Watch), the F2508 (RIDDOR Incident Report Form) and details of the accident investigation.

## **6. Other relevant procedures**

### **6.1 - Student Illness**

- If a student becomes unwell during the school day a First Aider or other responsible adult will be called and they will assess whether the student is well enough to remain at school.
- If they are not well enough to remain at school, arrangements will be made to care for them until they can be sent home. If a parent is unable to collect them, we will consider whether it is appropriate to send the student home in a taxi or whether a member of staff will drive them home. The Head of Teaching and Learning or Deputy Head of Teaching and Learning will be informed of any decision made.

### **6.2 - Staff Illness**

- If a member of staff becomes unwell, it is expected that they will be able to assess whether it is safe for them to get themselves home. If they feel it may not be safe to do so their line manager will be contacted immediately and a plan put in place to assist them to get home. Cover will be provided where necessary.

## **7. Dealing with Body fluids - See [3.6 - Infectious diseases and Blood Borne Pathogens](#))**

- First aiders and others should be kept away from the spillage until it has been effectively dealt with.
- The person carrying out the cleaning should ensure that all cuts or abrasions on their skin are fully covered with waterproof plasters and appropriate PPE, including gloves and aprons must be worn by anyone dealing with a bodily fluid spillage.
- To avoid any possibility of infection being spread to others any bodily fluid spillages should be cleaned away immediately using a detergent and hot water solution. Disposable cloths should be used and appropriate PPE worn which must all be disposed of in a hazardous waste bin. Hazardous waste bins (yellow bins) can be found in the disabled toilet in the school building or in the back room toilet in the reception building.
- If there is contamination with blood, cover the area with paper towels and allow the towels to absorb as much as possible, place in a yellow plastic bag. Clean the area with haz tab granules or a chlorine solution - made up as per instructions in the biohazard spill kit. Scoop up and put residue in a yellow plastic bag. Place the plastic bag in the yellow bin.
- If any members of staff are concerned they may have been in contact with body fluids of a person who may possibly have a blood borne infection (Hepatitis B, Hepatitis C or HIV) they must contact the medical centre for advice as soon as possible. (See [3.6 - Infectious diseases and Blood Borne Pathogens](#))

## 8. Recording

- Once first aid treatment has been provided, the first aider must enter the relevant details into the Accident Record on Behaviour Watch.
- Once the entry has been made on BehaviourWatch the Health & Safety Coordinator should be cc'd.
- The Accident Records must be kept for a minimum period of 4 years from the date of the entry. Copies will be stored on the student/employee's file when they are archived
- An internal Accident/Incident report must also be completed by those involved. This form must be cc'd to your relevant Co-ordinator for investigation purposes and completed within 24 hours.
- When the Health and Safety Coordinator has completed his/her investigations, they will retain a copy of the form for recording purposes. Copies will be placed on the relevant student/employee file as above.
- The Health and Safety Coordinator will review any appropriate risk assessments with relevant staff and safe working procedures to ensure any further remedial actions are taken.
- The Health and Safety Coordinator will decide if the accident/incident meets the criteria for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and complete the reporting if required.

## 9. 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/riddor/reportable-incidents.htm> and additional guidance <http://www.hse.gov.uk/riddor/specified-injuries.htm>
- If notification is required, the Health and Safety Coordinator will be responsible for the notification by the quickest practical means (usually online) For accidents resulting in the over-seven-day incapacitation of a worker, we must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Use Form F2508IE for injuries and

<https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Use Form F2508OE for Dangerous occurrences

<https://extranet.hse.gov.uk/lfserver/external/F2508DOE>

and Form F2508A for diseases:

<https://notifications.hse.gov.uk/riddorforms/Disease>

- A copy of the completed RIDDOR report will be kept together with all other relevant forms, statements, etc., in a dedicated file on google drive only accessible to Health & Safety Coordinator, HR coordinator and Education.
- Should the incident be sufficiently serious, the enforcing authority may require to carry out 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.

### **Reportable Injuries, Diseases and Dangerous Occurrences**

- Reportable Accidents and Dangerous Occurrences: All types of reportable accidents and dangerous occurrences are identified on the above website.
- Reportable Diseases: Reportable diseases are those prescribed by the Health and Safety. Executed 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 Health and Safety Coordinator is responsible for reporting the disease to the HSE as [above](#). The Health & Safety Coordinator will liaise with the Proprietor, and Education Coordinator as appropriate prior to reporting.

### **Incidents/Near Misses**

- 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.
- It is important to notify the Health and Safety Coordinator of any incidents immediately, before they result in an injury so that steps can be made to try to prevent it.
- The person involved will complete an Accident and/or Incident report on Behaviour Watch on any such incidents/near misses and cc in the Health and Safety Coordinator for action.

## **10. Statistical Information**

- The Accident Analysis Data will be available via Behaviour watch for management oversight. Data will be reviewed regularly, and will be monitored by the Senior Leadership team weekly. Appropriate action in relation to policy and practice will be made as a result of any identified deficits.
- The Senior Leadership team will check to ensure that all injuries/dangerous occurrences have been recorded on Behaviour watch and appropriate action taken.

## **Appendix 1 - Head Injuries and Concussion - NHS Guidance**

The following is taken from NHS Guidance.

<https://www.nhs.uk/conditions/minor-head-injury/>

Most head injuries aren't serious. You don't usually need to go to hospital and should make a full recovery within 2 weeks.

**Go to A&E after a head injury if you or your child have:**

- been knocked out but have now woken up
- been vomiting since the injury
- a headache that doesn't go away with painkillers
- a change in behaviour, like being more irritable
- problems with memory
- been drinking alcohol or taking drugs just before the injury
- a blood clotting disorder (like haemophilia) or take blood-thinners (like warfarin)
- had brain surgery in the past

You or your child could have concussion.

Symptoms usually start within 24 hours, but sometimes may not appear for up to 3 weeks.

**Call 999 if someone has hit their head and has:**

- been knocked out and hasn't woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- problems with their vision
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head in a serious accident, such as a car crash

Also call 999 if you can't get someone to A&E safely.

**How to treat a minor head injury:**

If you don't need to go to hospital, you can usually look after yourself or your child at home.

It's normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks.

### **To help recovery:**

#### **Do**

- ✓ hold an ice pack (or a bag of frozen peas in a tea towel) to the injury regularly for short periods in the first few days to bring down any swelling
- rest and avoid stress – you or your child don't need to stay awake if you're tired
- ✓ take paracetamol to relieve pain or a headache – do not use ibuprofen or aspirin as they could cause the injury to bleed
- ✓ make sure an adult stays with you or your child for at least the first 24 hours – ✓
- call 111 for advice if there's nobody who can stay with you

#### **Don't**

- ✗ do not go back to work or school until you're feeling better
- ✗ do not drive until you feel you have fully recovered
- ✗ do not play contact sports for at least 3 weeks – children should avoid rough play for a few days
- ✗ do not take drugs or drink alcohol until you're feeling better
- ✗ do not take sleeping pills while you're recovering unless a doctor advises you to