

FIRST AID POLICY

DATE OF POLICY: April 2018

Bi-annual Policy

Person Responsible:

Mrs A J Knowles

Reviewed by SLT:

April 2018

Approved by Business Committee:

2 May 2018

Ratified by Full Governing Body:

21 November 2018

Previously ratified:

2 March 2016

Tuption Hall School
REDHILL ACADEMY TRUST



First Aid Policy

Including Accident Reporting Procedures

‘This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.’

Introduction

First Aid at work covers the arrangements that establishments must make to ensure that staff, students, visitors and contractors who suffer an injury or fall ill (whether work related or not), receive immediate attention and that an ambulance is called in serious cases.

First Aid can save lives and prevent minor injuries becoming major ones. It does not include giving tablets or medicines to treat illness. Although regulations are intended to cover employees, the same level of treatment should be provided for any other person at Tupton Hall School (e.g. students, visitors, contractors, service users).

This policy takes full account of the school’s legal obligations and the latest DFE guidance ‘Guidance on First Aid for Schools’.

1. Aims

First Aid staff at Tupton Hall will:

- Provide First Aid Treatment where appropriate for all users of the school (with particular reference to students and staff).
- Treat the casualty(ies), relatives and others involved with care, compassion and courtesy.
- Ensure that all staff and students are aware of the system in place

2. Guidelines

- To ensure that First Aid cover is available during the working hours of the school week and where appropriate and necessary out of school hours.
- To ensure that First Aid information is readily available and that all users of the school are aware of who to call and how to call for help.
- To ensure that First Aid Kits for minor injuries are available for use in appropriate areas of the school.
- To ensure all the School follows the DFE guidelines on ‘Guidance on First Aid for Schools’ and that All First Aiders are issued with a copy annually. www.teachernet.gov.uk/firstaid

3. Tupton Hall School Procedures

- The Medical Welfare Assistants are available on the school site during the school day.
- All users of the school will be able to contact the Medical Welfare Assistant or another qualified First Aider via the School Reception (dial 0)

- Once informed of an incident the Medical Welfare Assistant will go to the casualty (ies) without delay and provide emergency care calling a second First Aider if required.
- On request from the Medical welfare Assistant, staff will contact parents and emergency services as required.
- Contact parents/carers for all back, neck, head or emergency injuries.
- If necessary the Medical Welfare Assistant or another appropriate adult will accompany a casualty to hospital.
- All appropriate precautions will be taken when cleaning up after an incident involving blood, vomit using the use of body spill kits and protective gloves.
- The Medical Welfare Assistant is responsible for recording in the First Aid daybook, details of treatment administered.
- The Medical Welfare Assistant is responsible for ensuring when appropriate that the School's Statutory Accident Book is completed. This should be forwarded to the Business Manager to ensure all relevant details are completed, obtain the Headteacher's signature and the form actioned appropriately.
- Safeguarding issues should be reported to the Safeguarding Co-ordinator (AW).

Staff Sickness/Accidents

- In the event of staff sickness/accident the first line of contact is the Business Manager. The Medical Welfare Assistant will then be called as required.

4. Tupton Hall School will:

- Ensure that at the start of each term details of students with a known medical condition are outlined to all first aiders and an outline of any relevant procedures. Head of Learning Support to liaise with Medical Welfare Assistant and to inform First Aiders of any relevant first aid information.
- Have a file of Medicine Consent Forms for administering medicines.
- Ensure that staff holding first aid certificates undertake training at the appropriate intervals to retain their qualifications.

5. Tupton Hall Staff who are not First Aiders will:

- Familiarise themselves with the subject specific risk assessments so that they are aware of teaching related hazards.
- Familiarise themselves with the First Aid procedure in operation and ensure that they know who the current First Aiders (approved under Health and Safety executive recommendations) are.

- Be aware of specific medical conditions of individual students as publicised in the First Aid Book, seeking further information necessary from a First Aider.
- Never move a casualty until they have been assessed by the School First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible.
- Send a student with minor injuries to the Medical Room, accompanied by another student where appropriate.
- Ensure that they have a medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Take a First Aid Kit on any trips away from the school site.
- Ensure that they are familiar with using the Epi-pen auto-injector for emergency use on any student in their care for whom it is prescribed, and that they are aware of the protocols to be followed post usage.

6. Further Information

First Aid Boxes can be found in the following areas.

