



# Accident & First Aid Policy

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| <b>Status</b>      | Current                                                                                                                               |
| <b>Maintenance</b> | Pupil Welfare                                                                                                                         |
| <b>Approval</b>    | Pupil Welfare                                                                                                                         |
| <b>Date Active</b> | 31 March 2024                                                                                                                         |
| <b>Review Date</b> | 31 March 2026                                                                                                                         |
| <b>Signed by</b>   | <br>Mrs E Hodge (Headteacher) – 31/03/2024         |
|                    | <br>Mrs K Edern (Chair of Governors) – 31//03/2024 |

The purpose of this policy is to document how Devonshire Road Primary School 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 PERSONS**

Head Teacher

The primary function of the Head Teacher 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 school and in any external location, such as a school organised trip, that involves a member of the school's employees or pupils.

In addition, the Head Teacher has 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 person can delegate specific tasks to other staff members, where agreed and accepted, and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

### **The Policy:**

- To provide adequate numbers of appropriately trained first aid personnel to deal with incidents or accidents
- To provide 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
- To ensure that, where applicable, first aid personnel are trained to deal with additional, specifically identified hazards that are not included in the standard training course (i.e. epi pen training)
- To provide and maintain in good condition adequate stocks of first aid provisions in clearly labelled and readily accessible areas as deemed necessary
- To be in a position to deal with or assist in dealing with any members of the public who may suffer or be suffering from recognisable symptoms whilst on our premises
- To ensure that adequate provisions and personnel are provided and available during any external activities or journeys to external locations which are organised by the school.

### **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 – at Devonshire Road Primary School. Each year group has at least one teaching assistant who is trained in paediatric first aid and at least one member of the whole school staff is trained in first aid at work
- A principal member of the first aid team responsible for the upkeep and maintenance arrangements of all first aid provisions and equipment – this responsibility is currently designated to the Office Manager
- A suitable area ('first aid room') 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 – first aid boxes are stored in the first aid room and their contents are regularly checked
- A specific cleaning and maintenance schedule for the above area that ensures its condition is appropriate to its needs
- An accident book at the first aid room to enter appropriate details of any accident or incident that has been brought to the attention of a first aider
- A copy of RIDDOR is available in the first aid room to enable first aiders to determine whether an incident or accident is reportable as required by the current regulations
- 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.
- Termly monitoring of accidents to look for patterns/reoccurrences and action as appropriate
- Near misses are recorded and action taken where necessary
- Guidelines for disposal of bodily fluids are displayed in the staffroom and the first aid room

### **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
- 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 following any advice given to them by a member of the first aid team, such as visiting a hospital, checking with a doctor or resting in the first aid room for a period of time.

### **Training:**

The following training will be undertaken by the school:

- All staff will have the option to be trained in the basics of accident and incident reporting and prevention either through the organisation's own internal training system or by arrangement through a competent external organisation. If a member of staff does not receive such training they will be made fully aware, through the school's induction process, of the necessary reporting procedure.

- 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

### **Accident Reporting Procedures**

#### **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
- Current sets of regulations for:
  - First Aid
  - Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)



|               |                                                                                   |
|---------------|-----------------------------------------------------------------------------------|
| School Office | Ms Branagan<br>Ms Handley<br>Miss Kilshaw                                         |
| EYFS          | Mrs Ford<br>Miss Beckett<br>Mrs Keeler                                            |
| Year 1        | Miss Moulton<br>Miss Rooney<br>Miss Gregory                                       |
| Year 2        | Mrs Durkin<br>Miss Hopgood<br>Miss Henshaw<br>Miss Stanley<br>Miss Patel          |
| Year 3        | Miss Ellis<br>Miss Stanley<br>Miss Patel<br>Mrs Longworth<br>Mrs Stevens          |
| Year 4        | Miss Aspinall<br>Miss Barker-Wakerly<br>Mrs Crowder<br>Mr Robertson<br>Mrs Adalat |
| Year 5        | Mrs Cooper<br>Mrs Kramer<br>Mrs Sadiq                                             |
| Year 6        | Mrs Hall<br>Mrs Cavanaugh<br>Mrs Lovell                                           |