



# WISBECH GRAMMAR SCHOOL

## First Aid Policy (A7)

Scope:	Whole School
Release date:	September 2016
Review date:	September 2017
Author:	Health and Safety Advisor
Reviewer:	Deputy Head Operations
Approval body:	Risk and Governance Committee of the Board of Governors

### Linked documents

This policy should be read in conjunction with the following published documents

- Health and Safety Policy (A9)

### Acronyms

D&T	Design and Technology.
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services.
iHasco	Name of an online training company used by the School.
CPD	Continuing Professional Development
CoSHH	Control of Substances Hazardous to Health
EVC	Educational Visits Coordinator
EYFS	Early Years Foundation Stage

# **Policy Statement**

## **Scope**

This policy applies to all departments of the Wisbech Grammar School Senior School and Magdalene House Prep School.

## **Breadth**

This policy states the arrangements in place for providing first aid support across the campus, for pupils from EYFS up to Upper 6th form, to our and other staff and visitors to the School as necessary.

## **Availability**

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School office / Pupil Services Team.

## **Definition**

First Aid - assistance given to a sick or injured person until full medical treatment is available.

First Aider - those members of the school community who are in possession of an Emergency or First Aid at Work certificate or equivalent.

## **Aim**

The aim of this policy is to ensure that:

- We are able to meet our responsibilities under the Health and Safety (First Aid) Regulations 1981 and under the requirements set down by the Department for Education.
- Appropriate first aid arrangements and information about those arrangements are in place for our pupils, staff and any visitors to our premises.
- We have sufficient numbers and sufficiently trained employees to meet our needs across the School, ensuring that first aid assistance can be sought during working hours.
- We have sufficient numbers of trained paediatric first aiders, who are required for pupils up to 5 years of age.
- We maintain an adequate supply of first aid equipment.

## **Policy Procedure**

The following are general first aid related procedures to be followed by all staff:

- If you are aware that an employee or pupil has been taken ill, or has had an accident, follow the responsibilities as listed below. You should not attempt to give first aid treatment yourself unless you have been trained to.
- As a general rule, we ask parents to take any child who requires hospital treatment to hospital, as we cannot guarantee which hospital is the preferred one (geographically for the family) nor can we guarantee how long any pupil and staff members will be required to stay at hospital for.
- Should this not be possible, all employees are insured to carry pupils and other employees to hospital in their cars under the Schools insurance, under these circumstances.
- Car journeys to hospital should only be undertaken if the patient is medically fit enough to be transported in this manner, with or without another employee to assist. If in doubt, please call an ambulance.
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Reception (Senior School) or Wendy Smith (Caretaking)
- If a first aid kit is poorly stocked, this should also be reported to the relevant persons above. All of the main School vehicles carry a first aid box, with additional eye wash. These vehicles include the minibuses, car and tractors.

## **Additional Procedures Specific to the Prep School**

At all times there will be a Classroom Assistant on duty to deal with any first aid problems. Details of the named person are included in the daily duty rota. There are also small first aid kits which are taken out into the playground to deal with any minor incident; again, one member of staff is responsible for taking charge of these.

## **Head Injuries**

Please ensure that any child who bumps their head is given a sticker to inform staff and parents. If in any doubt please ask the Head/Senior Deputy Head to check the child and report the incident to parents immediately.

## **Types of Injuries/Issues**

- Where a child presents themselves as unwell an initial assessment of their condition is made and they may then be monitored in Reception for a period of time. If deemed necessary the parent(s) are contacted to collect the pupil and take them home.
- Where a pupil is vomiting (with or without diarrhoea), the parent(s) are contacted as a matter of course and asked to collect their child. The parent(s) are then asked to keep their child at home for at least 48 hours AFTER being symptom free.
- Headaches may be treated by the administering of Paracetamol (only if parents have given their verbal consent, by phone or in person, on request of Reception staff). The dosage

and time administered is recorded by Reception staff and pupils must sign that they have received the medication. Pupils must take the medication in the presence of staff.

