

CITY OF ROCHESTER SCHOOL
FIRST AID AND THE ADMINISTRATION OF MEDICATION POLICY

This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publicly available on the school website

In the City of Rochester School, the term 'staff' is inclusive of all staff and it also applies to students on placement, contractors, agency staff, volunteers, the Trustees and Board of Trustees.

Monitoring and Review: This policy is subject to regular monitoring, refinement and audit by the Headteacher and the Trustees. There will be a full annual review of this policy and procedures, including implementation, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. This discussion will be formally documented in writing. As such, staff can contribute to and shape this policy and its appendices. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy which will be made available to them in either a hard copy or electronically.

Signed:



Alicja Emmett
Headteacher

Date Reviewed: January 2024
Date of Next Review: January 2025
Version No. 4g

This policy will be reviewed no later than January 2025.

City of Rochester School has an Appointed Person with responsibility for the First Aid, inclusive of first aid with reference to the School's employees, students and any other persons on the premises. This includes all teaching and non-teaching staff, volunteers, children and visitors (including contractors). The appointed person must ensure that relevant risk assessments regarding the first aid room and first aid undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

Policy Statement: The School will undertake to ensure compliance with all the relevant legislation with regard to the provision of First Aid for students, staff, parents and visitors. We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with the City of Rochester School Health and Safety policy, and policy on Safeguarding - Child Protection.

Appropriate first aid arrangements include the provision of adequately trained staff, sufficient first aid facilities and requisites, the familiarisation of appropriate practices and procedures including recording the administration of first aid within the school. We recognise that a good First Aid policy and its implementation will involve the prevention of accidents as well as dealing with the effects of accidents and illnesses. Schools must ensure that arrangements are in place to support students with medical conditions to ensure they can access and enjoy the same opportunities as any other student at the school.

Our Trustees must focus on the individual needs of the student and how their medical condition impacts on their school life. The trustees must ensure parents and students have the confidence in the schools' abilities to provide effective support for medical conditions in the school. This should include an understanding of how the medical conditions impact on the student's learning ability and well as increase their confidence and promote self-care.

Staff should be properly trained to provide the support the student's needs. Where Students that have a medical condition which means they are disabled, the trustees must comply with their duties under the Equality Act 2010. Some also will have SEN needs and this guidance must be read alongside the SEN code of practice.

Schools do not need to wait for a formal diagnosis before providing support to students with medical conditions. Where there is a difference of opinion or the condition is unclear, then support should be offered on the evidence available. Where evidence conflicts then some degree of challenge may be necessary to ensure the right support is in place.

Aims and Objectives

These are to:

- ensure that First Aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits;
- provide First Aid treatment when required for all users of the school (with particular reference to students and staff) and seek professional medical help where necessary;
- treat a casualty, relatives and others involved with care, compassion and courtesy;
- appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school;
- provide sufficient and appropriate resources and facilities;
- inform staff and parents of the School's First Aid arrangements and
- provide awareness of Health and Safety issues within School and on school trips, to prevent, where possible, potential dangers or accidents.

Roles and Responsibilities: It is the role of the trustees to agree the First Aid policy along with all other policies. In practice, most of the day to day functions of managing health and safety, including first aid, are delegated to the headteacher. Proprietors must also ensure that arrangements are in place in schools to support students with medical needs.

The Headteacher: The headteacher is responsible for putting the trustee policy into practice and for developing detailed procedures. The headteacher must also ensure parents are aware of the arrangements for first aid and the support to students with medical needs. The headteacher is also responsible for ensuring that the school staff are appropriately insured and are aware that they are insured to support students. The head teacher is responsible for ensuring that enough suitably trained staff are on site and that the training is kept up to date. Also that Cover staff or Agency staff are aware of the school's policies on first aid and medical conditions and any students with medical needs.