PE work room
 DTF1,2,4,5,6
 DTG1,2,3,4,5
 Maths work room
 Science work room
 Science F1,2,3,4,5,6,7
 Science G1,2,3,4,5,6
 LGG1
 Medical Welfare Room
 Aspire
 Link Centre

The First Aid stock is stored in the medical room. First Aid boxes for out of school trips are also located in the filing cabinet. The member of staff responsible for ordering and maintaining First Aid stock is the Medical Welfare Assistant.

The First Aid boxes are maintained on a termly basis by the Medical Welfare Assistant. The rota for checking boxes ensures that each box is checked on a half-termly basis.

Qualified First Aiders with a 'First Aid at Work' Certificate are:

Name	Certificate date	Location
Deborah Barratt	16/02/2018 – 16/02/2021	Internal Exclusion
Katie Clarke	16/02/2018 – 16/02/2021	Medical Room
Emma Shaw	27/07/2016 – 26/07/2019	Pastoral Office
Lucy Curtis	01/05/2015 – 31/05/2018	Post 16 Office
Rachael Mclellan	18/06/2015 – 17/06/2018	Aspire Centre
Amy Wells	18/06/2015 – 17/06/2018	Aspire Centre
Rachael Hinchliff	09/10/2016 – 08/10/2019	Medical Room
Bridget Margerason	24/01/2019 – 25/01/2019	Pastoral Office

◆ Please find attached to this policy:
HSE – Report of an injury or dangerous occurrence form
DCC Accident and reporting procedures

Report of an injury or dangerous occurrence

Filling in this form

This form should be filled in by the officer in charge, line manager or supervisor in block capitals

Part A PERSON COMPLETING FORM

About you

1. What is your full name?
2. What is your job title?
3. What is your telephone number?

About your organisation

4. What is the name of your organisation?
5. What is its address and postcode?
6. What type of work does the organisation do?

Part B

About the incident

1. On what date did the incident happen?
2. At what time did the incident happen?
(Please use the 24-hour clock eg 0600)
3. Did the incident happen at the above address?
Yes Go to question 4
No Where did the incident happen?
 elsewhere in your organisation - give the Name, address and postcode
 at someone else's premises - give the name, address and postcode
 in a public place - give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4. In which department, or where on the premises, did the incident happen?

Part C

About the injured person

If you are reporting a dangerous occurrence, go to Part F.

If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

1. What is their full name?
2. What is their home address and postcode?
3. What is their home phone number?
4. How old are they?
5. Are they
 male?
 female?
6. What is their job title?
7. Was the injured person (tick only one box)
 one of your employees?
Employee No.
 on a training scheme? Give details:

 on work experience?
 employed by someone else? Give details of the employer:

 self-employed and at work? service user
 a member of the public? pupil

Part D

About the injury

1. What was the injury? (eg fracture, laceration)
2. What part of the body was injured? (eg hand, eye, calf)

3. Was the injury (tick the one box that applies)

- a fatality?
- a major injury or condition? (see accompanying notes)
- an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?
- one that resulted in the employee losing time from doing their normal work for 3 days or less.
- one which resulted in no time being lost.
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4. Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above.

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

- Contact with moving machinery or material being machined
 - Hit by a moving, flying or falling object
 - Hit by a moving vehicle
 - Hit something fixed or stationary
-
- Injured while handling, lifting or carrying
 - Slipped, tripped or fell on the same level
 - Fell from a height
- How high was the fall?
- metres
- Trapped by something collapsing
-
- Drowned or asphyxiated
 - Exposed to, or in contact with, a harmful substance
 - Exposed to fire
 - Exposed to an explosion
-
- Contact with electricity or an electrical discharge
 - Injured by an animal
 - Physically assaulted by a person (Please complete DCC Assault Report Form in addition to this form.)
-
- Another kind of accident (describe it in Part G)

Part F

Dangerous occurrences

Enter the name of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form.)

Part G

Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing.

Describe any action that has since been taken or is planned to be taken to prevent a similar incident. Use a separate piece of paper if you need to.

WHAT HAPPENED

ACTION TAKEN TO PREVENT RECURRENCE

Part H

Manager/Officer in Charge

Injured Person

Signature

Signature

Date

Date

Where to send the form: see guidance notes

- Please tick if copy sent to HSE.

Completing and signing this form does not constitute an admission of liability of any kind.