- Where a pupil presents with a rash this is assessed and, if deemed necessary, the pupil's parents/guardians are contacted.
- Where a more serious accident has occurred involving pupil(s), staff, parents or other adults, the details of the accident / incident are recorded on a specific form and kept in the accident / incident file in Reception.

## **The Parent/School Contract**

A medical questionnaire, outlining past and current medical problems, including allergies and present treatment is sent to each parent to complete before the pupil commences at the School. The Parent/School Contract (clause 7.3) also requires that parents sign to acknowledge parental consent for emergency treatment.

## **Responsibilities**

### **Heads of Department:**

- Will ensure that the first aid arrangements for their department, as noted in the risk assessment table below, meet their requirements.

### **First Aid Personnel:**

- Respond promptly to requests for assistance if able.
- Summon further help if necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Report details of any treatment provided.
- Report any accident/incident which led to the first aid being necessary.
- Following their training as given.
- Ensure that if dealing with a pupil who then needs to go to hospital with a member of staff but without their parents, the confidential medical information which the School holds for them travels with them to hospital in order to inform the medical staff of issues known to the school.
- Ensure that parents are informed without delay if deemed necessary.

### **Reception First Aiders:**

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil is advised to see a doctor for examination and/or parents advised of the same.
- At the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings/medical emergencies.

- Ensure that parents are informed without delay if deemed necessary.

### **All Teaching Staff will:**

- Familiarise themselves with the first aid procedures in operation. They will also ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by the Reception First Aider.
- Ensure that their pupils/tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty.
- Ensure that parents are informed without delay if deemed necessary.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures. Such staff can start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who has minor injuries to Reception if they are able to walk where they will be seen; this pupil should be accompanied.
- Send a pupil who feels generally 'unwell' to Reception, unless their deterioration seems uncharacteristic and is causing concern. Contact Reception if concerned.
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.
- Report all accidents to themselves at work.

### **All Support Staff will:**

- Call for the Reception First Aider, unless they are a first aider themselves, to treat any injured pupil. This should be done by telephone on 01945 583631 or on the internal system by dialing '0'.
- Support the Staff/First Aiders in calling for an ambulance or contacting relatives in an emergency.

## Appendix A: The Legal Position

We are required to report any serious injuries, accidents, dangerous occurrences or diseases to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Under these regulations we must report the following:

- Deaths
- Specified injuries
- Over 7 day injuries
- An accident causing injury to pupils, members of the public or other people not at work, under certain circumstances
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have.

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- type of department
- type of activities run by or within any given department
- buildings layout
- proximity of School buildings to emergency medical services
- needs of travelling and/or lone workers
- provision during term time and holiday time
- type of skills likely to be required by both teaching and support staff

We have ensured access to a fully automated AED (Defibrillator) for any staff or trusted person to use within the chair store/annexe in Skelton Hall.

## Appendix B: Whole School First Aid Risk Assessment

We have assessed that each department or activity requires the following:

<b>Department</b>	<b>Specific Risk/Risk Level</b>	<b>Level of training required by at least one staff member in each school area. Any additional control measures required?</b>
General Academic and Support Departments (low risk)	Lower risk activities (teaching, training in classroom environments)	Emergency First Aid at Work or Paediatric First Aid
D&T	Higher risk activities	Emergency First Aid at Work Eye washes and burns dressings in first aid boxes plus any other items considered necessary by the Head of Department.
Estates Department and Grounds	Higher risk activities, lone work	Emergency First Aid at Work – preferably held by 2 or more members of each team. Estates and Grounds vehicles must carry first aid kits and eye washes. First aid kits must contain all necessary items for work being carried out.
Reception (Senior and Prep School)	All possibly injury types	Full First Aid at Work. Paediatric First Aid at Work.
Sciences	Higher risk activities	Emergency First Aid at Work. Eye washes and burns dressings in first aid boxes plus any other items considered necessary by the Head of Department.
Art and Textiles	Higher risk activities	Emergency First Aid at Work. Eye washes in first aid boxes IF cannot guarantee face access to a tap, plus any other items considered necessary by the Head of Department.
Sport (on and off site)	Higher risk activities	Emergency First Aid at Work. Any additional First Aid training advised or required by the relevant sporting body. Additional items within first aid boxes should include ice packs and sprays plus any other items considered necessary by the Head of Department. AED very close by in Skelton Hall.
Catering	Higher risk activities, lone work	Emergency First Aid at Work. First aid kit should contain burns dressings, eye washes and many additional dressings and catering plasters. The kit may also contain any other items considered