School Registrar: The School Registrar is responsible for the Healthcare plans for students with medical needs and ensuring that all staff are informed of these students. When the school is notified that a student has a medical need, the School Registrar will ensure that the Healthcare plan is in place before the pupil starts with us and that staff are aware, including students who are visiting for short periods of time. Also that the school nominated First Aid Leads, Sandra Kingsmill and Brian Obray, are made aware of any medical conditions that may not have been brought to their attention.

Teachers and Other School Staff: Teachers conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Staff are to ensure that risk assessments for trips and visits and other activities outside of normal school hours are completed for individual students and the activity as an entity. It is important that staff are competent and know what to do to support students with medical needs and can respond accordingly.

Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents might be expected to act towards their children. It is sensible that non-teaching staff are trained in first aid as they are often the first port of call for students and also can deal with an accident without leaving the classroom. As many staff as possible will be trained in the use of the Epi-Pen to ensure immediate assistance to staff or students in need.

Practical Arrangements at the Point of Need:

City of Rochester School will:

- provide the appropriate number of first-aid containers, which are marked with a white cross on a green background;
- provide the names of those qualified in First Aid and ensure their training is regularly updated;
- have at least one qualified person on each School site when students are present;
- show how accidents are to be recorded and parent(s) and/or guardian(s) informed;
- follow hygiene procedures for dealing with the spillage of body fluids;
- provide guidance on when to call an ambulance;
- refer to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health and Safety Executive (telephone 0845 300 9923)
- ensure first aid supplies are also kept near hand washing facilities;
- have arrangements in place for the checking and replenishment of First Aid supplies/kits as necessary;
- check medication such as inhalers and EpiPens regularly to ensure they have not passed the expiry date and new medication requested to replace any due to expire;
- share a list of all student allergies and medical conditions with all staff to ensure they are aware of students' needs.

Classification for First Aiders:

There are now three levels of workplace first aider:

- Emergency First Aider at Work (EFAW) – 6-hour course
- Paediatric First Aider – 12-hours paediatric course
- First Aider at Work (FAW) – 18-hour course.

Identified staff (both teaching and non-teaching) are required to complete either EFAW or FAW or the Paediatric First Aider course.

The Nature of the Workforce:

During term time, there will be at least one First Aider on duty. Before a student with specific health problems/disability (such as heart conditions, asthma, diabetes etc) is accepted to the school, a care plan will be completed, who will consider the training needs for the teachers/First Aiders within the school. The Headteacher is responsible for ensuring that there is adequate first aid cover available at all times, including if staff are away on a training course, a lunch break or other foreseeable absences.

Definitions

First Aid: The arrangements in place to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. First Aid does not include giving of any tablets or medicine to treat illness.

Full First Aider: A person who has completed a full (18-hour) FAW course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Emergency First Aider: A person who has completed a 6-hour EFAW course of emergency first aid from a competent trainer and holds a current certificate.

Paediatric First Aider: A person who has completed a 12-hour Paediatric First Aid Course and who can administer first aid to any child up to the age of 8.

(Appointed Person): qualified medical personnel who can administer first aid, medication and provide advice and treatment.

First Aid Equipment

First Aid Boxes: The Nominated First aid Leads are responsible for ensuring the restocking of First Aid Boxes by being allocated to check a particular box. The minimum requirement is:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 2 large sterile individually wrapped unmedicated wound dressings;
- 6 medium-sized sterile individually wrapped unmedicated wound dressings;
- 3 disposable gloves (for advice on latex gloves please see [Selecting latex gloves](#))

Travelling First Aid Kits & Trips: It is the responsibility of staff in charge of a trip to collect a travelling First Aid container and check its contents prior to departing. The stock contained in these is the same as a standard First Aid box. These are checked every time they are returned.

When a student with a recognised condition and/or a Medical plan attends an activity outside of the school a member of staff trained in first aid should also accompany the student on the activity. All trips/visits off site should include a risk assessment.

