



## **Longacre School First Aid and Accident Reporting Policy**

**This policy includes the Early Years Foundation Stage**

**Policy Updated: September 2025  
Policy to be reviewed: September 2026**

Key appointments: Appointed Person (for First Aid): Gwen Edwards

Longacre School takes all reasonable steps to safeguard the health and safety of all who may be on the school premises at any time, and to prevent avoidable accidents (see Bridewell Foundation Health & Safety Policy). However, accidents may occur. This policy details the procedure for dealing with and recording accidents, and the review process to determine if action is required to reduce future risk.

Learning to assess risks and take risks within limits is an important part of the education of children. There may be occasional small accidents resulting in bumps, bruises, etc. as a result of this learning process. It is the policy of Longacre School that as many staff as possible should have an appropriate level of First Aid training.

This policy is implemented through the provisions in the Longacre School Staff Handbook and the specialist activities of the School First Aid Coordinator. Monitoring is through records kept by the School and oversight on the behalf of the Governors by the Health & Safety Committee.

The employer is responsible, under the Health and Safety at Work Act 1974 (HSWA), for making sure that a school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the School.

The First Aid policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools - 2014, Health and Safety (First-Aid) Regulations 1981 (as amended 2018) and Supporting pupils at school with medical conditions 2017.

This policy should be read within the broader context of the Bridewell Foundation Health & Safety Policy.

This document contains the following sections:

### **1. First Aid**

#### **1.1 First Aid Introduction**

- 1.2 First Aid Aims
- 1.3 First Aid Objectives
- 1.4 First Aid Personnel
- 1.5 Risk Assessment for First Aid provision
- 1.6 First Aid Stations
- 1.7 First Aid Hygiene and Infection Control

## **2. Accidents and Reporting**

- 2.1 Reporting Accidents
- 2.2 Accident Record Keeping
- 2.3 Accident Monitoring & Investigation
- 2.4 Head Injuries
- 2.5 Taking Children to Hospital

## **1. First Aid**

### **1.1 First Aid Introduction**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors in a competent and timely manner. The School will ensure procedures are in place to meet this responsibility. All children have the right to feel safe and well and know that they will be attended to with care, when in need of medical attention.

### **1.2 First Aid Aims**

Longacre School will follow the requirements of the Health and Safety (First Aid) Regulations 1981 as amended and the Education (Independent School Standards, 2014) (England) Regulations 2003.

This policy has been produced as required under the above legislation.

The aims are:

- To ensure that first aid provision is available at all times while people are on the school premises and also off the premises whilst on school visits.
- To provide supplies and facilities to cater for the administering of first aid.
- To communicate children's health problems to parents when considered necessary.

### **1.3 First Aid Objectives**

To achieve the above aims Longacre will:

- Appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders, to meet the needs of the School;
- Arrange for the required number of Early Years staff to attend a twelve hour Paediatric First Aid course which will include management of children with medical conditions such as asthma, diabetes, epilepsy and allergic conditions;
- Inform staff and parents of the School's First Aid arrangements;
- Keep accident records and to report to the HSE as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 2013).

#### **1.4 First Aid Personnel**

- The Governors are responsible for the Health and Safety of their employees and anyone else on the premises. This includes the Head and teachers, non-teaching staff, pupils and visitors (including contractors);
- They must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place;
- They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ;
- The Head is responsible for putting the policy into practice and for developing detailed procedures;
- The Head should ensure that the policy and information on the School's arrangements for first aid are made available to parents;
- Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

#### **1.5 Risk Assessment for first aid provision**

The School will base its provision of first aid needs on the following factors:

- All the school buildings are located within close proximity;
- The number of pupils, teachers and visitors to the site;
- Most of the parts of the School are considered to be low risk due to the nature of the classroom based activities. There are medium risk areas in Art, DT, physical education and science. Catering and cleaning are undertaken by contractors and Longacre School do not provide formal first aid cover for these activities;
- First aid arrangements will be in place to cover after school clubs and off site activities;
- The majority of staff and pupils are fit and able bodied, however, those with particular medical needs and provision of children in the Early Years department are considered.

Based on the information above and guidance from the Health and Safety Commission, the School considers it needs to provide at a minimum:

- A medical room equipped with bed, wash hand basin and close to a toilet;
- A fully qualified First Aid at Work first aider and/or at least one person who has a current paediatric first aid certificate must be available during term time and at all times when children are present;
- A fully qualified First Aid at Work first aider who is available to cover for absence for the First Aid Coordinator;
- All Longacre staff will attend a half day First Aid course approved by the HSE. This will be updated every three years. This will allow for provision for first aid for after school clubs, off site activities and non-term time work activities;
- The required number of Early Years Staff will attend a 12 hour Paediatric First Aid course on a rolling programme, updated every three years.

### **The Appointed Person and First Aiders**

- The Appointed Person (First Aid Coordinator) will undertake a First Aid at Work course provided by a HSE approved training provider;
- The Appointed Person is to take charge if someone is injured or becomes ill;
- The Appointed Person will look after the first aid equipment, including First Aid Boxes, and ensure it complies with the HSE requirements;
- The First Aid Coordinator is responsible for drawing up medical treatment plans for pupils with medical conditions. The co-ordinator will ensure form teachers and any staff working with these pupils have access to these plans;
- At least one person with a current Paediatric First Aid certificate will be available on the premises at all times when children are present and a first aid trained member of staff will accompany children on outings.

