

## First Aid Policy (Whole School)

This policy includes a statement on the Policy for Administration of Medicine in EYFS (E5).

This policy includes girls in the EYFS aged 3 – 5 years and also applies to extended care in the School.

The health and safety of the girls in the care of NHSG is one of our prime concerns. There are, accordingly, clear procedures laid down by the Trust and the School to organise the provision of First Aid for the girls and staff both on and off the School premises.

### Trust Provision

The Trust recognises the duties placed upon it by health and safety legislation and has a comprehensive Health and Safety Policy for its schools. There is a Trust-wide health and safety officer, a school health and safety officer and a staff representative. Termly health and safety meetings are held in school attended by the Trust officer and significant members of staff. The arrangements for first aid are a part of this comprehensive policy.

In addition to the information given in the Trust Health and Safety Policy further information can be obtained from "Guidance on First Aid for Schools" issued by the DCSF which itself offers a list of useful publications and contacts.

### School Provision

In accordance with legislation and good practice the School will ensure that:

- parents are made aware of the School's procedures for first aid. Information on this is available to parents
- adequate training and guidance is available for first aiders/emergency first aiders
- a risk assessment is carried out to ascertain the needs of the School and the level of provision required, which will include specialist first aid as appropriate
- The necessary equipment, and facilities are available as well as the appropriate number of first aiders
- all staff are made aware of first aid arrangements and such information is included in the induction process for new staff
- an electronic record (RIVO) is kept of all significant accidents both on and off the premises and that HSE is informed of major injuries without delay. Records will be kept in accordance with the Trust's policy on the retention of documents which can be found on ORACLE (and, in any event, for a minimum for 3 years).
- 'Near Miss' Forms are completed as necessary on the RIVO system
- a record is kept of any first aid treatment administered.
- up to date list of first aid trained staff and location of first aid equipment is available
- at least one paediatric first aider with a current qualification in the EYFS

## School Practice

### Staff

All teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the school.

Senior School: The member of staff with responsibility for First Aid in the Senior School is the School Nurse, Vicki Wilson (VWi), who can be contacted on extension 16013 or in person in the nurse's office in the Catherine Cookson building.

It is a part of VWi's responsibility to administer first aid and to organise a pupil's transfer to hospital in the case of an emergency. If VWi is not in school then help should be sought from Reception who will contact another qualified senior school first aider. For minor ailments pupils should seek out the closest first aid trained member of staff, faculty technicians are available for this.

The Junior School meets the requirements for the EYFS. There are 9 members of staff trained in Paediatric First Aid, with an up to date qualification. There are 3 members of staff with full First Aid Training (3 Day at Work), and 11 members of staff with an emergency first aid qualification. First aid qualifications are monitored and training arranged as appropriate.

The Senior School has 13 members of staff with Full First Aid Training. There are 34 staff qualified in emergency first aid, this includes 7 members of staff who are trained in outdoor first aid.

A Risk Assessment determines the number of first aiders and their training requirements for the School. This will take into account before and after-school events, number of staff/students on the site, location of sites and any high risk areas and off-site activities.

The School invites staff to volunteer to become first aiders/emergency first aiders, and will provide the necessary training when appropriate.

From 1<sup>st</sup> October 2009, a first aider:

- must complete a 3-day First Aid at Work HSE-approved course and hold a valid certificate of competence. The certificate is valid for 3 years and the School will organise refresher training before its expiry. First aiders are qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in school. Those persons training staff in first aid must have appropriate qualifications.

A 1 day Emergency First Aider in the Workplace person:

- is not a first aider but, in the absence of the first aider, can take charge of an injured person until a first aider arrives and take responsibility for first aid equipment.

All 3 day First Aid at Work and Emergency First Aider in the Workplace persons are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, are carrying out their duties for the Trust and act within the School's guidelines for the administration of first aid.

**A list of qualified first aiders/Emergency First Aid people** is available in the **Senior School** staff handbook and can be found in many locations around the **Senior School**, including:

- the medical room
- the staff room
- Reception
- the Science department
- the PE department

### **First Aid Accommodation**

The Education (School Premises) Regulations 1996 requires that schools have a suitable dedicated room for the care and treatment of pupils. It must contain a washbasin, be near a toilet and appropriate for its use as a first aid room. In the Senior School this is located near the main entrance, in the Catherine Cookson building. Junior school pastoral room is available for first aid.

