



St Bernard's Preparatory School

First Aid and Accident Reporting Policy and Arrangements

Authorised by: The Board of Governors of St Bernard's Preparatory School

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Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum, we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.

- Department of Health Guidance on Infection Control in Schools and Nurseries
- The Controlled Waste Regulations 1992
- Social Security Administration Act 1992
- Data Protection Act 1998
- The School Premises (England) Regulations 2012

Accidents & Incidents Policy (from Health & Safety (H&S) Policy)

Accidents, incidents & near misses are reported & recorded in line with legislative requirements.

All accidents are reported to the Health & Safety Manager using the appropriate accident report form (Please refer to detailed procedure & forms in the Health & Safety folder on the shared computer drive – Accident, Incident or Near Miss Reporting).

- Accident records are kept that comply with the Data Protection Act and GDPR 2018.
- Accidents are reported, investigated & documented, and consideration is made to the severity and loss potential of the incident, as well as the regulatory and insurance requirements.
- Risk assessments will be reviewed in light of an accident, incident or near miss.

Accidents resulting in a fatality or major injury are reported immediately to the Headteacher and Governors.

Accidents to pupils (or others e.g. visitors) which result in the injured person being taken from the scene of the accident directly to hospital, and where the accident was attributable to a defined work activity or arising out of a premises or equipment defects are reported to the Headteacher.

Accidents to staff that fall into the following criteria are reported to the HSE:

- Resulting in a specified injury.
- Resulting in an injury whereby the staff member is off work for more than 7 consecutive days.

The Trustees, Governors and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school. The Trustees and Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetic teachers, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

EYFS, Safeguarding Portfolio, Administration of Medication, Confidentiality, Communications, Health and Safety Policy, Premises Management Documents

Availability

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Aim

To set out clearly the principles and procedures for first aid at St. Bernard's Preparatory School.

First Aid Organisation

St Bernard's Preparatory School's arrangements for carrying out the policy include the following key principles:

- The Governing Body's duty to approve, implement and review this policy.
- The individual responsibility on all employees.
- The duty to report, record and, where appropriate, investigate all accidents.
- The recording of all occasions where first aid is administered to employees, pupils and visitors.
- The provision of equipment and materials to carry out first aid treatment.
- The arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- The establishment of a procedure for managing accidents in school which require first aid treatment.
- The provision of information to employees on the arrangements for first aid.
- The undertaking of a risk assessment of the first aid requirements of the school.

Medical Room

In compliance with [The Education \(Independent School Standards\) Regulations 2014](#), the Governing Body will ensure that a room will be made available for medical treatment. This facility contains the following and is readily available for use:

- sink with running hot and cold water
- drinking water and disposable cups
- First Aid Policy
- paper towels
- range of first aid equipment and proper storage
- chairs
- low bed, blankets and pillows
- soap
- clean protective gloves for first aiders
- suitable refuse container (foot operated) lined with appropriate bag
- appropriate record keeping systems and facilities.

Practical First Aid Arrangements

First aid boxes in the school are located as follows:

- Medical room
- Kitchen
- PE Department
- Each classroom has access to a small first aid bag.
- Travel kits for trips and matches. The contents of these boxes vary according to location and are checked on a regular basis. Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. First aid boxes are taken to the playground/field at playtimes, children on the playground access first aid at the school medical room. If the teacher requires assistance, two children will be sent to request the assistance of the principle first aider who will attend at the scene of the accident. If the contents of the boxes become depleted, staff should place an order with administrative staff.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- No medication is kept in first aid kits.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip organiser prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Reporting to Parents

If a child receives more than a minor cut or graze the accident should be reported to the parents. Staff should report all accidents to a child's class teacher so that parents may be informed at pick-up time. More serious accidents are reported to parents from the school office as soon as possible. Bumps to the head suffered by any child must always be reported to parents, who should be given the choice whether or not to collect them from school. Children who have received a head bump will be monitored closely throughout the day and will wear a sticker to alert staff to the fact they have had a head bump.

Children who feel unwell during the school day should be sent to the school office if they are unable to participate in class activities. The office staff will attend to them and consult with the Headteacher or principle first aider as to whether parents need to be called to collect the child from school.

