

First Aid & Accident Reporting Policy

INTRODUCTION

This policy outlines the support provided by Rydal Penrhos to ensure that the First Aid needs of both pupils and staff are met.

Alongside other linked policies and procedures, this policy provides a framework to facilitate the care of a sick or injured individual who is in the care of the School, be that a day pupil, a boarder or a member of staff.

The aim of First Aid is to reduce the effects of injury or illness suffered at work, whether or not that injury or illness be caused by the work itself.

This document constitutes one of a suite of School medical policies and forms which comprises the following:

- RPS Accident / Incident Report Form;
- RPS Concussion Policy;
- RPS Infection Control Policy;
- RPS Medicines Management Policy;
- RPS Supporting Pupils with Medical Needs Policy;
- Procedures for responding to Covid-19

In addition, there are a number of separate policies relating to specific medical conditions.

DEFINITIONS

Accident:

An unplanned event that causes injury to persons, damage to property or a combination of both.

Near Miss:

An unplanned event that does not cause injury or damage, but could have done so.

First-Aider:

This is a member of staff who has completed a training course, either a three-day First Aid at Work course or a one-day Emergency First Aid at work course. First Aid personnel will be provided with refresher training at regular intervals so as to keep their skills up-to-date.

Appointed Person:

This member of staff has completed a one-day first aid training course, and typically would be in charge of First Aid equipment, thus would be responsible for calling the Emergency Services in the event of a serious injury or illness. An Appointed Person should not attempt to administer any First Aid techniques for which he or she has not received training.

Designated First Aid Administrator:

Member of staff with responsibility for completing administrative and preparation tasks in relation to recording and maintaining a record of pupils' health and medical needs; ensuring that any accidents and injuries are recorded by the attending first aider; keeping the list of trained staff updated; and monitoring the stock of First Aid supplies for replenishing First Aid kits.

First Aid Box:

There is no mandatory list of items to put in a First Aid box, however, The Health & Safety Executive advises that the contents of a first aid kit should be based on a first aid needs assessment. The School's Standard first aid kit contents are very similar to the contents suggested by the Health & Safety Executive. In addition, we have two other sizes of kit. Depending upon the nature of the activity, kits are tailored further to meet the needs of the departments. See Attachment 1 for contents.

In addition to the School's two fully equipped and well stocked first aid posts, the School currently has 45 departmental based first aid kits and 25 Trip First Aid kits, see attachment 2 for location of First Aid kits.

First Aid at Work:

This does not include giving tablets or medicines to treat illness, an action that falls within the remit of other designated members of staff, should it prove necessary. (See Medicines Management Policy)

PROVISION

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate First Aid equipment, facilities and staffing, such that employees (and in this case pupils) may be given immediate help if they are injured or taken ill at work; what constitutes 'adequate and appropriate' depends upon the circumstances in the workplace. The School's first priority will be to assess what the individual's First Aid needs are.

All accidents must be recorded via the Rydal Penrhos Accident Report form, which prompts the user to provide the information that must be documented under law (see Appendix 1).

A number of teachers and support staff throughout the School are First Aid trained in accordance with the requirements of their department / area of work. There is also a number of trained staff in the event of sports related injury.

THE LEGAL INDEMNITY OF FIRST AIDERS

It is unlikely that First Aid personnel giving assistance to a colleague or pupil will become subject to legal action as a result of any deterioration in that person's condition. However, Rydal Penrhos will guard against this possibility by providing, by means of its insurance policies, indemnification for any trained member of staff assisting an employee or pupil who becomes ill or is injured, whilst engaged in any school business or activity.

