



 RYDAL PENRHOS SCHOOL

FIRST AID AND ACCIDENT **REPORTING POLICY**

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First Aid and Accident Reporting Policy

1.0 Introduction and Objectives

The policy outlines the support provided by Rydal Penrhos to ensure pupils' and staff first aid needs are met.

This policy, along with Health Centre Policies and procedures provides a framework to facilitate the care of a sick or injured pupil whilst in the care of the School as a day pupil or a boarder or a sick or injured member of staff.

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. What is 'adequate and appropriate' will depend on the circumstances in the workplace and employers should assess what their first-aid needs are.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work.

First-aid provision needs to be available at all times.

A first aider is someone who has completed a training course, either a first aid at work (3 day) or emergency first aid at work (1 day) course. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

An appointed person (1 day course) is typically someone who would be in charge of looking after first aid equipment and 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 they have not been trained in.

There is no mandatory list of items to put in a first-aid box. First aid at work does not include giving tablets or medicines to treat illness. Within Rydal Penrhos, this falls within the remit of the Health Centre if required.

All accidents must be recorded via the Rydal Penrhos Accident Report form. This contains information that must be recorded under law (see appendix 2).

1.1 Legal Indemnity of First Aiders

It is unlikely that first-aid personnel giving assistance to a colleague/pupil will become subject to legal action because of deterioration in the colleague's condition. However, Rydal Penrhos will guard against this possibility by providing, through its insurance policies, indemnification for any trained member of staff who assists an employee or pupil who becomes ill or is injured.

2.0 Responsibilities

All employees must ensure they are aware of the first aid arrangements at Rydal Penrhos.

Heads of Department/Line Managers should ensure they have informed their members of staff of the arrangements for first aid.

First Aiders and appointed persons must ensure their nearest first aid kit is easily accessible and well stocked.

The Health & Safety Manager and the Sister in Charge of the Health Centre are to ensure the written process for first aid is kept up to date and made available to all members of staff. The Health & Safety Manager and the Sister in Charge of the Health Centre will ensure first aid training records are kept up to date and accessible.

In conjunction with the Sister in Charge, the Health & Safety Manager will make an assessment of first-aid needs appropriate to the circumstances of Rydal Penrhos.

The teacher/supervisor/line manager should ensure that all internal reporting procedures are completed.

Event organisers are responsible for ensuring sufficient provision of first aid during the event is assessed and suitable arrangements are in place, this should be done by liaising with the Health & Safety Manager.

All members of staff must:

- Ensure any accidents/incidents are recorded on a Rydal Penrhos accident report form (see appendix 2) as soon as possible. The accident report form can be accessed via the T Drive, Whole School on all school computers, a copy can be viewed in the appendix of this policy.
- Report all accidents, dangerous occurrences, near misses (and where appropriate incidences of disease) to their teacher/supervisor/line manager;

- Ensure contractors report accidents and incidents both to the person in control of their work at Rydal Penrhos and their own employer;
- Ensure non-employees (e.g. visitors) report accidents and incidents to the person hosting them and these are recorded on the Rydal Penrhos accident report form;
- When the injured person is unable to complete an accident report form, the first aider or witness (where relevant) should do so. The injured person's account can be entered after the event;
- Report in the same way, injuries which occur whilst carrying out work duties off-site and ensure the occupier of the site is advised accordingly;
- Report in the same way injuries which occur whilst on a school excursion and ensure the occupier of the site should be advised accordingly;
- If they discover an injured person, take responsibility for their care;
- If a pupil becomes unwell ensure they are escorted by an adult or another pupil to the Health Centre.

3.0 First Aid Arrangements at Rydal Penrhos

3.1 If First Aid is required

If there is no first aider in the immediate vicinity, ring the emergency first aid number, operational 24 hours a day:
Internally: 234 or Externally: 01492 539729 or Mobiles: 07793800425 / 07891394767

If you need a plaster or very basic first aid please contact your nearest first aider, the list will be displayed in your office/department/classroom/boarding house.