Transport to Hospital or Home

The principle first aider will determine reasonable action to take depending on the circumstances of each case. Where the injury is severe or is an emergency, an ambulance will be called, followed by a call to parents. Where hospital treatment is required but is not an emergency, the principle first aider or administrative support will contact parents in order for them to take over responsibility for the child.

Duties of Staff

St Bernard's Preparatory School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in accordance with data protection regulations.

All accidents and dangerous occurrences, however minor, arising out of or in connection with work and school activities must be reported to the Health and Safety Co-ordinator or through the principle first aider. The requirement applies to accidents involving staff, pupils, parents, contractors, visitors and members of the public. It applies to accidents and incidents that occur on and off site when a school activity is involved. A regular report is to be made to the Governing Body's Safeguarding, Health and Safety Committee by the Bursar.

Accident report forms produced by The Health and Safety Executive (HSE) are used. Action required by staff of Years 1 to 6 pupils is as follows:

- The person reporting the accident completes the relevant parts of the form and submits it to the principle first aider who may initiate reports. Written notification should be made as soon as possible after the event and no later than the next working day.
- 'Near-misses' are reported in the same way.
- A central log of all accident report forms is maintained.
- The principle first aider considers the report and decides on any further action required before filing the form for retention in the folder of accident records kept in a lockable cabinet.
- Serious accidents should be reported verbally as quickly as possible by all staff, including Early Years.
- EYFS keep their own records.
- Serious accidents are reported to the Bursar who contacts the HSE.

Hygiene Procedures for Disposal of Body Fluids (Clinical waste management)

The legal definition of clinical waste is given in the [Controlled Waste Regulations 1992](#) as:

"Any waste which consists wholly or partly of human or animal tissue, blood or other bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or in the collection of blood for transfusion, being waste which may cause infection to any person coming in contact with it".

The safe disposal of clinical waste is a shared responsibility of the principle first aider and the school caretakers. Approved yellow bins must be used for the temporary storage of such waste in clearly defined and safe areas prior to removal from the school by an authorised contractor.

Responsibilities

We have one designated First Aider, Amy Underwood. There are 9 Paediatric first aiders with 12 hours training and at least one of these is always present on the premises. In addition, there are 21 paediatric first aiders with 6 hours training. Members of staff receive one-day paediatric day first aid training every three years.

The Headteacher and the Bursar appoint appropriate staff to:

- take charge when someone becomes injured or ill.
- ensure there is an adequate supply of first aid equipment in the medical room and in the first aid kits, including restocking when required.
- check all first aid materials are within their use by date.
- ensure that an ambulance or other further professional medical help is summoned when appropriate.
- oversee records of all first aid incidents at the school.
- manage records of first aid training.

In order to provide first aid for pupils and visitors, the Health and Safety Co-ordinator will undertake a risk assessment to determine, in addition to the principle first aider, the number and relevant training of first aiders required. In implementing the outcome of the risk assessment, the Governing Body acknowledges that, unless first aid support is part of a member of staff's contract of employment, those who agree to become first aiders do so on a voluntary basis.

Administration of First Aid and Medicines to Pupils

St Bernard's Preparatory School acknowledges that children may require medication during the school day as part of either long-term management of a health condition or during a short period of illness/injury. The school will administer medication provided that the parents of the pupil adhere to safety guidelines. Please refer to the Administration of Medication Policy.

Information on First Aid Arrangements

As part of every member of staff's induction, the health and safety co-ordinator and/or, the Bursar will inform all employees at St Bernard's Preparatory School of the following:

- The arrangements for reporting and recording accidents.
- The arrangements for first aid.
- Those employees with first aid qualifications.
- The location of first aid boxes.

Reporting

The Trustees and the Governing Body are aware of their statutory duty under [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#) (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including non-working days).
- An accident which requires admittance into hospital for an excess of 24 hours.
- The death of an employee.
- Major injury such as a fracture, amputation, dislocation of hip, shoulder, knee or spine.
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- For non-employees and pupils an accident will only be reported under RIDDOR:
- Where it is related to work being carried out by an employee or contractor and the accident results in death or major injury.
- An accident in school which requires immediate emergency medical treatment at hospital.