For official use

Client number

Location number

Event number

INV

REP

Y

N

Accident Reporting Procedures

Introduction

The reporting of specified accidents, dangerous occurrences and ill health at work to the Health and Safety Executive is a legal requirement. These procedures have been developed to allow Derbyshire LA to comply with the legal requirements.

Correctly recorded accidents are also important where a claim is made against the Authority at a later date. They also allow the LA and individual sites to monitor accident trends and take appropriate action as necessary.

Immediate Action

In the event of an accident or dangerous occurrence, the following actions should be taken:

- ensure you are in a position of safety;
- ensure the situation is controlled so that anyone summoned to attend to any injured persons is not put in a position of danger, eg isolate equipment if appropriate;
- summon appropriate aid to deal with any injuries, eg first aider, doctor, emergency services;
- control the situation in order to prevent further injury (eg fence off area if appropriate);
- follow appropriate "What to do Guide" to ensure incident is properly recorded/reported.

Who Should Make the Report

The accident report may be filled in by any member of staff. There should however be a **responsible nominated member of staff**, who should co-ordinate the accident reporting system and be responsible for ensuring that the accident report forms are properly completed and that the various categories of accident below are reported in line with this guidance. This person must be fully aware of this guidance and have received training where necessary.

It is the responsibility of the Headteacher/centre manager to ensure that the reporting procedures are complied with.

If an accident occurs away from the school/educational establishment during an organised activity (e.g. on an educational visit or work related learning), the accident must be reported. They must inform the person in charge of that establishment of the accident and ensure the accident is reported in line with the relevant procedure, either on their return or immediately if it is a specified reportable accident. The responsibility for reporting accidents of this type still rests with the school or establishment that the injured person works at or attends. If the injured person cannot inform their manager of an injury, then the officer in charge of the place where the accident occurred must do so.

NB Students under 18 years of age who have an accident are not required to sign the section marked for the signature of the injured person.

Definitions of Each Category

Fatality ~ applies to employees and non-employees

The death of a person whether or not they are at work resulting from an accident arising out of or in connection with work.

(See "What to Do Guide")

Major Injury ~ applies to employees only

Where any of the following result from an accident to an employee arising out of or in connection with work, it is classed as a major injury:-

- any fracture*, other than to fingers, thumb or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (whether temporary or permanent)
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury:

- ~ leading to hypothermia, heat induced illness or to unconsciousness;
- ~ requiring resuscitation; or
- ~ requiring admittance to hospital for more than 24 hours.

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

- ~ acute illness requiring medical treatments; or
- ~ loss of consciousness.

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, to its toxins or infected material.

*** fracture includes break, crack or chip**

(See "What to Do Guide")

Accident to Non-Employees Resulting in Them Being Taken Directly to Hospital ~ applies to students/clients, parents, visitors, volunteer helpers, etc

Any injury to a person not at work falls under this category if it:

- results from an accident arising out of or in connection with work; and
- results in them being taken from the premises where the accident occurred to a hospital, by whatever means (for example, by taxi, private car or ambulance) for treatment in respect of that injury.

If the accident is to a student and it results in them being taken to hospital, it will be reportable to the Health and Safety Executive if it results from one of the following:-

Work Organisation (by a teacher, this will include such things as classroom activities, PE, sports days, school visits).

Plant (machinery and equipment which is part of the school or is used by the staff and students)

A Substance (e.g. cleaning materials, chemicals used in experiments, gases, dust, vapour, paints, etc)

The Condition of the Premises (eg holes in playground, condition of floor surface, glazing)

A large number of school accidents, ie those that occur at playtime will therefore not be reportable to the HSE unless they are directly attributable on one of the above factors.

(See "What to Do Guide")

Dangerous Occurrence

There are certain dangerous occurrences that are listed as reportable to the Health and Safety Executive. If an injury occurs due to the dangerous occurrence which is in its own right reportable then the dangerous occurrence should not be reported separately. If, however, a dangerous occurrence occurs but there is no reportable injury due to it, then the dangerous occurrence should be reported in its own right.

The following is an abridged list of dangerous occurrences giving only those which could occur or impact on a school/education establishment. If an accident occurs which is not on this list and you are unsure whether or not it is a dangerous occurrence, please contact your Area Health and Safety Adviser. The list is as follows:

- **Lifting Machinery**
Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- **Pressure Systems**
The failure of any closed vessel (including boiler or boiler tube, autoclave, pressure cooker, steam engine) or of any associated pipework in which the internal pressure was above or below atmospheric pressure, where the failure has potential to cause the death of any person.