Defibrillator:

The school has 1 Automated External Defibrillator (AED) located in the City of Rochester School medical room. An AED is designed for use by all members of the general public and those with associated training (see Appendix 1). Whilst it is highly desirable that those who may be called upon to use an AED should be trained in their use, and keep their skills up to date, circumstances can dictate that no trained operator (or a trained operator whose certificate of training has expired) is present at the site of an emergency. Under these circumstances no inhibitions should be placed on any person willing to use an AED.

Other Equipment: The other equipment that is available in the medical rooms at both City of Rochester School and City of Rochester School Vocational College includes soap and water, blunt-ended scissors, contaminated waste bags, gloves, support bandages and hot and cold packs.

Home to School Transport: The local authority are responsible for transportation of students between home and school, however the school must provide information regarding any emergency first aid treatments that will be required to be conducted/maintained during the journey. The school minibuss staff should be made aware of any students with medical needs and their plans and any risk assessments associated with this.

First Aid Accommodation: The school meets the needs of the Education (School Premises) Regulation 1996 by providing a room that is used for medical or dental treatment. We have at both City of Rochester School and City of Rochester School Vocational College a Medical Room and they are also adjacent to unisex toilets. They are equipped with one bed. Any visiting school nursing team are either offered the use of the Medical rooms or an alternative on request. Students are not allowed into the Medical Rooms without reporting to staff first and a record is kept of students who use the Medical Room.

Record of Administration of First Aid: The school keeps Accident Forms to record all accidents except those deemed to be very trivial. A form is completed by the member of staff who observed or dealt with the accident; a pupil accident/illness at school report form is sent home with the student and copies of both forms are filed and logged on our log system called Every. The details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

This can help the school to identify accident trends and possible areas for improvement in the control of Health & Safety risks and links directly to our issue management system so that any repairs necessary can be logged immediately. The information in both the Accident Forms and the First Aid Record Book is also used as a reference in future First Aid needs and assessments and may be helpful for insurance and investigative purposes.

In an emergency, the school has procedures for contacting a child's parent, carer or named contact as soon as possible. A significant or serious incident is also reported to the parent, either by a telephone call or face to face. Staff will stay with the student until a parent arrives including accompanying a student to hospital if required.

We recognise the need to report some accidents to the HSE, following the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). Accidents which would be reported to the HSE include accidents to the school's employees resulting in death or major injury or an accident which prevented the injured person from doing their normal work for more than three days (including acts of physical violence). In the tragic event of a fatal or major injury to an employee, a student or a visitor, notification would be made to the HSE immediately by telephone and followed up within ten days with a written report.

Near Miss Accidents: Although it is not a statutory regulation, the school endeavours to keep a track of near miss accidents to inform its Health & Safety Policy and prevent the possibility of a real accident occurring in the future. This information is recorded on the Every System.

Afterhours Activities

In the event of afterhours activities, staff are responsible for First Aid provision to visitors in the school.

Mental Health

City of Rochester school has identified Alison Barton as the mental health lead. Her role includes supporting the school to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students and staff. We also have a school counsellor available to students.

City of Rochester school uses the DfE published guidance to help identify whether a child or a young person's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances.

Consideration is given to ways to manage mental ill health in the workplace. This includes providing information for managers and employees, an employee assistance programme, access to a counsellor, appoint mental health trained and first aiders and implement support programmes where needed.

City of Rochester school staff are not mental health professionals. Where pupils experience more serious mental health problems, the school expects them and their families to be able to access support from sources which include CAMHS, voluntary organisations and local GP practices.

Medical Care Plans

The administration of medical care plans will be assessed by the School Registrar in conjunction with the Headteacher and where necessary organise for a medical care plan to be completed. She will provide clarity in what needs to be done, when and by whom. The EHCP will inform this.

The school will consult with healthcare professionals and the parents based on the evidence whether a healthcare plan is necessary, with the headteacher having the overall final view.

Students should be involved wherever practical. Medical care plans need to be reviewed regularly.