The Bursar, with the knowledge of the Headteacher, is responsible for notifying the Health & Safety Executive Incident Contact Centre. HSE Incident Contact Centre telephone number: 0345 300 9923. Where an employee, pupil or visitor has been injured or becomes ill as a result of a notifiable accident or dangerous occurrence that is a cause of death within one year of the date of that accident the HSE must be informed in writing as soon as this is known. It is also a statutory duty to keep record following enquiries from the DSS concerning claims for any of the prescribed industrial illnesses.

Arrangements for pupils with particular medical conditions

Parents are required to give details in writing and discuss with the school office any long-term health care needs, for example asthma, allergies, epilepsy and diabetes. This will ensure that the school keeps the necessary medication and that the appropriate information is held on record.

Staff are given lists of children with medical conditions as appropriate. The kitchen staff have details of children (including photographs) with allergies.

- Children suffering with asthma are required to have an in-date inhaler/reliever in school.
- Children suffering with allergies who have been prescribed epi-pens are required to have an in-date epi-pens.

Anaphylaxis

Information concerning children and who suffer from Anaphylaxis is kept in the Medical Room and is included in the confidential medical conditions pupil list which is circulated to staff as and when it is updated.

Adrenalin pens are held for school pupils within the Medical Room and labelled with child's name. Staff inform colleagues of where they keep their adrenaline pens.

The member of staff responsible for a school trip checks the pupil has his/her adrenaline pen before trips leave.

While staff are under no legal obligation to administer medication, they do receive training in the use of adrenaline pens and asthma inhalers and they will offer whatever reasonable assistance they can within their ability to any pupil in need or difficulty.

Asthma

Children suffering from asthma in school should be encouraged in their independence concerning their condition.

However, the original packaging should be provided with the prescriber's instructions so that staff are clear about the correct dosage and administration especially for EYFS children.

- They should know when they need their inhaler and older children should be able to administer their own medication
- A medication form is always completed when medicine is given, even if the child has administered themselves.
- Young children may need assistance from a Paediatric First Aider to use spacers with their inhalers, and these are kept accessible in the Medical room.

Immunisation

At St Bernard's Preparatory School, we expect that children are vaccinated in accordance with the government's health policy and their age. We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible. The school office must be aware of any children who are not vaccinated in accordance with their age.

Communicable Diseases

The school office should be informed immediately by parents if a child has been diagnosed with a communicable disease such as chicken pox or measles. The school will send out communication to all parents to alert them.

Sickness Exclusion

St Bernard's Preparatory School takes into consideration guidance from the Health Protection Agency with regards to exclusion periods for illnesses and infection control, as well as the needs of the children and staff.

- Chicken Pox/Shingles - 5 days from onset of rash as long as spots are crusted over
- Cold Sores (Herpes simplex) - None
- Conjunctivitis - None (if there is an outbreak we will consider exclusion after consultation with the HPA)
- Diarrhoea and/or Vomiting including Rotavirus/Norovirus/Gastroenteritis - 48 hours from the last episode, if as a result of illness or infection.
- Flu - Until recovered fully enough to participate in school activities
- German Measles (Rubella)* - 6 days from onset of rash
- Glandular Fever - None, however must be well enough to participate in school activities
- Hand, Foot and Mouth Disease - None, however must be well enough to participate in school activities (if there is an outbreak we will consider exclusion after consultation with the HPA)
- Head lice - None but treatment advised
- Impetigo - Until lesions are crusted or healed
- Measles* - 5 days from onset of rash
- Meningitis* - Until recovered (We will follow the instructions of the local Health Protection Unit)
- Mumps* - 5 days from onset of swollen glands
- Ringworm - 24 hours after treatment has commenced
- Scabies- 24 hours after treatment has commenced
- Scarlet Fever* - 5 days after commencing antibiotics
- Slapped cheek - None, however must be well enough to participate in school activities (if there is an outbreak we will consider exclusion after consultation with the HPA)
- Threadworm - 24 hours after treatment has commenced

* = Notifiable diseases

Please note this list is not exhaustive but contains the most common exclusions. Parents should always seek advice from their GP or Accident and Emergency department regarding the specific symptoms of their child.