### **First Aid Materials**

First aid containers marked with a white cross on a green background are sited in the following areas of the school:

First Aid equipment is available in the following locations in **Senior School**:

- Medical Room
- Reception
- Science labs and prep room
- Sixth Form Common Room
- Kitchen/dining hall
- Art faculty office
- Art Room 13
- Art Room 14
- Home Economics
- DCC Conference Room Kitchen
- Staff Room
- New building main kitchen
- Humanities office
- Modern Language office
- PE office
- Workshop
- Tankerville Sports Hall
- Brandling Sports' Hall
- Dance studio office
- Drama studio
- Music School Staff Room

First Aid equipment is available in the following locations in **Junior School**:

- Main reception
- Art room
- Science lab
- kitchen/dining room
- Pastoral office.
- Staff room
- Early years kitchen
- Robson Room
- Marita Hall
- John Dobson kitchen
- After School Club

The HSE recommends that, where there is no specific risk identified, a minimum provision of first aid items would be:

- 1 Guidance card
- 20 Adhesive dressings (various sizes, individually wrapped)
- 4 Triangular Bandages
- 6 safety pins
- 2 sterile eye pads
- 6 medium sterile dressings
- 2 large sterile dressings
- 1 pair clean scissors
- 1 pair disposable gloves
- 1 life aid resuscitator
- 2 foil blankets
- 4 eye wash pods
- 2 burns dressings
- 2 conforming bandages
- Medi-wipes

At **Senior School**, the faculty technicians are responsible for stocking and checking the boxes on a regular basis, informing the school nurse of any issues and requesting additional supplies when needed. Staff are asked to notify the Nurse when supplies have been used. The list of the locations of the boxes can also be found on the 'First Aid Information to Staff' sheet, which is displayed in staffrooms and can be found in the Staff Handbook. At **Junior School** Mrs Bowman liaises with the Nurse when the bags need to be restocked.

A first aid box is kept in the school minibus and is available for use on trips and outings. It is good practice to have a box available at sporting/outdoor events and those taking trips should obtain a first aid kit from the School Nurse or Pastoral Lead prior to departure.

In addition, for **Junior School** trips and excursions, Year Group first aid bags are used. These contain:

disposable gloves	medi wipes	
Various adhesive dressings	2 x conforming bandages	2 x crepe bandages
1 x triangular bandages	1 x small eyewash & eye pad	

These are kept in the Pastoral office at Chapman House and taken out on excursions. If the group is split into smaller units during the excursion more than one bag will be taken so that each adult in charge of a group will carry a bag. It is the responsibility of the teacher in charge of the bag to ensure that it is fully equipped before taking it out. Bags are checked regularly.

All first-aiders are aware of the guidance "Cleaning Up body fluid spills" (attached)

## School Procedures for non-emergency situations

### First Aid and Illness

It is assumed that all girls attending school are healthy and fit enough to cope with the School day without leaving lessons for medical attention. The School Nurse and first aid qualified staff are there for accidents, emergencies and illnesses that occur during the course of the School day.

If a girl is too unwell to remain in School then the nurse, first aider or trained reception staff will contact her parents so that she may be taken home, or to inform parents if the girl needs to be taken to hospital. Any girl who has had an accident requiring urgent medical treatment will be taken to Accident and Emergency at Newcastle RVI.

### Guidelines for Staff, Parents and Pupils

- A list of First Aiders for each building can be found in the statement of Safety Organisation.
- In addition to the normal First Aid cover available in school, the Nurse will be available in the Medical Room (Senior School) for general consultation at the following times:

Start of School Day before lessons	08.30 – 08.55
Morning break	11.10-11.25/11.15-11.30
Lunch times	12.30-13.40

- Generally healthy girls attending school should be able to manage their day around these times, without the need to leave lessons. Exceptions to this would generally be:

Severe Allergic Reaction  
Difficulty in breathing  
Feeling faint  
Hypoglycaemia in diabetic girls  
Bleeding  
Breaks or sprains, as a result of a fall during class time

(In these circumstances another pupil or member of staff should seek help from either the Nurse or the closest available first aid trained member of staff.

- Headaches should normally wait until the recognised break times or until the pupil returns home. Exceptions would be a headache coming on suddenly causing a pupil to become distressed, and then help should be sought. This is extremely unlikely.
- In Senior School, if it is noted that a girl 'regularly' attends the Medical Room for a variety of non-specific problems/illness, and the Nurse is unable to ascertain the reason for this, the Head of Year should be notified.
- The Nurse or Pastoral Lead is available to talk/discuss problems/worries with pupils. An appointment can be arranged within the recognised break times, or may be arranged at another mutually convenient time.