- **Overhead Electric Lines**
Plant or equipment unintentionally coming into contact with uninsulated overhead electric lines or coming into close proximity with overhead electric lines causing an electrical discharge
- **Electrical Short Circuit**
Electrical short circuit or overload attended by fire or explosion which either causes a stoppage of plant for more than 24 hours or has the potential to cause the death of any person.
- **Biological Agents**
Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- **Collapse of Scaffolding**
The complete or partial collapse of a scaffold more than 5 metres high or erected over or adjacent to water where there would be a risk of a person drowning following a fall.
- **Collapse of Building or Structure**
Unintended collapse or partial collapse of:
 - ~ any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material;
 - ~ any floor or wall of any building (whether above or below ground) used as a place of work; or
 - ~ any false work.
- **Explosion or Fire**
An explosion or fire in any plant or premises due to the ignition of any material which results in the stoppage of plant or suspension of normal work in the premises for more than 24 hours.
- **Escape of Flammable Substances**
The sudden uncontrolled release:
 - ~ inside a building:
 - of 100 kg or more of a flammable liquid;
 - of 10 kg or more of a flammable liquid at a temperature above its normal boiling rate; or
 - of 10 kg or more of a flammable gas.
 - ~ in the open air, of 500 kg or more of any of the above substances.
- **Escape of Substances**
The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

(See “What to Do Guide”)

Over 7 Day Reportable Injury ~ applies to employees only

From 6 April 2012, the statutory requirements will change from over 3 days to 7 days. Please see appendix 4.

This category applies if an employee is injured as a result of an accident at work, the injury not being a specified major injury but results in the employee being away from their normal work for more than 7 consecutive days. **See appendix 4.**

The expression “more than 7 consecutive days” is calculated as follows. The day of the accident should not be counted but days which would normally not be work days, should.

(See “What to Do Guide”)

Minor Employee Accident ~ applies to employees only

This is any accident to an employee where 3 days or less are lost from work including no-time lost accidents.

(See What to Do Guide)

Minor Accident to a Non-Employee ~ applies to students, clients, parents, visitors, volunteer helpers, etc

This is an accident to a non-employee which does not result in the injured person being taken directly to hospital.

(See “What to Do Guide”)

Accident to a Contractor ~ applies to contractors working at a school.

It is the responsibility of the contractor to ensure that if they have an accident it is appropriately reported. Headteachers/Centre Managers may wish to confirm that if a contractor has an accident which is reportable to the Health and Safety Executive that this has been done.

(See “What to Do Guide”)

NB If a contractor has an accident at the school/education establishment while travelling to/from their area of work at the start and end of the day and this is due to the condition of the premises, then it is the responsibility of the head of the establishment to report this as if the contractor were a visitor. If the contractor is taken directly to hospital from the site, then this will be reportable to the Health and Safety Executive.

Subsequent Death of an Employee

The requirement to report a fatality will, in practice, apply to any death which occurs at the time of the accident or shortly after the accident (eg within a few days).

There is also, however, a requirement to report to the Health and Safety Executive if an employee dies after some delay as a result of suffering at work an injury which is initially reportable as a major injury or over 3 day injury. If the person dies within 1 year of the date of the original accident, then the Health and Safety Executive must be notified in writing (whether or not the original accident was reported).

(See “What to Do Guide”)

Voluntary Aided and Foundation Schools

In Voluntary Aided and Foundation Schools, the employer is the Governing Body, not the LA. There is therefore no requirement for these categories of schools to report accidents to the LA. Accidents should be reported to the Governing Body where the guidance states “report to the LA” and all reportable accidents must still be reported to the Health and Safety Executive.

Voluntary Aided and Foundation Schools who purchase the LA’s Health and Safety package can, if they choose, continue to report accidents to the LA, particularly if they require help with the accident investigation. This will also help the LA’s Health and Safety Section to identify accident trends and help with developing accident prevention strategies.

