





# Wootton Community Primary School

## First Aid Policy

Approved on: July 2018

To be reviewed: July 2020

Headteacher: 

Chair of Governors: 

## **Introduction**

This document outlines the purpose, nature and operational management of accidents and illness at Wootton Community Primary School.

## **Linked Policies**

This policy should be read in conjunction with the following policies:

- Child Protection
- Disability and Equality
- Health and Safety
- Inclusion
- Medicines in School
- Staff Sickness and Absence

## **Aims**

The accident and Illness policy is designed to:

- Give guidance on the legal framework in which we must operate.
- Outline the procedure to be followed in the event of an accident, incident or illness at school or on a school sponsored extra-curricular activity.

## **Legal Framework**

There are clear guidelines for reporting to both the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations. (See RIDDOR guidance for schools below).

The telephone number for reporting incidents is: 0845 300 9923.

Detailed guidance can be found at: <http://www.hse.gov.uk/pubns/edis1.pdf>  
Policy / Procedure.

The safety of our children is paramount and we will take every measure we can to protect pupils from hurting themselves. However sometimes accidents do happen and we follow the following procedures when dealing with such a situation:

- We comfort the child and reassure them
- We assess the extent of their injuries and if necessary call for medical support/ambulance
- We carry out any first aid procedures that are necessary and that we have been trained to do
- Once the child is more settled contact the parent/carer as soon as possible to inform them of the accident and if necessary to ask them to return to care for their child/ meet us at the hospital if the situation requires it. In the vast majority of

incidents however, this will not be necessary.

- **Minor bumps and injuries may be notified to parents and carers by means of a note sent home with the child at the end of the day.**
- **When a child bumps their head we always notify parents and carer by phone and if the child remains in school follow this up with a note home as above.**

**After every accident, however minor we:**

**Complete a report in the accident book**

**Ensure the teacher are aware**

If necessary report the incident to the local authority or HSE:

More serious accidents are reported to the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations (see RIDDOR guidance for schools below). The telephone number for reporting incidents is: 0845 300 9923.

### **Deaths and injuries**

- If someone has died or has been injured because of a work-related / school accident this will have to be reported.

### **Types of reportable injury**

- Deaths
- Major injuries
- Over-three-day injuries People not at work
- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.

### **Reportable major injuries are**

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn 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 unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Over 3 day injuries**

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

- Occupational diseases
- Employers and the self-employed must report listed occupational diseases: <http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made> when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions and the sufferer has been doing the work activities listed.

### **Dangerous occurrences**

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released.

- The following dangerous occurrences are reportable except in relation to offshore workplaces:
  - unintended collapse of:
    - any building or structure under construction, alteration or demolition where over five tonnes of material falls;
    - a wall or floor in a place of work;
    - any false work;
    - explosion or fire causing suspension of normal work for over 24 hours;
  - sudden, uncontrolled release in a building of:
    - 100 kg or more of flammable liquid;
    - 10 kg of flammable liquid above its boiling point;
    - 10 kg or more of flammable gas; or
    - of 500 kg of these substances if the release is in the open air;
  - accidental release of any substance which may damage health.

### **RIDDOR guidance for schools**

Reporting injuries to school pupils and college students.

What category should I use on the F2508 form under "Injured Person's Employment Status"?

Students and pupils are not at work and therefore are regarded as members of the public (MOPs) for this part of the form. The exception is where a student / pupil, including children, are on a recognised training scheme or work experience. Under health and safety law they are regarded as employees. In these circumstances the employer or person in control of the work premises where the pupil or student was doing the training should report the injury as if they were one of their employees.

Are accidents to pupils sustained in PE lessons reportable under RIDDOR?

Yes, but only if the pupil is killed or taken to hospital for treatment of the injury and the accident arose out of or was connected to the school's or college's work. For example, the accident arose because of poor organisation or supervision arrangements, the equipment or the condition of the premises, e.g. a potholed tarmac surface.

### **Are sporting injuries reportable?**

No, if the injury arose out of the normal participation of the activity. Injuries should be reported if they were due to defective equipment or failings in the organisation and management of an event.

What if the pupil is taken to hospital as a precaution but the examination shows no injury?

No. RIDDOR only requires injuries to be reported, if the medical advice is that the pupil was not injured in any way then there is no need to report this.

Do I need to know what treatment was given by the hospital before I report an injury to a pupil?

There is no requirement to check that treatment is actually administered by the hospital. If the school is later told that the hospital could find no injury, not even a minor cut or abrasion, then you do not have to make a report as the law only requires you report injuries in these circumstances.

The key thing to remember when determining whether to report an incident to a pupil or other people who are not at work is if the accident that resulted in the death or injury that must be reported, arose out of or was connected with the work activity.

Some of our pupils have been hurt in a road traffic accident on the way to school in the school bus. Should I report their injuries?

No. Deaths and injuries that result from the movement of a vehicle on a road do not have to be reported (see above section on road traffic accidents).

A pupil has been injured while on a school trip abroad. Should I report this to HSE?

No. HSE does not have jurisdiction when the pupil is outside the country so RIDDOR does not apply. A report may have to be made to another appropriate authority though. (For example the school may need to report the incident to other bodies such as the local safeguarding committee).

### **Exclusion due to illness**

Wootton Community Primary School is an inclusive place of learning, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background. There are however certain occasions when it may be necessary to ask a parent or carer to not bring their child to school for a short period of time. These reasons include:

- If a child is ill
- If a child has a highly infectious condition such as impetigo or conjunctivitis
- If the child has a notifiable disease
- If a child has recently had a bout of sickness or diarrhoea they must stay away for 48 hours.
- If a child is on antibiotics that they haven't taken before and it is within the first 3 days of the course (in case of an allergic reaction)

If a child becomes ill whilst at school, we may request to parents and carers that the child be taken home to be suitably treated and/or to avoid the infection of others.