		necessary by the Head of Department.
Housekeeping and Caretaking	Lone work, work with chemicals	Emergency First Aid at Work for the on-site manager. Staff members must know where first aid kits are held in their relevant departments. Where work may not be carried out in easy reach of a first aid box, one must be carried with the staff member. Porterage vehicles must carry a first aid box.
Specific on or off-site activities/trips – medium to high risk activities	Falls, heat exhaustion, contact with water, hypothermia, road accidents	Emergency First Aid at Work. Any additional First Aid Training advised or required by the relevant governing body. First aid kits should include all relevant and additional items such as foil survival blankets and heat packs plus any other items considered necessary by the Activity Leader/Head of Department.
Lone workers (general)	Falling ill or being injured whilst alone at work.	Emergency First Aid at Work. Where work may not be carried out in easy reach of a first aid box, one must be carried with the lone worker, i.e. within the vehicle being used to access remote area.

Please note, each Department is able to amend the arrangements for first aid within their area depending upon the perceived risk and additional controls required.

## **Appendix C: Medical Information**

All parents are required to complete a medical form when their child enters the school, giving details of any existing conditions or regular medication. We also keep relevant information about the medical requirements of children who come to the school for an assessment or to attend a Taster Day or an Open Day.

A confidential record of the children's medical information is kept in the relevant School office. Certain children have specific medical needs that may necessitate the use of emergency treatment e.g.: administering an Epipen. A list of these children and their medicines are kept in the Prep School in the first aid cupboard in the kitchen (off Crush Hall). This cupboard is to be kept locked at all times, and no pupils are permitted in this area. In the Senior School, the pupil medical information is held within the Reception area.

Staff are briefed as necessary, and are provided with details of specific medical needs for pupils in their classes.

If you are unfamiliar with any medical conditions please ask.

If children return to school following an illness and need to continue taking medication, their parents must complete a consent form giving the school permission to administer these medicines in loco parentis. Such medicines will be kept in the Reception office, or in the fridge for medicines as required (which is located in the staff kitchen).

Designated staff only will supervise the administration of these. All medicines given must be witnessed, and the form signed and dated with the time of administration recorded by both the main signatory and the witness.

# Appendix D: Whole School Arrangements

## First Aid Treatment areas

There are two Medical Rooms, currently located in the Senior School; one (with a toilet) is located next to Maths 6 and opposite room 4 and the second (without a toilet) is located on the stairway leading from Maths to Languages.

In the Prep School, first aid can be administered in either of the Senior School rooms noted above or administered at the seats located opposite the kitchen (off Crush Hall) or in the Crush Hall (usually if parents are collecting their child immediately)

N.B. if the person concerned has a serious injury or issue, they should be dealt with in situ and assistance called for.

## First Aid Recording

Unless very minor in nature, all first aider visits or treatments are recorded on forms located in the kitchen in the Prep School and in the Reception area of the Senior School. If first aid is given as a result of an accident/incident, the Accident/Incident or relevant Near Miss or Minor Injuries forms should be used (shown in Appendix I and J)

## Staff training

All staff undertaking first aid duties on behalf of School staff will be given full training in accordance with current legal requirements.

First aid training for staff is undertaken on a voluntary basis, unless the requirement forms part of their job role (usually noted on a Job Description) and as such, forms part of their contract of employment at the School.

The School provides different levels of first aid training for staff:

- a. **Full First-Aiders** receive the 3 day First Aid at Work course. These persons can be called upon to attend staff, pupils and visitors to the School.
  - A small number of staff will be trained to this level and then retrained at 3 year intervals. Currently these staff are situated on Reception at both schools and within the Caretaking/Housekeeping department.
  - These persons may also receive annual refresher training through attendance at an Emergency First Aid at Work course.
  