RESPONSIBILITIES

All members of staff:

They must ensure that:

- they are aware of the First Aid arrangements at the School;
- should they discover an injured person, they will take responsibility for that individual's care;
- should an individual become unwell, he or she is escorted by an adult or a responsible pupil to the First Aid Post;
- if organising an event, staff must ensure that sufficient First Aid provision is arranged via the Designated First Aid Administrator.
- all accidents, dangerous occurrences, near misses and, where appropriate, incidences of disease are reported to their Line Manager and the Designated First Aid Administrator, for recording.
- all contractors must report any accidents and incidents both to the person in control of their work at School and to their own employer;
- any people who are not Rydal Penrhos employees (such as visitors) should report accidents and incidents to the person hosting the event, and these are to be recorded on an Accident Report Form;
- they follow the appropriate reporting and recording procedures:

- any accidents or incidents must be recorded as soon as possible on a School Accident Report Form (Appendix 1), available also on the T-Drive. For accidents involving staff or visitors, a more comprehensive form must be used, and this is available from either the Estates & Health & Safety Manager;
- all completed forms must be forwarded to the Designated First Aid Administrator. Copies of pupil accident reports will be taken and stored in that pupil's health record. The original copy, along with any staff or visitor accident reports, will be sent to the Health & Safety Manager for his retention, or for reporting under the Reporting of Injuries, Disease & Dangerous Occurrence Regulations 2013 (RIDDOR) as required;
- the first aider or witness (where relevant) should complete an Accident Report Form if the injured person is unable to do so. The latter's account can be entered after the event;
- any injuries which occur whilst carrying out work duties off-site must be reported, and the manager of the site must be advised accordingly;
- any injuries which occur whilst on a school excursion must be reported, and the manager of the site must be advised accordingly;

The Principal/Head

He or she must ensure that (by delegation):

- the written process for First Aid is kept up-to-date and made available to all members of staff;
- an assessment of First Aid needs is made as appropriate to the circumstances of the School;
- there is an adequate number of trained First Aiders;
- First Aid training records are kept up-to-date and are accessible;
- there are adequate (and in-date) first aid kits and first aid equipment, and that it is suitable for the area or activity where it may have to be used-

Line Managers:

They must ensure that they have informed their members of staff as to the arrangements for First Aid.

First Aiders:

They must ensure that their nearest First Aid kit is easily accessible and well-stocked. First Aiders are responsible for maintaining the kit in a good clean condition, requesting additional stock from the Designated First Aid Administrator, for recording as required, and for returning the First Aid kit to the Designated First Aid Administrator, for recording at the end of the school year for checking and restocking.

FIRST AID ARRANGEMENTS ON THE SCHOOL CAMPUS

If it is only very basic First Aid which is required e.g. cleaning a very minor wound and dressing it with a plaster, the nearest First Aider should be contacted. A list of First Aiders is available on the T-Drive under Policies and Health, as well as being posted in the School's Reception areas, staff common rooms and key communal areas around school.

If there is no First Aider in the immediate vicinity, the School's Reception Office number should be called, for assistance. During the School day, Monday to Friday-These numbers can be found at the end of this document.

If an injured person cannot move or walk, a trained first aider should be called to attend. If the person can be moved safely and can walk, a member of staff should escort him or her to the First Aid Post.

If necessary, the member of staff should contact the ambulance service by 'phoning 999, and subsequently advise the Reception Office as to the situation.

If a member of staff chooses to drive an injured person in his or her own car to one of the School's First Aid facilities in either the Senior or the Prep School, this action should not void his or her insurance cover, as it is generally classed as

isolated emergency, as distinct from the use of a car for business purposes. However, colleagues may wish to check with their own insurers to confirm this position, as the insurance policies held by Rydal Penrhos do not cover staff when they transport pupils in their own vehicle.

Whenever possible and time permitting, the child's parents / carers should be contacted so that they may escort their child to hospital. If this is not possible, members of school staff are responsible for escorting a pupil to hospital.

All staff are advised in their induction training that, if there is no available first aider, they should summon an ambulance themselves if one is required. If a member of staff escorts a pupil to hospital, he or she should stay with the pupil until parents / carers or another staff member or the School chaperone arrives to take over.

ACCESS TO FIRST AID KITS

There are a number of First Aid Kits located around the School, and a full list is available in the Reception Office. Each appointed First Aider will also have easy access to a First Aid Kit.

During the school year, each department should maintain its own First Aid Kit; additional kits or replacement stock items are available from Designated First Aid Administrator. All kits are to be returned to the Reception Office at the end of the school year for checking and restocking.

