



Francis Holland Schools

Name of Policy

First-aid, Accident Reporting, and Investigation Policy and Procedures

Author

DSLs/Head of Junior School

Committee for Review & Approval

Governance & Nominations

Date of Last Revision

Spring 2023

Date of Committee Approval

Summer 2023

Date of Next SLT Review

Spring 2025

Date of Next Committee Approval

Summer 2025

Regulation Number

Part 3 14

Regulation Description

Written policy on first-aid

To be read in conjunction with:

EYFS Administering Medicines Policy (Sloane Square only)

Revision History	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [brief description of edits]	Date [Term and Year]
Staff changes updated	Autumn 2021
Original policy replaced with The Key's policy	Spring 2023

Availability of this document:

Copies of this document are available at francisholland.org.uk/policies/ or on request from the school office, Francis Holland School (Regent's Park, Ivor Place, London NW1 6XR or Francis Holland School (Sloane Square), 39 Graham Terrace, London SW1W 8JF.

Application of this document:

This policy applies to both Sloane Square and Regent's Park, and to the EYFS as well as junior and senior schools. Where there are differences in procedures between the schools this has been clearly highlighted in the appendices.

Contents

First-Aid, Accident Reporting and Investigation Policy	2
First-Aid, Accident Reporting and Investigation Procedures.....	3

First-Aid, Accident Reporting and Investigation Policy

Introduction

The School is committed to providing appropriate first-aid to pupils (including those in EYFS where relevant), staff, parents and visitors and this policy outlines the procedures in place to meet that commitment, as well as for appropriate reporting and investigation of accidents.

Aims and Objectives

- to ensure that first-aid provision is available at all times while people are on school premises and also off the premises on school visits;
- to ensure that there are sufficient first-aid trained staff;
- to provide sufficient and appropriate resources and facilities;
- to ensure that the procedures in place are effective and well understood;
- to keep accident records and to report to the Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 1995 including the changes from April 2012;
- to provide awareness of Health and Safety issues within school and on school visits and to prevent, where possible potential accidents;
- to investigate accidents as appropriate, in some cases, in contemplation of legal proceedings and with the protection of legal privilege.

Provision

The school is considered generally a low risk environment and staffing levels are set with this in mind. Risks are higher in certain areas (e.g. Science, Art and Physical Education) and representatives in these areas will always be trained. Pediatric First-aid training is provided where appropriate and risk assessments for school trips will consider First-aid provision.

First-Aid, Accident Reporting and Investigation Procedures

Reporting of Accidents

All serious or significant incidents are reported to the parents, usually by telephoning them. The school is aware that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents to pupils, employees or visitors must be reported to the Health and Safety Executive. Details of what is reportable are found on www.hse.gov.uk/riddor/guidance.htm but currently comprise:

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence where something happened which did not result in an injury but could have done.

HSE will be notified by telephone (0845 300 99 23) or by completing the on-line Form 2508 of fatal and major injuries and dangerous occurrences. The Governor with responsibility for Health and Safety will be informed of any such report. Other reportable accidents will be reported to HSE within ten days on the on-line Form 2508.

First-aid training

First-aid training will be as follows:

- The schools maintain an appropriate number of staff with adequate first-aid training, who are our certified first-aiders. A number of other staff are offered a more basic level of first-aid training.
- All PE Staff undertake certified first-aid training.
- Catering staff and cleaning staff will be trained according to the policies operated by the catering and cleaning contractors respectively;
- It is strongly advised that one person on a school trip (day or residential) has basic first-aid knowledge. An appropriate first-aid kit must be taken on all trips and first-aid provision considered as part of the risk assessment process;
- Epipen training is provided as appropriate
- Under the Early Years Foundation Stage requirements, at least one person on outings with children at that stage must have a twelve-hour trained paediatric First-aid certificate;
- Usually a hazardous trip should be organized through an external provider which will provide qualified first-aiders. If this is not the case, advice must be sought from the member of SLT with responsibility for school trips; the trip might not be able to go ahead;
- A notice giving the names of personnel with first-aid training is displayed prominently throughout the school with at least one in each of the school buildings and in the

Staffroom.

Procedure in the event of illness or accident.