- b. **Emergency First-Aiders** receive the Emergency First Aid at Work course.
  - The majority of teaching staff receive this training and are then retrained every 3 years.
  - In the Prep School, all relevant staff in the EYFS and Key Stage 1 undertake training in Paediatric First Aid.

- Additional refresher training can be undertaken by higher risk departments, such as Sports and Reception and this can be provided annually or as additional inset training.

c. **Specific and/or additional first aid** training relevant to a specific activity/event

- The Sports Department have Sports First Aid training
- Our Duke of Edinburgh Award Leader/Trainer has Outdoor First Aid training.

Where necessary, all line managers will be expected to re-organise working hours to enable staff to attend. The School will do its best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

All staff who administer first aid according to their training in the course of their employment, would be covered by employer's liability insurance.

### **AED/Defibrillator**

The School has an AED/Defibrillator located in the store room/annexe of Skelton Hall for use on any person on the School premises who may require it. The defibrillator is a fully automatic machine and hence is designed to be used without training. The school has shown the basic training DVD associated with the unit at inset training however and it is also located on the T drive:/under health and safety/staff documents for staff to access and watch as a refresher at any time. There is also some additional information held here to remind staff of the main issues to remember, as well as to give guidance on which electrodes to use on which age children. The school has taken advice from our highly trained physiotherapist/first responder and has agreed that all prep age children (aged 7 and over) will have adult pads used on them and only pre-prep and younger children will have paediatric pads used on them as there is a chance that heavier age 7 children may not receive sufficient shock to defibrillate their heart.

### **Dealing with visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first-aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an Accident/Incident Record form is completed at Reception.

## Appendix E: First aid box content

There is no standard list of items which must be held in a first aid box, however there is an HSE/BS 8599 standard guidance which can be followed if suitable for the department or area concerned. N.B. All first aid boxes contain suitable disposable gloves.

In essence, the choice and number of items in the box need to be suitable for the risks in each department. The table under section 3 of this policy shows the basic risk assessment for first aid within the School, however, additional risks can be identified by individual departments and this can then be used to amend the choice of contents. For instance, a department may need lots of plasters, only one triangular bandage but need to add in some latex free gloves due to staff allergies.

As a basic guide and where there is no special risk, the minimum stock of first-aid items in a low risk department (as advised by the HSE) would be:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet Basic advice on first aid at work
- 20 plasters, of varying useful sizes.
- Two slings (preferably sterile)
- One pack of gauze swabs
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves

Dependent upon the department type and risks associated, you could also consider including the following:

- A disposable ice pack
- An eye wash
- Scissors which can cut through thick fabric
- Burns dressings
- Foil survival blanket
- A resuscitation face shield
- Nitrile gloves (medical gloves which are more resistant to puncture)
- Adhesive tape

Tablets or medicines should never be kept in a first aid box.

Eye washes are not routinely kept in or near to a first aid box but should be used whenever a risk to eye health is present and a mains water tap is not or might not be in the immediate vicinity (in the event of mobile working). Wherever eye risks are present away from a tap, an eye wash should be provided.

## Appendix F: List of Qualified First Aiders

### First Aid at Work (3 day course)

The following persons are trained to this level:

- Caretaking – Derek Johnson and Russell Copeland
- Housekeeping – Wendy Smith
- Reception (Senior School) – Lorna Sutherill (Adult) and Sarah Lemmon (Paediatric and Adult)
- Reception (Prep School) – Shirley Davies (Paediatric)

### Emergency First Aid at Work (1 day course)

The following persons are trained to this level as a minimum standard:

#### Whole School and Senior School

- Mr K Bergh
- Mrs M Busby
- Mr T Chapman
- Miss A Clayton
- Mr C Cole
- Miss D Cook
- Mrs S Cooper
- Mr S Emerson
- Mrs E Farr
- Mrs L Feaviour
- Mr M Forrest
- Mrs S Fox
- Mr R Frost
- Mr D Garfoot
- Miss J Gomm
- Mrs S Goodier
- Mrs C Harding
- Mr P Harrison
- Dr A Jarvis
- Mr M Jarvis
- Mr T Jestin
- Mrs N Kaye
- Mrs J Lasouska
- Miss A Lawrence

#### Whole School and Senior School (contd.)

- Mr P Logan
- Dr K Mann
- Mr T McConnell-Wood
- Dr S Miller
- Mrs J Missin
- Mrs N Neighbour
- Mr G Nunnerley
- Mrs A Ogston
- Mr G Paine
- Mrs J Reavell
- Mr I Rodriguez
- Dr A Shillings
- Mrs M Skinner
- Mrs M Stevens
- Mr M Stump
- Mrs C Taylor
- Mrs K Taylor
- Mr C Thursby
- Mrs M Tooke
- Mr F Whatling
- Mr J Williams
- Mr P Webb
- Miss M Barrington (Dof E Expeditions only)

#### Prep School

- Mrs P Aldrich
- Mrs V Andrews
- Mrs L Barnes
- Mrs A Beck
- Mrs S Boughen
- Mrs K Cook
- Mrs T Crawley
- Mrs K Fairbrother
- Mrs E Fenn
- Mrs L Field
- Mrs H French
- Mrs L Gray
- Mr D Hyland
- Mrs A Kelly
- Mrs L Morton
- Mrs K Neaves
- Mrs V Norris
- Mrs E Oram
- Mrs J Page
- Mrs S Peck
- Mrs M Peukert
- Mrs S Porter
- Mrs C Sandall
- Mrs S Webb
- Mrs J Whiteman

\* Mrs K Neaves and Mrs E Oram have a Paediatric First Aid Certificate, meeting EYFS requirements.

## Appendix G: Location of first aid boxes

First aid boxes in the school are located in the following areas:

### Senior School and Whole School Shared

- Hazel Centre 6<sup>th</sup> Form Common Room
- Food & Nutrition
- Dwight Centre – Kitchen
- Staff Room
- Grounds Department
- Room next to Caretakers
- Maintenance/Grounds tractor (Y615 XEW)
- PE Corridor (Wall Recess)
- Maintenance/Grounds tractor (EU08 PVV)
- Sports Hall Foyer
- Maintenance Department
- Reception Office
- Skelton Hall Kitchen
- Library
- Skelton Hall
- Cleaners' Room (1<sup>st</sup> Floor)
- D & T Barn
- Languages Department – Room 12
- Main Corridor Sick Room
- Minibus HX15 BYH
- Minibus HX15 BZO
- School Car AO65 OGP
- D & T Work Room
- Pavilion
- D & T Computer Room
- School Shop
- Peripatetic Music Rooms - 36F
- IT Support Office
- Textiles Mobile (66)
- Science: Room 24
- Science: Room 25
- Science: Room 27
- Science: Room 28
- Science: Room 31
- Science: Room 34
- Room 58
- Kitchen: Alan Salmon Hall
- Art - Room 1
- Textiles upstairs
- Kitchen (off Crush Hall)
- Mobile (41b)

### Prep School

- Room 45 (Prep 2)
- Kitchen – Alan Salmon Hall
- Ladies Toilet (off Crush Hall)
- Gents Toilet (off Crush Hall)
- Disabled Toilet (off Crush Hall)
- Room 41 (Reception Class)
- Room 84 (Prep 3)
- Room 83 (Prep 4)
- Mobile 40b (near Pavilion)
- Room 50 (Prep 5)
- Room 51 (Prep 5)
- Room 52 (Prep 6)
- Kitchen (off Crush Hall)
- Room 53 (Prep 6)
- Room 55 (Prep 3)

First aid boxes are also located in the School tractors (not lawnmowers) and in the minibuses and School Car. All vehicle kits have eye washes.