Appendix 5 Protocol for the storage and operation of the Defibrillator

Note: A separate policy is in place for the Administration of Medicines

What to Do Guides

Fatality ~ What to Do

- 1 Immediately telephone ~
 - a) Derbyshire LA Health and Safety Section, County Hall
 - b) Police
 - c) Health and Safety Executive
- 2 Obtain names and addresses of any witnesses and, if possible, take initial statements from them as soon as possible.
- 3 If directed, leave scene of accident untouched (this may be a request made by the Health and Safety Executive).
- 4 Inform Health and Safety representative or Trade Union on same day.
- 5 Complete Derbyshire County Council Accident Report Form AR1.
- 6 Within 10 days, send a copy of completed Accident Report Form AR1 to the Health and Safety Executive.
- 7 Send the original of completed Accident Report Form AR1 to the Derbyshire LA Health and Safety Section, County Hall.
- 8 Retain a copy of completed Accident Report Form AR1 on site.

Major Injury ~ What to Do

- 1 Immediately telephone ~
 - a) Derbyshire LA Health and Safety Section, County Hall
 - b) Health and Safety Executive
- 2 Obtain names and address of any witnesses and, if possible, take initial statements from them as soon as possible.
- 3 If directed, leave scene of accident untouched (this may be a request made by the Health and Safety Executive).
- 4 Inform Health and Safety representative or Trade Union.
- 5 Complete Derbyshire County Council Accident Report Form AR1.
- 6 Within 10 days, send a copy of completed Accident Report Form AR1 to the Health and Safety Executive.
- 7 Send the original of completed Accident Report Form AR1 to the Derbyshire LA Health and Safety Section, County Hall.
- 8 Retain a copy of completed Accident Report Form AR1 on site.

Accident to Non-Employee Resulting In Hospitalisation ~ What to Do

- 1 Immediately telephone ~
 - a) Derbyshire LA Health and Safety Section, County Hall
 - b) Health and Safety Executive
- 2 Obtain names and address of any witnesses and, if possible, take initial statements from them.
- 3 If directed, leave scene of accident untouched (this may be a request made by the Health and Safety Executive).
- 4 Complete Derbyshire County Council Accident Report Form AR1.
- 5 Within 10 days, send a copy of completed Accident Report Form AR1 to the Health and Safety Executive.
- 6 Send the original of completed Accident Report Form AR1 to the Derbyshire LA Health and Safety Section, County Hall.
- 7 Retain a copy of completed Accident Report Form AR1 on site.

Dangerous Occurrence ~ What to Do

- 1 Immediately telephone ~
 - a) Derbyshire LA Health and Safety Section, County Hall
 - b) Health and Safety Executive
- 2 Obtain names and address of any witnesses and, if possible, take initial statements from them.
- 3 If directed, leave scene of accident untouched (this may be a request made by the Health and Safety Executive).
- 4 Complete Derbyshire County Council Accident Report Form AR1.
- 5 Within 10 days, send a copy of completed Accident Report Form AR1 to the Health and Safety Executive.
- 6 Send the original of completed Accident Report Form AR1 to the Derbyshire LA Health and Safety Section, County Hall.
- 7 Retain a copy of completed Accident Report Form AR1 on site.

Over 7 Day Reportable Accident ~ What to Do

When it is known that length of absence is over 7 days.

- 1 Complete Derbyshire County Accident Report Form AR1.
- 2 Send a copy of completed Accident Report Form AR1 to the Health and Safety Executive.
- 3 Send the original of completed Accident Report Form AR1 to the Derbyshire LA Health and Safety Section, County Hall.
- 4 Retain a copy of completed Accident Report Form AR1 on site.

“Minor” Employee Accident ~ What to Do

- 1 Complete Derbyshire County Accident Report Form AR1.
- 2 Send the original of completed Accident Report Form AR1 to the Derbyshire Health and Safety Section, County Hall.
- 3 Retain a copy of completed Accident Report Form AR1 on site.

“Minor” Accidents to Non-Employees ~ What to Do

- 1 Record details of the accident. It is important that appropriate details are recorded. A form which you may wish to use is attached at Appendix 2 although schools are free to use their own “accident book” as long as similar details are recorded.
- 2 Keep copies of the records on site.
- 3 Periodically (eg termly or half-termly) examine Minor Accident Report Form to establish any trends in accident type/site. If trends are established, appropriate action should be taken. This can be discussed with your Area Health and Safety Adviser if necessary.

Accident to Contractor ~ What to Do

Monitor that the contractor's employer has reported the accident appropriately, particularly if it is reportable to the Health and Safety Executive.