NHS online service [Get medical help - NHS 111](#) or call 111

Return to school after illness

If a child is ill he/she should remain away from school until able to fully participate in the school day. If he/she has had diarrhoea or vomiting, a 48-hour quarantine period is required. If the child has a higher than normal temperature, this must register within the normal range for 24 hours before returning to school.



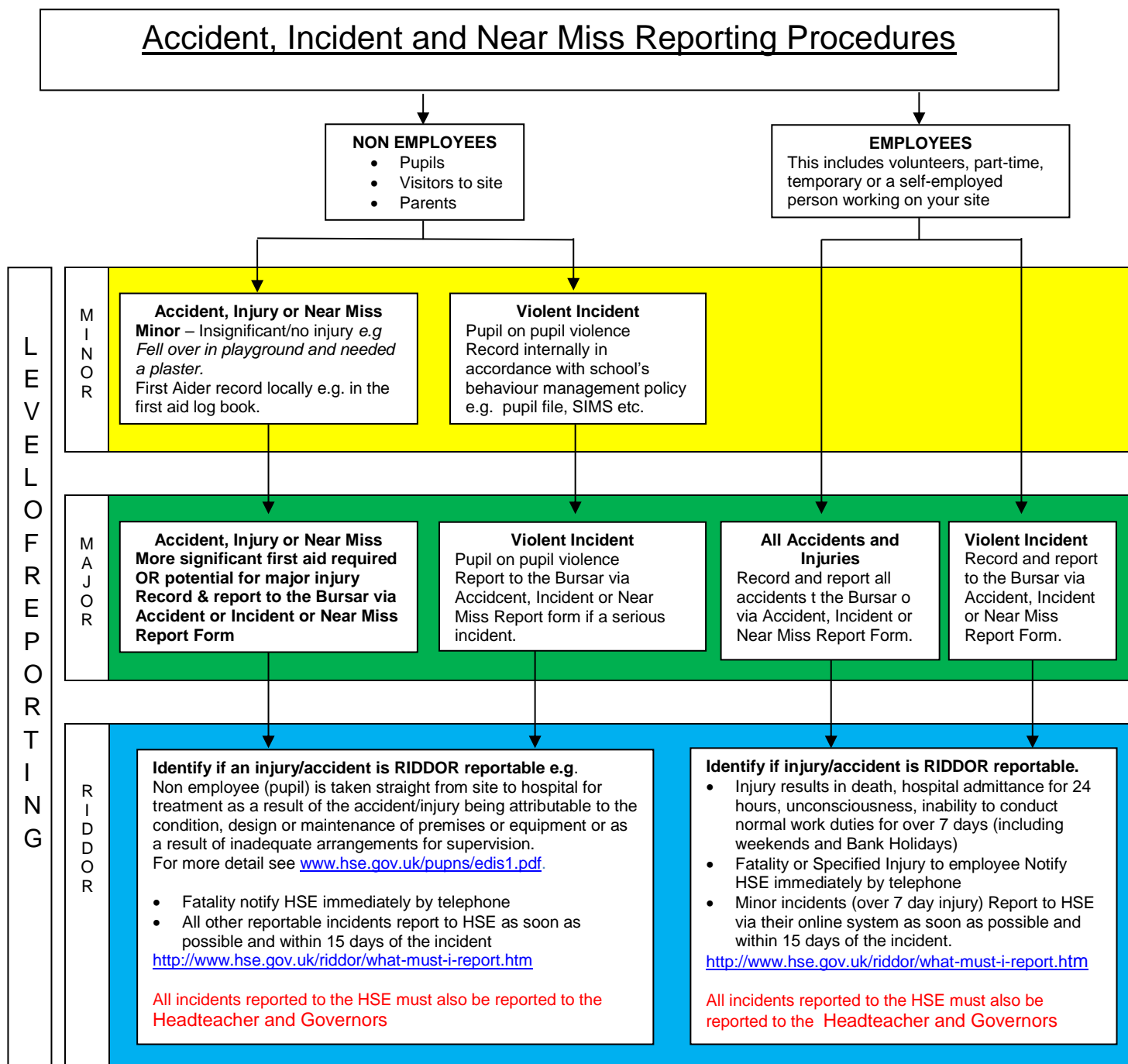
Appendix 1: St. Bernard's Preparatory School Qualified First Aiders