When a student returns to the school after a long period of absence or a medical condition, consideration should be given to a medical care plan being completed to allow the student to integrate effectively.

A medical care plan should include the following;

- Medical condition, its triggers, signs, symptoms and treatments
- The students resulting needs, including medication and other treatments
- Specific educational support and social and emotional needs
- Level of support needed
- Who provides the support (this person(s) should be involved with the discussions and be suitably trained)
- Who needs to be aware of the condition and support
- Arrangements for medication administration including written consent from parents and the headteacher for the administration of the medication by student or a member of staff
- Confidentiality at all times of the condition
- What to do in an emergency and contingency plans

It is important to recognise it is not the responsibility of one person to support the students during school hours or events. Working with other agencies and other partners including the parents and the student are important. Any complaints reference the support given to a student with a healthcare plan should in the first instance be referred to the headteacher.

Training: The appointed first aiders are fully First Aid trained and have had specific instruction regarding some other health conditions. The list of staff with current First Aid Certificates is available in Appendix One and the School Office. All First Aid qualifications are updated in accordance with regulations. Additionally, staff members able to administer medication will receive accredited training to do so.

First Aiders' responsibilities:

- To summon an ambulance through the School Office when necessary.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.
- Help fellow First Aiders at an incident and provide support during the aftermath where required.
- To insist that **any** casualty who has sustained a head injury is seen by professionals at the hospital.
- To inform the School Office when students are too unwell to stay in class. The School Office will inform parents, when required, of illness or accident.
- The school will keep records of medications with dates, times and treatment given.

Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, and who the first aiders are within school'.

Contractors: The Health and Safety Officer (in consultation with the appointed first aider), will ensure contractors have suitable or sufficient first aid provision, or that the contract may include their use of the School's first aid facilities.

Administration of Medicines:

Administration of medicines is most appropriately done by the non-teaching staff in the Medical Room and therefore is included as part of their work activities and their job description. In this way, those who administer the medicines are covered by Employers' Liability Insurance. Parents and students who choose not to follow these guidelines but allow students to take medication without informing the school do so at their own risk. Staff should only give out medication once they have received the appropriate training (a first aid certificate does not constitute appropriate training).

Whole school training will be given at regular intervals in use of medication such as the Epi-pen.

Awareness of medical needs and the school policy on first aid and medication will be part of the induction process for all staff. Where longer-term administration needs are identified, for example with asthma inhalers or where medication needs to be administered in an emergency, for example adrenalin injections, then specific arrangements can be made via the use of either a hospital care plan or a school medical care plan. No member of staff should administer or be expected to administer any medication unless he or she has received the proper training to do so.

- We do not provide paracetamol on demand.
- Plasters will be issued without parental permission.

Students who are competent to administer their own medication (Gillick Competent) should be allowed to do so after consultation with parents and will be reflected in the healthcare plan.

Managing medicines on the premises – pupils

- Medicines will only be administered at school when it would be detrimental to their health not to do so.
- No student under the age of 16 years should be given prescription or non-prescription medicines without the parents written consent, except in exceptional circumstances where medicine has been prescribed without parental knowledge.
- Students under 16 years should never be given medicine containing aspirin unless prescribed by a doctor.
- Medicines should be in date and labelled.
- Medicines should be stored safely and the students should know where they are. Medicines such as asthma inhalers etc should not be locked away but be readily available. This is particularly important on trips etc
- No student will be given another student's medication
- The school will record the administer of medication
- Once no longer required medication should be returned to the parent to arrange safe disposal

Managing medicines on the premises – staff and contractors

- No medication should be carried in pockets or bags within the premises with the exception of emergency medications such as inhalers or epi-pens. If there is a medical reason why medication must be kept on your person you must inform senior leadership so appropriate risk assessments and precautions can be taken.
- Medication must be kept within the box, if prescribed with the prescription clearly labelled, if over the counter then in the original box with your name written on.
- Where ever possible please time medication so that it can be taken at home rather than brought into school. If this is not possible, and it is not viable to leave the medication in your car, it can be handed in at reception for safe keeping or stored in your locker or locked office drawer.
- If medication is to remain refrigerated it must be handed in to the office to store in the medical fridge within the first aid room, under no circumstances should medicine be stored in the fridges in the kitchen areas or staff room.