During Term Time

The above numbers will go directly to the nurse on duty in the Health Centre or to the qualified nurse mobile. The nurse will undertake a triage to decide on the best course of action. During term time the Health Centre operates between 8am – 6pm weekdays with telephone on call at weekends and between the hours of 6pm – 8am.

If the injured person/pupil cannot move or walk the nurse will attempt to attend such first aid requests. If the person/pupil can be moved or walk a member of staff should escort them to the Health Centre. If helpful, a member

of staff can drive a pupil to the health centre in their car as this is covered by the insurance policies held by Rydal Penrhos.

If the nurse is unable to leave the Health Centre to attend the injured person, the member of staff should try to find a first aider or use their own first aid skills. If necessary, the member of staff should contact the ambulance service on 999 and then advise the Health Centre of the situation.

Whenever possible and time permitting, the child's parents should be contacted to escort their child to hospital. If this is not possible, appropriate members of school staff member of staff are responsible for escorting a pupil to hospital, depending who is overseeing the situation. If possible, arrangements will be made for a school chaperone will to escort the pupil to hospital or meet the member of staff at the hospital to take over. All staff are advised in their induction training if the Health Centre is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a pupil in hospital as appropriate, and until further arrangements are implemented.

Within the Health Centre there is 1 qualified nurse and 1 nursing assistant. Both health centre staff hold as a minimum the 3 Day First Aid at Work certificate. A qualified nurse is always contactable by telephone during term time.

Access to First Aid Kits

There are a number of first aid kits around the school, a full list is available in appendix 4. Each appointed first aider will also have easy access to a first aid kit.

Each department should maintain their first kit, however, please contact the health centre if additional first aid kits or stock is required.

3.2 First Aid on School Excursions

Arrangements for regular school excursions require that every teacher reads and signs a copy of a Risk Assessment form, issued by Deputy Head at the start of each academic year. This standard Risk Assessment document covers key aspects of supervision and responses to incidents, including ensuring the destination venue has its own Risk Assessment and First Aid available.

The sort of trips to which this arrangement applies are:

- School sports fixtures (liaise with Director of Sports)
- Theatre, Cinema, Museum and Lecture trips
- Urban Fieldwork trips
- Paintball & Roller-Skating trips (to professional sites only)

The teacher must liaise with the Health Centre at the earliest opportunity to ensure that a medical information list can be drawn up and a file and first aid / medicines kit can be prepared before departure and pupils identified as requiring special medical items have got them (e.g. asthma inhalers, allergy epipens). Prescribed tablets or medicine are likely to be kept in the trip medicines kits whilst on school excursions. Details of pupil medical needs are also found Sensitive Information File.

All Rydal Penrhos mini buses carry a small first aid kit, all dedicated mini bus drivers that operate the transport routes for pupils to attend Rydal Penrhos, have completed basic first aid training.

The mini buses include contact details for the nurse on call who must be contacted if there are any accidents or medical emergencies. The nurse can assist in triage, advice and contacting the parents. **The parents must be informed in all cases.**

3.3 First Aid on Adventure Activity Excursions

Overseas trips, overnight trips, trips involving adventure training and any trip involving swimming in open water or boating must have specific Risk Assessments completed and submitted to the Deputy Head for approval.

As part of the above risk assessment process, the teacher must ensure sufficient trained first aiders are attending the trip or are there is provision to cover the pupils at the activity centre/venue. The teacher should ensure basic first aid equipment is taken on the trip.

The Health Centre will provide first aid kits for school excursions; the HM/HOD shall:

- give the Health Centre 2 weeks' notice of when a specific first aid kit is required;
- include a pupil list for the excursion to ensure specific medical needs for individuals can be catered for.

3.4 First Aid During Outdoor Sporting Events Organised by Rydal Penrhos

The emergency first aid numbers: 01492 539729 / 07793800425 / 07891394767 should be used to directly contact the nurses/Health Centre.

The Health Centre, where possible, will attend the incident and if required transport the casualty to the Health Centre. The Emergency Services will be contacted by the Health Centre if required.