Subsequent Death of An Employee ~ What to Do

(WITHIN 1 YEAR OF MAJOR OR OVER 3 DAY INJURY ACCIDENTS)

- 1 Send a copy of original completed Accident Report Form AR1 to the Health and Safety Executive with a written note informing them of subsequent death of an employee.
- 2 Send the original completed Accident Report Form AR1 with a written note stating subsequent death to the Derbyshire LA Health and Safety Section, County Hall.
- 3 Keep a copy of note stating subsequent death with original completed Accident Report Form AR1 on site.

Data Protection

All accidents that are currently reported using the accident report form AR1, i.e. all staff incidents and reportable accidents to students, should continue to be reported on these forms. Once completed, a copy of the form should be placed in the person's personal file, a copy should also be sent to the Education Health and Safety Section, to your usual contact and marked 'Confidential'. Where the accident is 'reportable' as defined in the Department's accident reporting guidance, a copy should also be sent to the Health and Safety Executive.

Recording of accidents to students/young people and non-employees which would traditionally have been recorded in an 'accident book' is the area where there is a possibility of falling foul of data protection legislation. The problem is that these records contain personal information which could be seen by other people. As the vast majority of these accidents occur to students and young people and the accident will be recorded by a member of the school staff it is suggested that the accident report form at Appendix 2 or your existing school/education establishment's accident book should only be completed by a person(s) specifically nominated to carry out this role. The form or book should be kept securely so that other people do not have access to it. Once each form/book is complete, again it should be securely filed away (in larger schools you may wish to have a number of nominated persons, this is fine as long as it is only the nominated persons who complete the form/book).

If details of one of the accidents recorded in this way are required for any purpose, e.g. a claim, then details of all the other accidents on the copy should be blanked out. Again, any copies sent should be marked 'confidential'.

Accident Reporting: Appendices

Appendix 1	What to do Guide at a Glance Guidance Table
Appendix 2	Form for Recording Minor Non- Employee Accidents
Appendix 3	Record Keeping/Action if a Claim is Received
Appendix 4	Changes to reporting injuries, diseases and dangerous occurrences regulations (RIDDOR)
Appendix 5	Protocol for the storage and operation of the defibrillator

Note from this point forward additional sheets have been scanned in (Please see separate file for originals)

DERBYSHIRE COUNTY COUNCIL – LEA ACCIDENT REPORTING PROCEDURE GUIDANCE TABLE									
	Fatal Injury	Major Injury	Non-Employee Immediate Hospitalisation	Dangerous Occurrence	Employee Over 3 Day Injury	Employee Minor Injury	Non-Employee Minor Injury	Accident to Contractor	Employee Subsequent Death within 1 Year
Telephone Derbyshire LEA Health and Safety Section, County Hall immediately	✓	✓	✓	✓					
Telephone Police immediately	✓								
Telephone HSE immediately	✓	✓	✓	✓					
Obtain witness statements	✓	✓	✓	✓					
Inform Health and Safety representative or Trade Union Office on same day	✓	✓		✓					
Send completed Accident Report Form AR1 to HSE within 10 days	✓	✓	✓	✓	✓				✓ With note stating subsequent death
Send copy of AR1 to Education Health and Safety Section, County Hall	✓	✓	✓	✓	✓	✓			✓ With note stating subsequent death
Retain copy of AR1 on site	✓	✓	✓	✓	✓	✓			✓ With note stating subsequent death
Complete Non-Employee Minor Accident Form and retain on site and periodically examine for any trends							✓		
Monitor contractor's employee has reported accident appropriately								✓	

APPENDIX 2

**DERBYSHIRE COUNTY COUNCIL – LEA
NON-EMPLOYEE ACCIDENT REPORT FORM FOR NON REPORTABLE ACCIDENTS**

Name of School/Pupil.....

Name of Injured Person	Status, eg pupil, visitor	Date of Accident	Time of Accident	Location of Accident	Nature & Site of Injury	Treatment Given	Witnesses Names (anyone who actually saw the accident)	Brief Description of Accident

PLEASE PHOTOCOPY THIS BLANK FORM AS REQUIRED

Record Keeping

Accident reports should be kept as follows:

AR1 Reports

Pupils	~	for a period equivalent to 3 years, after that pupils become 18 years of age
Visitors/Other Non-Employees	~	for a minimum of 3 years
Staff	~	for a minimum of 3 years

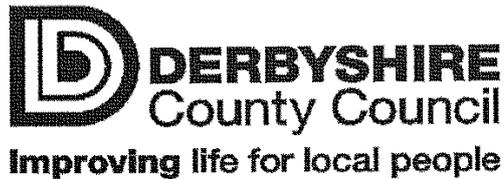
Any other documentation relating to an accident, eg Doctor's notes, witness statements, procedures, etc should also be kept available in case they are required as evidence should there be a subsequent prosecution/claim.