FIRST AID PROVISION ON SCHOOL EXCURSIONS & ON DAILY SCHOOL TRANSPORT SERVICES

Arrangements for regular School excursions require that every teacher completes and signs a Risk Assessment Form, as issued by the Deputy Head - Staff. This standard Risk Assessment document covers key aspects of supervision and of responses to incidents, and requires confirmation that the destination venue has its own Risk Assessment and First Aid material available. This applies to all trips or activities that involve going off-campus, including sports fixtures.

The trip leader must send an email with a list of the pupils involved to the Designated First Aid Administrator at the earliest opportunity, and preferably at least a week before departure. This is to ensure that a medical information list can be drawn up, and that a trip policy file and a First Aid / medicines kit can be prepared before departure, such that pupils identified as requiring special medical items (e.g. asthma inhalers, allergy medication and EpiPens) have access to them. Prescribed tablets or medicine should be kept in the trip First Aid bag whilst on school excursions. Details of pupil medical needs are also to be found in the Sensitive Information File in Reception and on iSAMS.

If any of the pupils on the trip have an EpiPen, at least one member of staff on the trip must be trained as to how to administer it; this training will be provided by a healthcare professional.

All Rydal Penrhos minibuses carry a small First Aid kit, and all of the regular minibus drivers who operate the daily School transport services have completed First Aid training.

The minibuses carry contact details for the Transport Manager, School Reception and senior member of staff on call, who must be contacted if there are any accidents or medical emergencies, so that they can, provide advice and contact the parents / carers. (Parents / carers must be informed in all cases.)

FIRST AID PROVISION ON ADVENTURE ACTIVITY EXCURSIONS

Specific Risk Assessments must be completed for overseas trips, overnight trips, trips involving adventure training and any trip involving swimming in open water or boating; these forms must be submitted to the Deputy Head – Staff, for approval.

As part of the above risk assessment process, the teacher must ensure that sufficient trained First Aiders are present on the trip or that there is First Aid cover for the pupils at the activity centre or venue. The teacher should ensure that basic First Aid equipment is taken on the trip.

The Designated First Aid Administrator will provide First Aid kits for school excursions on the following basis:

- the provision of two weeks' notice to the Designated First Aid Administrator when a specific First Aid kit is required;
- the inclusion of a pupil list for the excursion so as to ensure that specific medical needs for individuals can be catered for.

FIRST AID PROVISION DURING OUTDOOR SPORTING EVENTS ORGANISED BY THE SCHOOL

Every member of the sports staff is trained in sports First Aid. If a serious injury should occur, the pitch-side First Aider will call 999 immediately.

Whenever possible, a member of the Leadership Team, will attend the incident and, if required, will transport the casualty to the nearest First Aid Post. If required, the Emergency Services will be contacted by a designated first aider for the event.

The emergency first aid numbers should be used to make direct contact with the School, as listed at the end of this document.

FIRST AID PROVISION AT SCHOOL SOCIAL EVENTS

The person organising an event for fifty or more people on the premises of Rydal Penrhos must ensure that First Aid provision has been considered as part of the overall event risk assessment. The organiser will be responsible for making certain that sufficient provision is available during the event, and the Designated First Aid Administrator should be advised as to such events and requirements. If any support or guidance is required, the Estates and Health & Safety Manager should be contacted.

FIRST AID PROVISION IN THE SCIENCE & TECHNOLOGY LABORATORIES

The Head Faculty should ensure that all staff in their departments are trained to provide immediate remedial measures, and that risk assessments for practical activities include the need to ensure that any emergency materials are provided as appropriate. This training should form part of the induction programme for all new members of the Faculty, and brief drills should be held regularly as a reminder to staff.

Hazardous activities should never be carried out unless there is a second person present, or there is someone knowledgeable and able to respond appropriately who can be contacted quickly in an emergency.