Every member of the sport staff is trained in sports first aid. If a serious injury occurs the pitch side first aider will call 999 immediately

3.5 First Aid provision at Rydal Penrhos Social Events

The person organising a large scale event (50+ people) on Rydal Penrhos premises will ensure that first aid provision is considered as part of the overall event risk assessment. The organiser will be responsible for ensuring sufficient provision is available during the event, it is recommended that the Health Centre is advised of such events and requirements. If any support or guidance is required, please contact the Health & Safety Manager.

3.6 First Aid in Science Block

The Head of Science should ensure that all staff in the department are trained to provide immediate remedial measures and that risk assessments for activities include the need to ensure that any emergency materials are provided as appropriate. This training should comprise part of induction for all new members of the department and brief drills held regularly to remind staff of them.

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

Please see the Science Department for full details of the Rydal Penrhos Science Department First Aid arrangements, including a list of immediate remedial actions and liaison with first aiders.

3.7 First Aid Training

Rydal Penrhos provides in-house approved First Aid at Work training (3 days) for First Aiders and an Emergency First Aid (1 day course) for appointed persons.

Staff successfully completing the 3 day First Aid at Work training receive a certificate.

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 department.

All House Masters and Mistresses (HMs) and House Matrons will complete a minimum of the 1 day Emergency First Aid course, in order to equip them with the skills and knowledge to deal with an emergency situation in their boarding house.

3.8 List of trained First Aiders

The Health Centre maintains a register of all members of staff that have undertaken the 3 day First Aid at Work course and are appointed first aiders at Rydal Penrhos, each first aider should have an easily accessible first aid kit.

The First Aid at Work Certificate is valid for 3 years, after this time First Aiders will undergo the 2 day requalification course.

Other members of staff have undergone first aid training in accordance with their workplace need e.g. 1 or 2 day Sports or Paediatric First Aid Training.

3.9 Defibrillators

Defibrillators are located in the Sports Hall and Prep School Common Room. Although a number of staff have received the appropriate training in using the defibrillator, defibrillators are designed to be used by anyone (trained or not), therefore all staff are encouraged to use the defibrillator if it's required.

Rydal Penrhos will provide staff training in the use of defibrillators, to ensure all staff are confident to use the Automated External Defibrillators (AED) around the school campus.

3.10 Accident Reporting

All accidents/incidents/near misses must be reported to the Health & Safety Manager via the Rydal Penrhos Accident Report Form, this form is available in all first aid boxes, in Trip Medical Information Files and electronically, on the 'T Drive, Whole School' on all school computers. All accident report form must be sent to or emailed to the Health Centre as soon as possible after the incident.

For all pupil injuries encountered at the Health Centre the nursing staff will complete an accident form. All accident forms will be sent to the schools Health & Safety Office and a copy will be retained in the pupils medical file. The Health & Safety Officer will establish the cause of the injury and if further reporting and investigation is required. On occasions immediate risk assessments will be requested by the nursing staff.

Upon receipt of an accident report form relating to a pupil, the nursing staff or member of the SMT, if more appropriate, should inform the pupil's parents.

It is a legal requirement that certain information about accidents are recorded & kept by Rydal Penrhos to ensure that they are reviewed regularly and to minimise the likelihood of recurrence. The Health & Safety Manager will ensure appropriate information is gathered and collated for investigations, to review trends and report to the Governors.

The Health & Safety Manager will carry out an investigation for significant accidents/incidents. All accidents/incidents will be logged by the Health & Safety Manager so as to identify trends and areas of high risk. Accident statistics and trends will be communicated to the Headmaster and Governors via health centre and health and safety reports.

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 Headmaster and complete the report for the HSE.

The accidents detailed below are those which are reportable under the RIDDOR Regulations:

The death of any person

All deaths to 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 to a worker.

Specified injuries to workers (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:
 - covers more than 10% of the body
 - causes 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
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker:

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

Occupational diseases:

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

Dangerous Occurrences Reporting – Gas Incidents

The Maintenance Department is responsible for the gas boilers throughout the school, such equipment is serviced and maintained by an employed Gas Safe registered gas engineer.