## **Appendix H: Accident Reporting**

It is essential that the School is informed of all accidents, incidents and near-misses which occur either on the School site or off-site but during a School activity or event, such as an 'away' sporting fixture. By gathering this information, we not only meet our legal health and safety requirements, but also ensure that we are kept informed of any trends in our accidents/incidents or near-misses. By noting these, we are then in a better position to amend our current practice and reduce the likelihood of them occurring again in the future. This information is presented to the Health and Safety Committee termly in the form of statistics and charts.

### **Accident/Incident Record Form**

Should first aid need to be administered following an accident or incident, the School has an Accident/Incident Record form which is used for all adverse events which result in any significant personal injury or in damage to property. This form should also always be used if dealing with any injuries or near-misses to pupils, employees, visitors, visiting pupils, parents or contractors.

### **Near-Miss or Minor Injury Record Forms**

There are also two Near-Miss or Minor Injury Record forms, one for the Senior and one for the Prep School, which are used for all occurrences involving our employees or pupils, which either:

- a. Did not result in any personal or property damage, but could have done or
- b. Did result in very minor or superficial injury or harm.

To clarify, a non-significant injury may be reported as a near-miss if very minor, such as a superficial bruise, bump, burn, cut or graze. These injuries will be subjective to the reporter and person injured however and hence if in doubt please report on an Accident/Incident Record. If there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

The forms are shown in Appendices I and J below.

# Appendix I: Senior and Prep School Near-Miss or Minor Injury Records



## Senior School Near-Miss or Minor Injury Record

This form should be completed for any near-miss to a pupil or member of staff which did not result in injury or damage, but could have done OR for a very minor injury such as a superficial bruise, bump, burn, cut or graze. If in doubt or if there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

Please hand the completed form to the Human Resources Assistant (employees), or the Bursar (for senior pupils unless forms held within department area)

Name of reporting person		<b>Pupil Name (if applicable)</b>		
		Form		
		Signature of pupil		
Location of near-miss (i.e. room, area)		Where on body injured? (if applicable)	Date and time of near-miss	
Describe what happened, giving the cause if known.				
Recommendation for preventing a recurrence?				
Any other relevant information?				



## Prep School Near-Miss or Minor Injury Record

This form should be completed for any near-miss to a pupil or member of staff which did not result in injury or damage, but could have done OR for a very minor injury such as a superficial bruise, bump, burn, cut or graze. If in doubt or if there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

Please hand the completed form to the Human Resources Assistant (employees), or place within the Accident Book for Prep pupils.

Name of reporting person		<b>Pupil Name (if applicable)</b>		
Signature of reporting person		Form		
Location of near-miss (i.e. room, area)		Where on body injured? (if applicable)	Date and time of near-miss	
Describe what happened, giving the cause if known.				

Recommendation for preventing a recurrence?			
Any other relevant information?			
Signature of parent to state informed		Signature of School representative to state parent informed	

## Appendix J: Accident/ Incident Record



This form should be completed for all accidents or incidents involving injury (not including near-misses) or damage during any activity or within any area under School control. N.B. This includes off-site School events/trips/matches and includes visitors, contractors, parents and visiting pupils.

Please hand the completed form to the Human Resources Assistant (employees) or the Bursar (pupils, visitors) or the Estates Bursar (Contractors)

Name of affected person		<b>Pupils Only</b>	
Their address/Name of Visiting School		Form	
Occupation		Date of Birth	
Location of accident		Name of parent/guardian	
		Date and time of accident	
Describe what happened:			
Cause (if known)?			
Nature of injury?		Name of any first aider and what treatment was given at the scene?	
Attended Hospital?		Treatment there?	

Attended with whom?		Ongoing treatment?	
Details of person completing the form (if different)  Name  Occupation		Address	
<b>Employees only</b>	Do you give consent to the School to disclose your personal information and details of the accident which appear on this form to safety representatives for them to carry out the health and safety functions given to them by law?	Yes – Sign here (do not sign if you do not give consent)	
<b>Employer only</b>			
Is the accident reportable under RIDDOR?		If so, who reported and on what date? <i>Attach copy of report to this document.</i>	