Records of Medical Conditions or Illness

All medical records which relate to staff and students are confidential and are kept in named envelopes in the staff filing cabinet (for staff) or student files. The school is mainly informed of student medical conditions through the emergency contact form which is completed when a student joins. This is discussed at either the preliminary interview when a student joins the school mid-year or by telephone on receipt of the information. It is the responsibility of parents to keep the school informed of any alterations to health care. Where appropriate the headteacher will meet with parents to discuss major concerns. The school endeavours to ensure that all staff have the relevant information needed.

Unacceptable Practices

- Prevent students from easily accessing their medication such as inhalers
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student, parents or medical advice
- Send students with medical conditions home frequently or prevent them from taking part in school activities
- If the student becomes unwell send them to the medical room unaccompanied or with someone unsuitable
- Penalise students' attendance records if their absences are related to their medical condition i.e. hospital appointments
- Prevent them eating or drinking, or taking a toilet break whenever they need to manage their condition
- Require parents (or suitable and agreed adult) to attend the school to administer medication or provide medical support.
- Prevent students from participating in any aspect the school life.

The First Aiders' procedure for dealing with sick or injured students:

- Ascertain by inspection and discussion with student or staff member the nature of the injury or illness.
- Comfort or advise as necessary. This may be sufficient and students can return to class or break. Inform staff member of nature of any concerns if appropriate.
- The First Aider will treat the injury or illness if required. Depending on the nature of the wound/injury, clean wound with saline or running water, apply pressure until the bleeding has stopped (or reduced) and cover with a plaster if still bleeding and no allergy exists.
- The First Aider will record action taken in the Accident Report Book as necessary.
- If the student is then well enough he/she will return to class.
- If problem persists or there are doubts as to the seriousness of any injury then, for day students, parent(s) and/or guardian(s) will be telephoned and asked what they would like to do. If parent(s) wish to collect their child appropriate arrangements are made.
- If a severe illness or injury is suspected, then the emergency services will be called (or the most appropriate member of staff will take the student to hospital if deemed more efficient) and administrative staff will contact the parent(s) and/or guardian(s) to inform them. No student will travel in an ambulance unaccompanied.
- If any issue arises during treatment or discussion with the student that the Headteacher feels should be taken further, she will telephone or speak to the parent(s) and/or guardian(s).

N.B. The First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice. Only nursing staff can provide medical advice.

Guidance on when to call an ambulance: The following is guidance only and cannot be considered to be comprehensive, however a paramedic should be called if:

- if there are signs of a stroke, poisoning, drug overdose or evidence of a suicide attempt
- if a casualty is trapped, unconscious, has sudden or severe back pain, chest pain or broken bones
- if there is any sign of a heart attack such as severe chest pain or pain in the patients arm or jaw

- if a casualty has suffered a fall from height
- there is a serious head injury
- there is severe bleeding
- there is a severe or growing allergic reaction (anaphylaxis)
- there is an asthma attack continuing despite using an inhaler,
- there is a seizure
- there are signs of stroke
- there is a rash which does not blanch when using the 'tumbler test'
- there is any neck injury (particularly sustained in a sport such as rugby).

It should be re-emphasised that these examples are only illustrative, **if in doubt get professional help.**

Guidance on how to call an ambulance: Follow the steps below.

From all landlines in the School phone 9999. From a mobile phone 112/999.