The Gas Engineer must provide details to the HSE of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

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

Unsafe gas appliances & fittings will be reported using the HSE's online form (F2508 G1).

Accident Reporting Procedure — Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on Rydal Penrhos premises must report the incident immediately to the person responsible for his or her presence on-site. This person should then complete a Rydal Penrhos accident report form.

4.0 Pupil Welfare & First Aid

4.1 Rydal Penrhos Health Centre

Rydal Penrhos has skilled nursing staff who provide access to medical care for pupils 24 hours a day, seven days per week in term time.

The Health Centre fulfils many roles including:

1. Registering all boarders with an NHS GP practice, where pupils can book appointments with either a male or female GP or nurse. All medication is dispensed by a local pharmacy and delivered to to the school health centre without the need for the pupil to visit a pharmacy.

2. Boarders are cared for at the Health Centre during the school day if they are unwell and unable to attend lessons. When they return to their boarding houses at the close of the school day a continuing care sheet is emailed to the boarding house staff. If a boarder is too unwell to walk to their boarding house the nursing staff on duty will transport them by car.

The Health Centre has in place a policy for Healthcare at Rydal Penrhos which links to this general First Aid Policy.

Key points covered by the policy are:

- Rydal Penrhos Health Care
- Protocol For Administering Medication to Boarders
- Medicines and Treatments Brought to School for Pupils
- Emergency Medical Treatment
- Pupils with Particular Medical Conditions

4.2 Infection Control

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

The Health Centre also has in place an Infection Prevention & Control Policy, which includes the procedure for Managing Spills of Blood and Bodily Fluids', the equipment required and process to follow. This procedure has also been shared with the Domestic department for cleaning staff to follow if required.

If the Health Centre treats a number of pupils from the same boarding house for sickness, for example, they will contact the Domestic Services department to request a deep clean of the house and more regular general cleaning, in an effort to prevent the spread of infection.

4.2 Staff taking medication

Staff should notify their line manager or Head of Department if they are required to take medication that may affect their ability to do their job safely, for example if taking medication which may cause drowsiness the member of staff should not operate machinery or be driving.

Teaching staff should also consider their duty of care for pupils and ensure their ability to fulfil this duty is not effected by medication.

The Rydal Penrhos Staff Code of Conduct provides further guidance on sick leave arrangements and alcohol consumption whilst at work.

4.3 Arrangements for Home and Away Weekend Sports Fixtures

First aid cover for weekend sports fixtures is overseen and arranged by the Director of Sport. This may be provided by the school's sports therapist, qualified physiotherapists, sports first aider or when available, the school nurse.

The Health Centre will be open during rugby matches in the Autumn term to receive injured pupils if required and for administration purposes, however immediate first aid treatment will be given pitch side by the nominated first aider.

The nominated first aider is responsible for ensuring that parents, house parents and nurse on duty/on call are informed as close as practically possible to the time of injury. The nurse on call can be contacted by telephone for advice, triage or to assist with liaison with parent/houseparent's or to arrange a chaperone if required and available.

The attending first aider is responsible for ensuring that an accident report form is completed at the earliest opportunity.

5.0 Policies & Forms associated with this procedure

Rydal Penrhos Accident/incident Report form

Rydal Penrhos Health and Safety (First Aid) Policy

Rydal Penrhos Healthcare

Rydal Penrhos Medicines Management Policy

Rydal Penrhos Care of Pupils with Medical Needs Policy

Rydal Penrhos Infection Prevention & Control Policy

Procedures for Managing Spills of Blood and Bodily Fluids

5.1 Definitions

For the purposes of this policy, brief definitions of an accident and a near miss are:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A near miss is an unplanned event that does not cause injury or damage, but could have done so.

6.0 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"

RYDAL PENRHOS PUPIL ACCIDENT / INCIDENT RECORD

NB. PLEASE MAKE A COPY OF THIS PAGE BEFORE COMPLETING SO THAT THE BLANK VERSION REMAINS FOR OTHERS TO COPY. PLEASE EMAIL ALL COMPLETED REPORTS TO THE HEALTH CENTRE.

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		