These arrangements are designed to allow a greater degree of privacy to pupils wishing to see the Nurse or Pastoral Lead and should also help girls to benefit from full attendance at lessons.

## **Pupils' known medical complaints**

The School Nurse keeps records of those pupils with known medical and life-threatening conditions and allergies. A copy is kept in the staff room with certain pupils' photographs. Staff should make themselves aware of any problems the pupils they teach may have.

## **Administering medicine**

A parent who wishes their daughter to have medication in School (e.g. antibiotics), should complete the 'Request for School to administer medication' form, which is available from the School Nurse or Junior School Reception. Girls who have medical conditions have their photograph displayed in the staff room and the kitchen. In Senior School, girls with specific conditions carry their own Epipens/inhalers (when prescribed), and there is also a 'named spare' at Reception. 'Named spare inhalers' are also kept at Reception in case an asthmatic girl were to forget her inhaler. Parents are responsible for providing and replacing these when they have expired.

In Junior School, medications such as inhalers and epi-pens are kept in the following locations:

Nursery – Year 2 - in the tall, white cupboard in the classroom

Year 3 – Year 5 - in the pastoral room

Year 6 – in the classroom

Every girl with any type of medical condition has a Healthcare Plan (for a pupil with medical needs) which contains the necessary information. The School Nurse keeps all these forms. Copies are available, attached to the pupil's on SIMS.

On admission to School, and annually thereafter, parents are asked to complete a consent form giving permission for their daughter to receive paracetamol/over the counter medications from the School Nurse/appropriately trained first aider should the need arise. All medication and first aid treatment is documented

In EYFS, medication should only be administered if the parents have given specific written permission for each medication and the reason why it is needed. The parents must be informed, wherever possible on the same day, if any medication has been administered. More guidance is available on H&S ORACLE.

## **Informing parents**

Parents must be informed of any accident that takes place whilst their child is in our care. The School Nurse would do this or the First Aider dealing with the child.

If a girl is poorly and needs to be collected the School Nurse or designated first aider would contact a parent. A girl must not telephone her parent herself. The girl should wait in the sick bay or the pastoral room if she has a potential, contagious infection.

## **Procedures In The Event Of An Emergency**

All accidents must be reported and recorded promptly.

If a member of staff or pupil witnesses an accident and the girl is able to walk she should be accompanied to the medical room or pastoral room and, if Nurse Wilson (senior school) or Mrs

Bowman (junior school) is not there send a message to Reception who will contact a first aider. Do not leave the girl unattended.

If a member of staff or pupil witnesses an accident and the girl does not seem able to move do not try to help her to do so but send another girl to Reception for help.

See NHSG Accident/Incident Procedure attached.

### **Hygiene Procedures for dealing with spillages of body fluids: (full information follows later in this section)**

Staff should ensure that any spillages are dealt with quickly and safely. Spillages should be disinfected properly and the surface on which the spillage occurs should be taken into account e.g. carpet/hard surface. The area should be quickly blocked off. Protective clothing e.g. gloves should be worn. All materials used to clear the area must be disinfected or destroyed.

See spillage of bodily fluids procedure attached.

### **Dealing with particular Medical Conditions:**

Staff have access to information (and photographs) about girls with known medical conditions, available in the staff room and kitchen notice boards. Staff are expected to familiarise themselves with this.

Special measures should be taken to cover outside and off site activities.

#### **Asthma**

Senior schoolgirls should carry one inhaler with them at all times and keep a 'spare' inhaler at Reception. It is the responsibility of each girl to take their own inhaler to all PE sessions and on all school trips/visits.

Junior School teachers should ensure that inhalers and other emergency medication are taken on all school trips/visits

In Junior School, inhalers are kept in the following locations:

Nursery – Year 2 - in the tall, white cupboard in the classroom

Year 3 – Year 5 - in the pastoral room

Year 6 – in the classroom

As a first-aider, your aims during an asthma attack are to ease the breathing and if necessary get medical help.

See the asthma management plan attached.

#### **Allergic reaction/Anaphylaxis**

Senior schoolgirls with specific allergies should carry an epi-pen with them at all times, if one has been prescribed. There should be a named spare at Reception.

Junior School teachers should ensure that inhalers and other emergency medication are taken on all school trips/visits

In Junior School, epi-pens are kept in the following locations:

Nursery – Year 2 - in the tall, white cupboard in the classroom

Year 3 – Year 5 - in the pastoral room

Year 6 – in the classroom

See allergic reaction management plan attached.