- They will ask you what service you require. Say 'ambulance'.
- They will ask where you are located. Be as precise as possible: the School postcode (for satnav) is ME3 8UJ.
- They will ask you how many casualties. If a child, state 'a child'
- They will ask what is wrong with casualty. Tell them what you are sure of: they are likely to ask for further information such as the casualty's name, date of birth, GP surgery etc. If the casualty is not near a telephone, you will find it helpful to enlist another member of staff to help you with making the call and relaying details.
- They will give you a reference number; note this down in case you need to call back and update them.
- They will ask if other services required.
- After you hang up you must wait with the casualty until the ambulance arrives, and send someone to direct the ambulance.

Hygiene/Infection control/HIV Protection: Staff should take precautions to avoid infection and must follow basic hygiene procedures:

- protective garments such as aprons, masks, gloves and overshoes, should be worn as appropriate to the situation. Travel biohazard body spill kits are available for school trips.
- Absorbent granules should be spread over spillage to form a gel-like substance. Blood and body fluids should be covered with paper towels to help prevent airborne spread of infection.
- The gel is scooped up and disposed of in yellow biohazard bags using a allocated body fluid dustpan and brush provided.
- The area should be disinfected with disinfectant and hot water, taking account of the surface where the incident happened. Carpets may need steam cleaning. The area should be thoroughly dried before use.

Advice from Public Health England relating to gastroenteritis is as follows: 'Both norovirus and *Clostridium difficile* spores are very hardy and disinfectants such as alcohol have little or no effect. The recommended disinfectant is Hypochlorite at 1000 parts per million. This should already be available within the school, as it is the disinfectant recommended for use after a spillage of blood or body fluid. Hypochlorite is a bleach solution, which must be made up freshly in order to be effective (examples of chlorine releasing tablets are *Haztabs* and *Sanichlor*). Instructions on how to make the solution to the correct strength can be seen on the packet and some manufacturers provide a mixing container to accurately mix the solution in. An alternative to these chlorine releasing tablets is Milton solution. Manufacturers of the disinfectants should supply COSHH (Control of Substances Hazardous to Health) Data Sheets that specify the requirements for safe use.

Disposal of contaminated products

All body fluids should be treated as 'clinical waste' and disposed of appropriately in a securely sealed yellow bin to be collected by a nominated waste disposal company for incineration. Non-disposable equipment should be washed thoroughly and disinfected using bleach (kept in locked cleaning cupboard); items that need laundering (clothes etc) should be sealed in a red waste bag and flagged to First Aid staff. Staff should wash hands thoroughly. For small spillages, anti-viral/anti-bacterial wipes are available from the Medical Room. Gloves should be worn and waste disposed of in a yellow bag as detailed above.

Supporting sick or injured students: With reference to sick students and medicine, we:

- make every effort to keep abreast of new information relating to infectious, notifiable and communicable disease.
- isolate a student if we feel that other students or staff are at risk and contact parent(s) and/or guardian(s) to take students home if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease, respecting confidentiality;
- ring emergency contact numbers if the parent(s) and/or guardian(s) cannot be reached;
- make every effort to care for the student in a sympathetic, caring and sensitive manner; and
- keep other parent(s) and/or guardian(s) informed about any infectious diseases that occur and expect parent(s) and/or guardians to inform the Health Centre if their child is suffering from any illness or disease that may put others at risk.

Confidentiality: Information given by parent(s) and/or guardian(s) regarding their child's health will be treated in confidence and only shared with other staff or external agencies when necessary or appropriate. .

Monitoring: Accident Report Forms can be used to help the School to identify trends and areas for improvement. They also help to identify training or other needs and may be useful for insurance or investigative purposes. The Health and Safety Officer regularly reviews the accident records. This policy will be reviewed at least annually.

Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923 to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23) or report online on the HSE website. The appointed first aider must record and save any RIDDOR reportable information then pass to the Business and Facilities Manager to report to HSE.

This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

Accidents arising out of or in connection with work at school which result in death or major injury (including as a result of physical violence) to any person (adult or child, staff or visitor), or which prevent the injured person from doing their normal work for more than three days, must be reported to the HSE immediately.

