



# ACCIDENT and FIRST AID POLICY

Date accepted by the Governing Body Sept 2021

Review Date: Sept 2023

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding first aid and the investigation of accidents and the arrangements by which this is brought about.

## RESPONSIBLE PERSON(S)

Mrs Karen Ward   Mrs Helen Price   Mrs Cath Hannah   Mrs L Eatherington

The primary function of the above named persons is to organise any incident or accident investigations required as a result of an incident or accident that has taken place within the grounds and premises of the organisation and in any external location that involves a member of the organisation's employees or students.

In addition, the above named persons have a responsibility to ensure that all first aid arrangements, equipment and facilities are maintained and in good working order. They will also ensure that adequate first aid cover is available at all times and is applicable and relevant to the conditions at the time and the numbers of persons to be covered. They will also ensure that first aid personnel are trained by a competent organisation and that such training is carried out and certificated in a timely manner as required by the current regulations.

Finally, they will be required to ensure that any incident or accident that is reportable under the current set of regulations ('RIDDOR') is done so in a timely manner as required by those regulations.

The above persons can delegate specific tasks to other staff members, and are responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

## The Policy will provide:

- adequate numbers of appropriately trained first aid personnel to deal with incidents or accidents
- all first aid personnel with an effective means of communication that will enable anyone requiring the assistance of first aid personnel to contact them in a timely manner
- first aid personnel trained to deal with additional, specifically identified hazards that are not included in the standard training course if applicable
- adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- assistance in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- assurance that adequate provisions and personnel are provided and available during any external activities or journeys to external locations.
- a list of first aiders and locations.

## The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A team of appropriately trained first aid personnel

- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment
- A suitable area where any matters of first aid can be dealt with in privacy and security and where anyone can be allowed to rest in relative peace and quiet in the event of recovery or feeling unwell. Children can be brought to the office or kept quietly in the classroom as long as they are supervised by an adult.
- An accident book at each first aid station to enter appropriate details of any accident or incident that has been brought to the attention of a first aid person
- A risk assessment system that takes into account any accident book entries in order to determine whether current controls and precautions are adequate and appropriate
- Training programmes for various personnel that will enable them to deal with emergency situations.

### **The Responsibilities:**

All staff have the following responsibilities:

- To report any accident, irrespective of how minor, or any incident that **might have** resulted in an accident, even if this wasn't the case. In this instance, please complete 'Near Miss log' in the staffroom. This log will be reviewed annually by the site manager to ensure there are no recurring near misses.
- To co-operate with any member of the first aid team in fulfilling their duties when entering details in the accident book
- To consider strongly any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting for a period of time.

### **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of accident and incident reporting and prevention through the organisation's own internal system.
- Selected staff will be fully trained in first aid skills by a competent organisation that will enable them to carry out their duties effectively and with confidence.
- Some selected first aid personnel may be further trained in areas where more specific or specialised knowledge is required in order to deal with the relevant issue as and when it may arise.

### **References:**

The following internal documents and official publications should be referenced in conjunction with this policy

- Accident books and RIDDOR guidance booklet
- Accident investigation report form/reporting guidance