## **Epilepsy**

In the event of a seizure, staff should

### **Do...**

- Protect the person from injury - (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card or identity jewellery
- Aid breathing by gently placing them in the recovery position once the seizure has finished
- Be calmly reassuring
- Stay with the person until recovery is complete
- Time the seizure
- Seek help from the school nurse/first aider
- Dial 999 if the seizure lasts for more than 5 minutes.

### **Don't...**

- Restrain the person
- Put anything in the person's mouth
- Try to move the person unless they are in danger
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round

## **Diabetes**

- All diabetic girls have named 'snack' boxes kept at Reception in case of hypoglycaemia. Please inform Nurse Wilson/First Aider on duty if these are required. Pupils may appear pale; complain of a headache, tingling lips, hunger or blurred vision.
- Diabetic girls are not to waste their energy seeking a first aider; Staff must send another pupil whilst the diabetic girl takes her glucose tablets in class.
- If girls are hyperglycaemic, they are to be allowed to go to the toilet during lessons and get a drink if this is necessary. They may state that they are thirsty, appear flushed, ask to go to the toilet frequently and may have a noticeable odour of acetone (pear drops) about them.

Signs and symptoms of diabetes:

Hypoglycaemia:

- Hunger
- Feeling 'weak' and confused

- Sweating
- Dry, pale skin
- Shallow breathing

Hyperglycaemia:

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

**First aid aims with diabetes:**

Hypoglycaemia:

- Raise blood sugar level as quickly as possible
- Get casualty to hospital, if necessary

Hyperglycaemia:

- Get casualty to hospital as soon as possible

**Actions with diabetes:**

Hypoglycaemia:

- Sit casualty down
- Offer casualty food or a sweet drink
- If there's an improvement, offer more to eat or drink
- Keep casualty resting

Hyperglycaemia:

- Call 999 immediately

**Further actions with diabetes:**

If the casualty loses consciousness

- [Open airway](#) and check breathing
- Place them in [recovery position](#)
- Prepare to give [resuscitation](#)

(Please see ORACLE for **full** guidance on first aid.)

## ASTHMA MANAGEMENT PLAN

### GREEN ZONE

Asthma under control  
Breathing feels good  
No cough or wheeze  
Can take part in normal activities and sports

### ACTION IF NECESSARY

**Take 2-4 puffs of reliever inhaler as required, if cold symptoms present or before exercise**

IF WHEEZING, AND NO IMPROVEMENT FROM RELIEVER INHALER (BLUE) MOVE TO  
**AMBER ZONE**

### AMBER ZONE – MILD ASTHMA ATTACK

Cough, wheeze or tight chest  
Can talk in sentences  
Not distressed

### ACTION

**GIVE 4 TO 6 PUFFS OF RELIEVER INHALER (BLUE) VIA A SPACER,  
ONE PUFF AT A TIME, SHAKE THE INHALER BETWEEN PUFFS**

**Reassure and stay with the child**

**Call for help from School Nurse or First Aider**

**Help child to sit up or lean forward**

**Loosen tight clothing**

**Inform the parent/guardian**

**IF NO IMPROVEMENT contact parent to collect child and parent to  
take them to GP**

IF CONDITION WORSENS MOVE TO **RED ZONE**

**RED ZONE – SEVERE ASTHMA ATTACK**

Breathing hard and fast  
Can't talk in sentences  
Distressed  
Becoming exhausted  
Pale/grey/blue in colour  
Feel frightened

**ACTION**

**DIAL 999 FOR AN AMBULANCE**

**GIVE ONE PUFF OF RELIEVER INHALER (BLUE) EVERY 30 SECONDS (VIA SPACER), ENCOURAGE 4 BREATHS THROUGH SPACER, SHAKE THE INHALER BETWEEN PUFFS**

**If the child does not have a spacer, encourage them to hold their breath after each puff of inhaler**

**Call for help from School Nurse or First Aider**

**Contact parent/guardian**

**DO NOT move the child or make them lie back**

**Reassure and stay with the child**

**Loosen tight clothing**

## ALLERGIC REACTION/ANAPHYLAXIS MANAGEMENT PLAN

### GREEN ZONE – MILD REACTION

Nettle type rash (urticaria or hives). Red, itchy, raised in nature  
Swelling of the lips, eyes, other parts of face or body (angioedema)