FIRST AID TRAINING

The School arranges the following courses for its staff:

- a three-day approved First Aid at Work training which leads to a certificate and remains valid for three years. It can be refreshed by means of a two-day requalification course;
- a one-day Emergency First Aid course for appointed persons. The latter category includes Housemasters, Housemistresses and House Matrons who need the skills and knowledge required to deal with an emergency situation in their boarding house;
- a one day Paediatric First Aid course for teaching staff involved with Pre-School children or after school clubs;
- FASE 1 and 2 Sports First aid training for all sports staff.

Designated First Aid Administrator maintains a register of all members of staff who have undertaken these courses.

Rydal Penrhos will ensure that School-specific First Aid training is provided for key personnel in high-risk departments, for example outdoor adventure activities, contact sports and the Science Faculty. Other members of staff undergo First Aid training in accordance with their workplace needs, such as one-day or two-day Sports or Paediatric First Aid Training.

DEFIBRILLATORS

These are located in the Sports Hall and in the Prep School Common Room. Although a number of staff have received the appropriate training in using this equipment, it is designed to be used by anyone, therefore all staff are encouraged to use a defibrillator, should this be required.

REPORTING OF ACCIDENTS

All accidents, incidents or near misses must be reported to the Estates and Health & Safety Manager by means of the School Accident Report Form which is available in all First Aid boxes, in Trip Medical Information Files and on the T-Drive. All completed forms must be forwarded to the Designated First Aid Administrator as soon as possible after the incident; if the incident involves a pupil, the nursing staff will inform his or her parents / carers immediately.

For all pupil injuries encountered at a First Aid post, administering first aider will complete an Accident Report Form which will be sent to the School's Health & Safety Officer, with a copy placed on the pupil's medical file. The Health & Safety Officer will establish the cause of the injury and whether further reporting and investigation are required. On occasions, immediate risk assessments will be requested by the nursing staff.

It is a legal requirement that certain information about accidents be recorded and retained by the School in order to inform a regular review, and so as to minimise the likelihood of any recurrence. The Health & Safety Manager will carry out an investigation into any significant accidents or incidents, and will ensure that the appropriate information is gathered and collated for investigations; this will enable him to identify trends as well as areas of high risk, and to submit a regular report to the Governors.

If the accident falls within the reporting requirements of the Reporting of Injuries, Disease & Dangerous Occurrence Regulations 2013 (RIDDOR), the Health & Safety Manager will notify the Principal or the Head and will complete the report for the Health & Safety Executive (HSE).

The accidents as listed below are to be reported under the RIDDOR Regulations:

- the death of any person. All deaths of 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 sustained by a worker;
- specified injuries to workers under regulation 4:
 - 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 which 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 which requires resuscitation or admittance to hospital for more than 24 hours
 - the incapacity of a worker over a period exceeding seven days.

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

ACCIDENT REPORTING PROCEDURES FOR VISITORS OR CONTRACTORS

Any non-employee who is involved in an accident or near-miss incident whilst on School premises must report that incident immediately to the person responsible for his or her presence on site; this person should then complete a School Accident Report Form.

OCCUPATIONAL DISEASES

As an employer, Rydal Penrhos must report diagnoses of certain occupational diseases whenever these are likely to have been caused or made worse by work. Such diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

THE REPORTING OF DANGEROUS OCCURENCES – GAS INCIDENTS

The Estates and Health & Safety Manager is responsible for the gas boilers throughout the School; these are serviced and maintained by a Gas Safe-registered Engineer.

The Gas Engineer is responsible for reporting any incidents, and must provide details to the HSE of any gas appliances or fittings that are considered to be dangerous to the extent that a fatality, loss of consciousness or the need for hospital treatment could occur a result. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, and the outcome could be one or more of the following:

- an accidental leakage of gas;
- the incomplete combustion of gas;
- the inadequate removal of products of the combustion of gas.

INFECTION CONTROL

Please refer to the School's Policy on Infection Prevention and Control; the All Wales Infection Prevention and Control Guidance for Education Settings; and Infection Prevention and Control Guidance (2019) for Childcare Settings (0-5 years) in Wales

All bodily fluids including blood, urine, vomit and faecal matter must be regarded as potentially infectious.