Accidents arising out of or in connection with work can be defined as:

- Any school activity, both on or off the premises;
- The way the school activity has been organised and managed and condition of premises;
- Equipment, machinery or substances owned or used by the School.

These need to be reported without delay to HSE, followed by Form F2508. For more information on how and what to report to the HSE, please see: <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

The nature of the work, the hazards and the risks. The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

Hazard	Control measures/Notes	Possible injuries requiring first aid	Risk Rating
Manual Handling	Mainly pertains to Kitchen/cleaning and maintenance staff.	Fractures, lacerations, sprains and strains	Low
Slip and trip hazards		Fractures, sprains and strains, lacerations	Low
Machinery	There are very few machines within the school, which are capable of causing amputations and fractures.	Crush injuries, amputations, fractures, lacerations, eye injuries	Low
Work at height	Working at heights is restricted to adults: below one meter an adult can work alone; over one meter a full-size ladder or scaffold tower is used with 2 or more people present at all times.	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains	Low
Workplace transport	It is unlikely that workplace transport injuries will occur as the minibus is only used for people carrying.	Crush injuries, fractures, sprains and strains, spinal injuries	Low
Electricity	All wiring is tested every 5 years and portable appliances 100% every year. There will also be an annual visual H&S self-audit which should identify any shortcomings, weekly checks are also carried out by the school caretaker and any issues would then be rectified, couple to this is the appointment of H&S representative (Finance and Facilities Manager) who is responsible for monitoring all H&S matters within his area of responsibility.	Electric shock, burns	Medium
Chemicals	All chemicals are kept under lock and key and their issue and use is supervised by qualified adults/personnel.	Poisoning, loss of consciousness, burns, eye injuries	Low

Physical Sickness – If a student is physically sick inside the school building, the area is cleaned and disinfected and the student is sent home or to a sick room as appropriate.

Appendix 1: First Aid/Specialist Trained Staff

THERE WILL BE A FIRST AIDER ON DUTY AT ALL TIMES

Emergency Paediatric First Aid IQL Level 3

	Expires
Ali Heathfield	October 2025
Alicia Miller	November 2026
Annette Evans	October 2025
Belinda Foster	November 2026
Billie Rice	November 2026
Debbie Sibbons	November 2025
Gary Lovell	October 2025
Jen Brien	October 2025
Jo Bish	October 2025
Katie Nolan	November 2026
Kristina Maciulaityte	October 2025
Lucy Ferry	November 2026
Nicole Xhepa	November 2026
Rhys McMahon	November 2026
Sarah Pink	November 2026
Sheila Humphrey	October 2025
Sophie O'Connor	November 2025
Uzma Abbasi	October 2025

Paediatric First Aid QA Level 3

	Expires
Kaylee Ben-Hania	August 24

Administration of Medication in Schools EduCare part of tes

	Expires
Ali Heathfield	March 2026
Annette Evans	March 2026
Belinda Foster	January 2026
Brian Obray	March 2026
Dave Bull	April 2027
Debbie Sibbons	March 2026
Gary Lovell	February 2027
Hannah Saunders	March 2027
Jen Brien	March 2026
Jo Bish	April 2026
Katie Hobbs	February 2027
Kaylee Ben-Hania	March 2026
Kristina Maciulaityte	May 2026
Louise Harper-Humphrey	April 2026
Michelle Sergeant	August 2026
Rhys McMahon	February 2027
Sandra Kingsmill	November 2025
Sarah Pink	September 2024
Sheila Humphrey	November 2025
Sophie O'Connor	April 2026
Stacey Mckenna	April 2026
Uzma Abbasi	September 2025
Wendy Chalk	March 2027

First Aid at Work IQL Level 3 and Defibrillator IQL Level 2 (to treat staff)

	Expires
Brian O Bray	April 25
Sandra Kingsmill	April 25
Stacey McKenna	June 2027
Charlotte Morris	June 2027
Sian Baddeley-Thornton	June 2027
Annette Evans	June 2027