Tingling of the lips, throat, tongue or throat

General redness and warmth

#### ACTION

**Antihistamine - Cetirizine or Loratidine**

**Contact parents**

**Stay with the child until improved**

### AMBER ZONE – MODERATE REACTION

#### GUT REACTIONS –

Vomiting

Tummy ache

Diarrhoea

#### CHEST REACTIONS –

Sneezing and/or coughing

Throat tightness/Lump at the back of the throat

Mild wheezing

Hayfever type symptoms

#### ACTION

**Call for help from Nurse/First aider**

**Give antihistamine medication straight away –Cetirizine or Loratidine**

**Repeat Dose if required**

**If child has a mild wheeze and has an inhaler (or has severe asthma and not wheezing) also give 6-10 puffs of Salbutamol (blue inhaler)**

**Observe for development of Anaphylaxis**

**Contact parents**

**Stay with the child**

## **SEVERE – ANAPHYLAXIS**

Can occur with or without the mild or moderate symptoms

Difficulty in swallowing or speaking

Gasping or choking

Severe wheeze or chest tightness

Dizziness/undue sleepiness/collapse

### **ACTION**

**Give Epi-pen (if prescribed) into upper outer thigh, following the instructions carefully**

**Dial 999**

**Contact parents**

**Stay with the child**

**Remember in all cases:**

**Keep Calm**

**Stay with the child**

**Lay child flat**

**Repeat dose of antihistamine after 20-30 minutes if skin symptoms are persisting**

**Inform parents and ask them to be with the child**

**Ensure the child rests under supervision for at least one hour after the reaction has resolved to ensure no further symptoms**

### First aid information for Senior School Staff

If you are injured or become ill while in School, or if a colleague, pupil or visitor in School is injured or becomes ill, please locate the closest first aid trained member of staff. For further assistance please contact:-

Mrs V. Wilson (School Nurse) in Main School, Extension 16013.

If Mrs Wilson is unavailable, please report to reception and request a first aid trained member of staff is contacted.

FIRST AID AT WORK (3 DAY)	EMERGENCY FIRST AID AT WORK (1 DAY)		ACTIVITY FIRST AID (2 DAY) (EMERGENCY FIRST AID INCLUDED)
J Bowman	K Austin	J Howe	N Cameron
A Dobson	N Bardett	D Hyde	C Chambers
E Hamer	J Campbell	J King	K Gray
N Hearfield	C Connolly	K Lindsay	A Morton
D Hefford	E Davie	S Lovell	R Newman
P Ivison	B Dobson	J McEvedy	M Wiggins
D Raymond	L Dodd	A Mooney	G Wake
D Thornton	H Donowho	E Peach	
K Wardle	S Dowey	C Proom	
N Watson	D Edwardson	D Ross	
A Wilson	A Estevez-Blanca	S Scott	
V Wilson	A Simm	J Simpson	
A Younger	H Hamilton	E Weronka	
	H Harrison		
	T Harrison		
13	L Harvey	29	7

Standard First Aid equipment boxes are located in the following areas :-

MAIN BUILDING			
Hall Kitchen	Medical Room	Art	<b>Music School:</b> Staff Room
Science labs and prep room	Sixth Form Common Room		<b>Sports Hall:</b> Outside Office
Reception	Humanities office	<b>Dance Studio:</b> Office	<b>Workshop:</b> Upstairs Office
Staff room	MFL office	<b>Drama:</b> Office	
PE office			

Please ensure correct records of first aid treatment are maintained and any stock used is replenished promptly.

School trips, visits, expeditions:-

Whenever there is a visit anywhere, the Party Leader must ensure that a First Aid kit is obtained from the Medical Room, and kept by the nominated First Aider for the duration of the trip.

## First Aid Information for Junior School Staff.

In the event of an emergency – Please dial 999. Give the pupil's name and age. The postcode for Chapman House is NE2 1TA. State to access Chapman House, use the entrance off Sandyford Road, and then please phone the pupil's Parent/ Guardian, and Senior School.