The School also has in place an Infection Control Policy which includes the procedure for Managing Spills of Blood and Bodily Fluids, the equipment required and the process to follow. This procedure has also been shared with the Housekeeping Manager for cleaning staff to follow, if required.

If a boarding pupils have been cared for for sickness, for example, the house parent will contact the Housekeeping Manager to request a deep clean of the house / area and more regular general cleaning, in an effort to prevent the spread of infection.

Please also refer to the specific Covid-19 advice and guidance, including Risk Assessments relating to prevention of spread of infection.

STAFF TAKING MEDICATION

Staff should notify their Line Manager if they are required to take medication that may affect their ability to do their job safely; for example, if the individual is taking medication which may cause drowsiness, he or she should not operate machinery or be driving a vehicle.

Teaching staff should also consider their duty of care to their pupils, and must ensure that their ability to fulfil this duty is not affected by any medication they might be taking.

ARRANGEMENTS FOR WEEKEND SPORTS FIXTURES – HOME & AWAY

First Aid cover for weekend sports fixtures is overseen and arranged by the Head of PE. It may be provided by the School's Sports Therapist, qualified physiotherapists, a sports First Aider or the school nurse.

All PE staff are trained in sports First Aid; however, a nominated First Aider will be available at high impact / contact sports fixtures.

The nominated First Aider is responsible for ensuring that parents / carers, and House Parents are informed as close as is practically possible to the time of injury.

The attending First Aider is responsible for the completion of an Accident Report Form at the earliest opportunity.

REFERENCES & BIBLIOGRAPHY

- Health and Safety (First Aid) Regulations;
- Approved Code of Practice for the Health & Safety (First Aid) Regulations
- Health and Safety at Work etc. Act 1974
- Department for Education – Guidance on First Aid for Schools: A Good Practice Guide.
- Contents of a First Aid Kit: <http://www.hse.gov.uk/firstaid/faqs.htm#first-aid-box>
- HSE's leaflet "Incident-reporting in schools - accidents, diseases and dangerous occurrences
- MOSA "Protocol for the Administration of Medication, including OTC, in Schools February 2007
- **Operational guidance for schools and settings from the autumn term - Welsh Government and Public Health Wales Advice to minimise COVID-19 risks** <https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

IMPORTANT / EMERGENCY CONTACTS

The emergency first aid numbers should be used to make direct contact with the School, as follows:

Landline number: 01492 530155 (Press 1 - Senior; Press 2 - Prep);
For internal use - Extensions 200/300; (Main reception Senior/Prep)

Senior member of staff emergency numbers for off-site or school events or sporting fixtures:

Mobile numbers: Alison Hind, Deputy Head - Pupils, Senior School 07833 050345;
Phillip Sutton, Deputy Head - Staff, Senior School 07793 800429;
Sally Harding, Head of Senior School - 07783 034052
Lucy Davies, Head of Prep School – 07793 800427

For Accident/incident Reporting:

Richard Smith, Estates Manager: FGSmith@rydalpenrhos.com
Mobile - 07793 800407
Sian Durrans, Designated First Aid Administrator, Senior School:
SeniorHealth@rydalpenrhos.com
Susan Williams, Designated First Aid Administrator, Prep School
PrepHealth@rydalpenrhos.com

This policy is subject to review on a biennial basis; however, it may require earlier revision in the light of any regulatory change which may come into force in the interim.

Last reviewed by AHI / LDA	February 2020 Revised August 2020
Approved by Governing Body:	February 2020
Next review:	February 2022

APPENDIX 1: RYDAL PENRHOS PUPIL ACCIDENT / INCIDENT RECORD

A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED.

Pupil injured / unwell		
Name		
Year	Form	
Person reporting incident		
Teacher	Pupil	Other
Name		
Dept/Form		
Incident details		
Date	Time	pm
Place		
Description of incident		
Pupil treated by		
Position		
Action taken		
Parents informed?	Yes	No

Signed	Date
Initial if incident is reportable under RIDDOR	
State if risk assessment required	