A list of the First Aiders and their qualifications is held by the First Aid Coordinator and by the Head. The HR & Compliance Manager will arrange the training and report to the School's Health & Safety Committee on any training which is overdue.

### **1.6 First Aid Stations**

All First Aid Boxes are clearly marked with a white cross on a green background and located at the stations listed below. All staff must familiarise themselves with the location of the nearest First Aid box.

- In the Nursery building the First Aid Station is located in the Nursery toilet area;

- In the Jubilee Building the first aid station is located at the rear of the building, near the double doors;
- In the Founders' Building the first aid station is located outside the Science Laboratory, with a first aid box also in the lab;
- In the Palmer Hall, the first aid station is located in the sports store room and one in the Staff Changing Rooms;
- In the main building there is a Medical Room located on the ground floor just off the main entrance hall;
- In the Old Hall, the first aid kit is located by the printer next to the Staff Room;
- In the school kitchen; First Aid bags and bum bags for PE and Off-Site Visits are located in the medical room;
- Each school minibus contains a First Aid box.

### **1.7 First Aid Hygiene and Infection Control**

- Basic Hygiene procedures must be followed by staff;
- Single use disposable gloves must be worn when treatment involves spillage of blood or other body fluids;
- Care should be taken when disposing of dressings or equipment.
- Soiled or bloodied items are to be disposed of in a sanitary bin.

### **1.8 Children who are deemed to be infectious or ill**

Parents are advised not to bring a sick child into school. If a child has sickness and diarrhoea at home they should not return to school for at least **48 hours after symptoms have stopped.** Should children return before this time, you will be requested to collect them again by the School Office.

Children who are full of cold and have required medication before arrival at school, are much better at home until they have recovered. This prevents the infection of others; again the School Office will be active in sending pupils home who are deemed as unfit for school.

Children who become sick or infectious during the course of the school day will be sent home. Parents will be contacted as soon as possible and children, including those in the Early Years Foundation Stage will be supervised, until such time collection is possible, in the Medical Room where necessary.

Should medication be administered, the parent will be informed on collection. Please see the school Medical Conditions Policy.

## **2. Accidents and Reporting**

### **2.1 Reporting Accidents**

The following accidents must be reported to the HSE, to comply with RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 1995

Employees or self-employed people working on the premises:

- Accidents resulting in death or major injury (including as a result of physical violence);
- Accidents which prevent the injured person from doing their normal work for more than 3 days.

Notification must be made as soon as is reasonably practicable and within 14 days of the incident occurring.

Early Years providers must notify local child protection agencies of any serious accident or serious injury to, or the death of, any child whilst in their care and act on any advice given.

Pupils and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to:
  - The way the school activity has been organised or managed
  - Equipment, machinery or substances
  - The design or condition of the premises;
- Accidents that happen in relation to the curriculum sports activity and result in pupils being killed or taken to hospital;
- Playground accidents, due to collisions and a fall and the pupil has been taken to hospital from the site is *only* reportable where the cause of the accident is attributable to the condition of the playground or lack of supervision.

### **2.2 Accident Record Keeping**

Statutory accident records: The Head must ensure that readily accessible accident records are kept for a minimum of 7 years. The school will comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

## **Injury to a Pupil**

Any accident or injury must be recorded by the member of staff first on the scene even if further treatment is then given by the First Aid Coordinator. All accidents and accident details are recorded on Medical Tracker.

Should an emergency happen in a classroom when you are alone with no other adult present e.g. a child has a fit, please use the red card which is placed on a hook by the door of every room. A child should be sent with the card to the School Office who will then take immediate and appropriate action.

Parents are notified of all recorded incidents and accidents by the Medical Tracker software. The record completed must include:

- The date, time and place of incident
- The name of the injured person
- Details of their injury/illness and what First Aid was given
- What happened to the pupil immediately afterwards
- and the name of the first aider or person dealing with the incident.

## **Injury to Staff, Parents, Contractors or Visitors**

Any accident or injury involving an adult on the school premises must be recorded on Medical Tracker. Particulars, which must be recorded, are:

- Full name, address and occupation of injured person
- Date and time of accident
- Place where accident happened
- Cause and nature of injury and what First Aid was given
- Name and address of person giving notice, if other than injured person

## **2.3 Accident Monitoring and Investigation**

Accident monitoring and investigation is an important process by which the school continuously reviews, learns and improves from its experience. Minor accident records will be regularly reviewed and used to identify trends and areas for improvement by the Health & Safety Coordinator, who will report the findings to the School's Health & Safety Committee.

Serious accidents will be investigated at the time and the report, conclusions and recommendations sent to the Head and the Health & Safety Committee.

## **2.4 Head Injuries**

- All head injuries must be checked by an Appointed Person;
- A head injury form must be completed via Medical Tracker for the parents.

## **2.5 Taking Children to Hospital**

An ambulance should be called if the First Aid Coordinator feels that further medical provision is required in circumstances such as:

- a broken limb where the child cannot be transported comfortably;
- any loss of consciousness following an incident or allergic reaction;
- a severe injury to the head;
- any potential injury to the neck or spine.

This list is not exhaustive and common sense along with the First Aid Coordinator advice should prevail.

An ambulance should only be called by the School Office who will then proceed to contact the parent. For an injury in a classroom, the Red Card system should be engaged.

If a child needs to go to hospital, the following information should be taken:

- Medical form including contact numbers and child's GP;
- Accident form, printed from Medical Tracker;
- Time the child last had anything to eat or drink;
- Any medication the child is taking.

The school will contact parents as soon as the immediate needs of the child have been addressed.