- If a pupil is feeling ill she must be sent to the school office for a First-aider/Paediatric First-aider to assess her condition.
- A First-aider will make a judgement as to the appropriate course of action which may include contacting the pupil's parents and requesting that the pupil be collected. An unwell Senior School pupil will not be allowed to go home unaccompanied unless the Head and her parents have given her permission. Sixth Formers may be allowed to go home unaccompanied unless the illness demands otherwise. An unwell Junior School pupil will never be allowed to go home unaccompanied.
- If there has been an accident in school the nearest available first-aider should take charge of the situation and summon assistance from a First-aider. A person who witnessed the accident or was first at the scene should ensure that a correct report is made in the accident book.

When to call an ambulance

The decision to call an ambulance will normally be made by one of the First-aiders. The person calling the ambulance should ensure that the Head or Senior Deputy Head is notified as soon as is practical.

Administering of medication

Only a qualified member of staff may administer medication in school (including ibuprofen and paracetamol).

A brief history is taken from a child before medication is administered, to determine when the child last took the medication and whether there are any contra-indications. The medication packaging is checked to ensure that it is in date and that instructions for use are followed. Parents are required to notify the school if their child brings any prescription or non-prescription of any kind into school, including ibuprofen and paracetamol.

A record is kept of any medication administered, whether prescription or non-prescription medication.

No medication will be administered to a Junior School pupil without written Consent from the Parent/Guardian.

Aspirin is not allowed in school.

Non-prescription medication

Provided that parents have not indicated to the contrary, standard paracetamol may be given to a pupil aged 12 or over.

Junior Paracetamol (Calpol) may be given to a child under 12, but not to those in Reception (EYFS children) for whom there is a separate EYFS Administering Medicines policy.

Parents are required to notify the school if their child brings any prescription or non-prescription of any kind into school, including ibuprofen and paracetamol.

Prescribed medication

First-aiders will not normally be expected to administer any prescribed medication in school and parents may be asked to attend school if medication needs to be given. A pupil who has to take prescribed medication at regular intervals may be allowed to do so under the supervision of a First-aider if the parent has made a written consent.

Hygiene Procedures

All staff must take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves in First-aid kits and also to hand washing facilities. They must wear single-use disposable gloves when dealing with blood or other body fluids. They must use Biohazard bags when disposing of dressings or equipment.

Arrangements for pupils with particular medical conditions

Parents should inform us of their child's medical condition in the medical history form they complete when the girl joins Francis Holland. If a condition develops later, the parents should notify us as soon as possible. There are a few pupils who have potentially serious medical conditions e.g. asthma, diabetes, epilepsy, and allergies. Teaching staff will be made aware of the names and medical concerns of any such pupil.

Parents should teach their child about management of her own condition and how and when to alert an adult, for example:

- for pupils with an allergy: avoiding trigger substances and carrying an epipen. Parents are also responsible for ensuring that their child does not share an epipen with any other pupil;
- for pupils with asthma: carrying their reliever inhaler and using it whenever they need to;
- for pupils with diabetes: being aware of triggers and knowing how to administer their medication.

If it is necessary to keep medication on the school premises, the advice for storage will be followed and guidance given on where to take the medication and its disposal. Parents are responsible for ensuring any medication that is stored on school premises is replaced when it expires.

Taking part in sports, games and activities is an essential part of school life. Pupils with particular medical conditions will not be excluded from school visits or from participating in exercise and activity. For example, PE teachers (and all classroom teachers) will encourage pupils to use their inhaler during a lesson if they need to.

Staff organising school trips will be advised of the necessary precautions and risk assessments will be carried out and copied to parents before a visit. Parents will need to complete a detailed medical history form prior to departure which will include the details of medication with current dosage and frequency. The pupil needs to carry their medication and any other equipment as usual. In the event of loss or damage to medication, it will be the parents' responsibility to provide extra medication with full storage details. The teacher organising the trip will aim to ensure that there are available relevant storage facilities for the medication.

Dealing with a biohazard

The aim of this procedure is to decrease the exposure risk to blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff who may come into contact with spillages of blood or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants is available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

The school has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH 2002). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and oral secretions
- Vomit
- Faeces
- Urine
- Wound drainage
- Gastric aspiration

Procedure for dealing with a biohazard

All staff dealing with a biohazard spill are to:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or areas inside the mouth and nose;
- Immediately after every clean-up of blood or body fluid, hands including arms to the elbow, must be washed with warm water and soap. This should be performed even if gloves have been worn. Soiled disposables should be placed in a biohazard disposal bag and incinerated;
- A child's soiled clothing should be placed in a plastic bag and given to the adult collecting that child.