Minor Accident Reports

No time period is specified for the keeping of records relating to minor accidents. Such records need to be kept for an appropriate length of time which will be reflected in the use that is made of them. Such records should be used to monitor the type and frequency of accidents.

Accident on Receipt of a Subsequent Claim

In the event that any communication regarding an accident or civil claim is received from a representative of an injured person, Legal Services Department at County Hall should be informed immediately. The representative should be informed that any communication should be directly with Legal Services.



To All Headteachers
Managers

Ian Thomas
Strategic Director

Beverley Smith
HR Service Partner, CAYA

Children and Younger Adults Department
Health & Safety Section
C Block
Chatsworth Hall
Chesterfield Road
Matlock DE4 3FW

Telephone (01629) 536499
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Ask for Jerry Sanderson
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Date 5 April 2012

Dear Colleague

**IMPORTANT CHANGES TO THE REPORTING OF INJURIES, DISEASES
AND DANGEROUS OCCURANCES REGULATIONS (RIDDOR)**

From 6 April 2012, the statutory requirement to report injuries which result in over three day's absence from work will change.

From this date the trigger point for reporting will change from over three days to over seven days (not counting the day of the accident but including weekends, rest days and holidays).

The injury must be reported to the Health and Safety Executive (HSE) in the normal manner using the appropriate on-line form available on the HSE's website www.hse.gov.uk within fifteen days of the incident.

Whilst it is no longer a requirement to report to HSE injuries resulting in more than three days off work, there is still a legal requirement to record these incidents on the council's accident report form. The Council's accident report form and the HSE RIDDOR report form have therefore been amended to allow the recording of both over seven days and over three days injuries from 6 April 2012. Please ensure you destroy any old accident reporting pads which you are currently using.

The CAYA department have amended their accident reporting guidance to reflect these changes and the person in your establishments / section should make themselves familiar with these changes.

The requirement to report fatalities, major injuries, occupational diseases and dangerous occurrences has not changed. These must still be reported 'forthwith' to the Health and Safety Executive using the on-line link above, or by telephone on 0845 300 9923

Would you please bring these changes to the attention of your staff and especially those who have a specific responsibility for reporting injuries and other reportable incidents to the Health and Safety Executive.

Yours faithfully



Jerry Sanderson
Principal Health and Safety Adviser

Appendix 5

Protocol for the storage and operation of the defibrillator

- The Defibrillator will be stored at all times both within school hours and out of school hours in the PE Department.
- It will be alarmed and in a position where there is CCTV coverage
- The exact location of the defibrillator is in the PE department – in the foyer entrance
- It will be accessible at all times for all persons using the facilities including outside of school hours.
- One trained member of staff should be on site at all times.
- Staff trained include: Debbie Barratt, Katie Clarke, Emma Shaw, Rachael Hinchliff, Claire Haynes, Cathy Hancock and Dan Wilkinson (Interserve staff member)
- The machine should be visually checked each day to make sure it is ready to be used at all times. This check will be the responsibility of the Behaviour/Welfare Assistant. A log book is kept and signed on a daily basis.

Stored with the defibrillator there will be:

- Gloves
- Scissors to remove clothing
- Razor to remove hair
- Face shield for CPR

Raising the alarm

- Wherever there is access to a radio it must be made clear over the radio system that there is an emergency situation and the defibrillator is required
- Clear details must then be given of where the emergency is on the premises and any details known about the casualty must also be given
- 999 must be called
- The nearest member of staff at the time must pick up the defibrillator and take it to the casualty.
- A member of staff trained to use the defibrillator must also go to the casualty
- If there is not a radio available then Student Services must be notified immediately
- Student Services must then raise the alarm for the defibrillator and the trained person to attend.
- Student Services should also make sure that 999 have been called.

Using the defibrillator

- Clear the area of all unnecessary people
- Wherever possible try to maintain the casualties dignity
- The machine itself will record all relevant information including the time of use and how many shocks have been administered
- The machine cannot be used in error as it will not allow a shock to be delivered unless necessary