NAME	APPOINTMENT	COURSE	DURATION	DATE	
				COMPLETED	RENEWAL
DESIGNATED FIRST AIDER A Underwood	Teacher	Paediatric First Aid Course – St. John's Ambulance	12 Hours	14/11/2022	14/11/2025
Benning Georgia	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
		Paediatric Emergency First Aid Course	12 Hours	15/04/2025	14/04/2028
Biscardi Maria	Head of Early Years	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
		Paediatric Emergency First Aid Course	12 Hours	15/04/2025	14/04/2028
Kaur Manvir	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
		Paediatric Emergency First Aid Course	12 Hours	15/04/2025	14/04/2028
Kirby Sara	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Mackey Nora	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
		Paediatric Emergency First Aid Course	12 Hours	15/04/2025	14/04/2028
Rossiter Alison	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
		Paediatric Emergency First Aid Course	12 Hours	15/04/2025	14/04/2028
Druce Laura	Teacher	Paediatric Emergency First Aid Course			

Adams Julia	Teacher	Paediatric Emergency First Aid Course	6 Hours	23/04/2024	23/04/2027
Bal Pav	Teacher	Paediatric Emergency First Aid Course	6 Hours	25/04/2023	24/04/2026
Barker Aileen	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Bunce Guy	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Buttar Bally	Office Manager	Paediatric Emergency First Aid Course	6 Hours	25/04/2023	24/04/2026
Cook Jackie	Marketing	Paediatric Emergency First Aid Course	6 Hours	23/04/2024	23/04/2027
Gabb Kelly	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Hawkes Stephen	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Heer Kam	Registrar	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Hupalo Jacqui	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Kimberley Katrina	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
King Carol	Receptionist	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Macey Faye	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Metra Wioletta	Finance Assistant	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Miller Corinne	Teacher	Paediatric Emergency First Aid Course	6 Hours	25/04/2023	24/04/2026
Nowak Jagoda	Support	Paediatric Emergency First Aid Course	6 Hours	23/04/2024	23/04/2027

Rafferty Aileen	IT & Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Robinson Donna	Support	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Thapar Madhvi	Teacher	Paediatric Emergency First Aid Course	6 Hours	25/04/2023	24/04/2026
Verma Asha	Headteacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Weait Ashleigh	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Whittaker Sarah	Teacher	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Winward Arti	Admissions	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Wilson Jenny	Bursar	Paediatric Emergency First Aid Course	6 Hours	22/04/2025	21/04/2028
Young Emily	Teacher	Paediatric Emergency First Aid Course	6 Hours	25/04/2023	24/04/2026

Appendix 2: Accident, Incident and Near Miss Reporting Procedures



Accident, Incident and Near Miss Reporting Procedures

Details: Accidents, Incidents or Near Misses are to be recorded wherever they occur on site.

Reporting: Serious occurrences must be immediately verbally reported to the Bursar in case further urgent action is required.

Reporting is split into two sections:

- 1) Minor Accident / Injury / Illness / Issue of Medicine
A record of these and any treatment given is to be kept by the main First Aider in their own medical log which is to be kept in a secure location.
- 2) Major – more significant first aid required or potential for major injury
Accident – where a person is sent home, to the doctor, to hospital, is off school or work for three or more days, or where the accident is repeating and / or requires further investigation.
Incident – where there is an occurrence that is to be recorded and / or requires further investigation.

Near Miss – where a possible Accident or Incident could have occurred so that measures can be taken to avoid recurrence.

All PE and Games accidents, injuries, incidents, near misses and medicals are to be reported to allow checking and analysis.

The Report form must be completed for:

- Accidents by the first aider who deals with it
- Incidents or Near Misses by anyone who witnesses it

Once completed the form is to be given to the Bursar.