Accident Investigation

All serious or significant accidents and any RIDDOR reportable incident should be notified to insurers by the Chief Operating Officer or Facilities Director. The Chief Operating Officer or Facilities Director will also consult with the School's retained specialist health and safety lawyer and in appropriate cases at that lawyer's request an internal incident investigation will be conducted under the protection of legal privilege for the dominant purpose of obtaining legal advice in anticipation of potential legal proceedings. The Chief Operating Officer will determine in consultation with the lawyer whether the internal investigation should be carried out by school staff or independent consultants.

In other less serious cases, an internal investigation may be conducted for the dominant purpose of preventing a recurrence. In either event, the Chief Operating Officer and Head shall seek to ensure that appropriate lessons are learnt and remedial steps are taken to reduce the likelihood of a recurrence.

Appendix 1: Location of First-aid kits

Regent's Park	Sloane Square
Basement Pool - entrance Gymnasium - entrance Kitchen prep area Kitchen office Caretaker's office Science laboratories – B9, B10, B12, B13, B14 (science prep room) Ground floor Library Medical room Science laboratories – G11, G14 First floor Staffroom – F14, entrance ICT room – F12 Second floor Art rooms – S16, S17 Head of sixth form office	The Office The Kitchen The Caretakers' Office The Staff Room The Old School House The Library (CCL) The Gym Store The Biology Prep Room The Chemistry Prep Room ICT Art Main Reception Junior School Office Junior School Hall Junior Reading Room Junior Staffroom Music Office – Carmel Hall

Appendix 2: Resources and Facilities

- First-aid kits, correctly marked, are provided in key areas of the school. See Appendix 1.
- The contents of First-aid kits are checked and replenished regularly by the School Medical Administrator (RP). A log of checks is kept by the medical administrator (RP). As SSQ, the contents of first-aid kits are checked and replenished regularly by the school office manager/school secretary. A log is kept by the school office manager.
- A notice giving the location of First-aid kits is displayed prominently throughout the school with at least one in each of the school buildings and in the Staffroom.
- A travelling First-aid kit is provided for staff accompanying any off-site activities.
- The Medical Room (adjacent to the School Office) is provided with a bed, ventilation and sink and there is a WC nearby. The room is kept clean and tidy. Medicines are stored as follows:

	Regent's Park	Sloane Square
Senior School medicines	Under lock and key in the Medical Room	Under lock and key in the Medical Room or in the Senior School Office Fridge (room not accessible to pupils without supervision)
Junior School medicines	N/A	In the Junior School staffroom fridge (room not accessible to pupils without supervision).
Epipens	Girls who require an Epipen are asked to have these with them at all times; an additional Epipen is stored in the School Office	Girls who require an Epipen are asked to have these with them at all times; an additional Epipen is stored in the School Office

Appendix 3: Record Keeping

The school keeps written accident records in the School Office in a statutory accident book or other appropriate format. These records are kept for a minimum of three years. They include the date, time and place of the accident, the name and form of the injured person, details of the injury and what first-aid was given. The record is signed by a Senior First-aider or person dealing with the accident.

The school keeps a written central record in the School Office of any First-aid treatment given. This gives the date and time of treatment, details of the illness, what First-aid was given. The record is signed by

Regent's Park	Sloane Square
The Health & Safety Officer	A Senior First-aider.

The school will keep a separate RIDDOR record in the event of major injury, dangerous occurrence or reportable disease.

Appendix 4: Covid-19 considerations

Staff dealing with students who require first-aid or present to the school office or medical room with an illness, where possible, should wear the appropriate PPE.

The Senior First-aiders/Medical Room Administrator will keep up to date with, and act on all relevant government guidance dealing with Covid-19 in relation to self-isolation and medical matters. The latest guidance is published online:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Risk assessments have been amended to take into consideration the present situation with regards to Covid-19 hazards. As further advice is released we will review the "First-aid Risk Assessment" and make any adjustments or amendments to keep in line with any updated guidance. We will also inform all of the school first-aiders who have this responsibility of any changes or additional guidance.