If you are injured or become ill while in school, or if a colleague, pupil or visitor in school is injured or becomes ill, you must report immediately to :-

Mrs. V. Bowman, Extension 16076. (or her nominated deputy in her absence)

FIRST AID AT WORK (3 DAY)	EMERGENCY FIRST AID AT WORK (1 DAY)	PAEDIATRIC FIRST AID
J Bowman	K Aarvold	L Alexanders
K Cooper	E Barnett	L Barnes
S Donaldson	V Bowman	J Goodwill
K Johnson	G Burton	L Kaya
K Wardle	E Davie	S McElrue
N Watson	C Franks	M Perrin
A Wilson	L Freeman	L Rennoldson
	M Hill	A Spraggon
	D Hutchinson	K Tricoglus
	R Smith	
7	L Watson 11	9

Standard first aid equipment is located in the following areas:

Early Years Kitchen	Science Lab	John Dobson kitchen	Admin Office	Dining Room
Year 4 Corridor	Art Room	Staff Room	Main Reception	

Please ensure correct records of first aid treatment are maintained and any stock used is replenished

DOCUMENTS TO COMPLETE AFTER AN ACCIDENT ARISING OUT OF OR IN CONNECTION WITH YOUR WORK ACTIVITY (RIDDOR)  
PUPIL / VISITOR / SELF-EMPLOYED CONTRACTOR

WHO WAS INJURED?

Any person who is not an employee or a trainee at work,  
e.g. a pupil or visitor

**In addition if**  
pupil is **under 5**

WHAT KIND OF INJURY WAS IT?

- Fatal Injury **OR**
- Any injury requiring person to be taken directly to hospital  
**Resulting From:**
- A fault with the premises, equipment, **or** lack of /

**Sporting injury**  
Pupil taking part in a curriculum sporting activity (PE lesson, match, match practice, not an after-school club) sustains an injury and is taken directly to hospital from the school premises. (NB if the pupil goes home and then goes to

Any other injury

Major injury resulting in child being taken to hospital

ACTION REQUIRED

**NOTIFY THE HSE IMMEDIATELY**  
Telephone 0845 300 9923 or [www.riddor.gov.uk](http://www.riddor.gov.uk)

No action required under RIDDOR.

Report incident to Ofsted **within 14 days**. Tel 08456 404040 - Children's Services Dept  
(requirement of

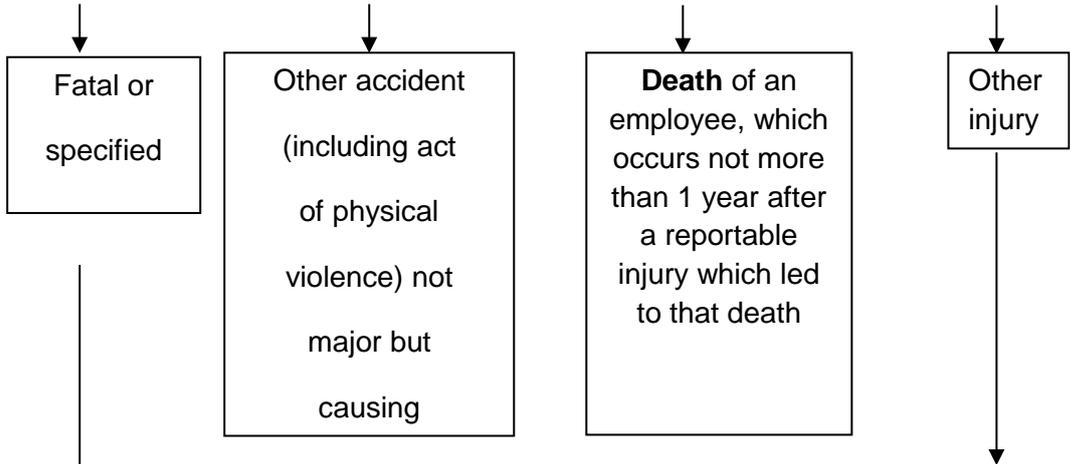
- Complete Pupil/Visitor/Contractor Accident Record and Treatment Book
- Complete form INS1/P/V/C and send to Trust Office if injured person requires treatment in addition to that provided by the 1<sup>st</sup> aider, e.g. by a GP, dentist or hospital
- Make and keep a record of all relevant details pertaining to the accident, and actions taken to prevent similar accident occurring in the future

**EMPLOYEE**  
**DOCUMENTS TO COMPLETE AFTER AN ACCIDENT ARISING OUT OF OR IN**  
**CONNECTION WITH YOUR WORK ACTIVITY**  
 THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES  
 REGULATIONS 1995 (RIDDOR)

**WHO WAS  
INJURED?**

Member of staff (full-time, part time or temporary), a trainee at work, or a self employed person **NB** Treat peripatetic staff as a pupil or visitor

**WHAT KIND  
OF INJURY  
WAS IT?**



**ACTION  
REQUIRED**

**NOTIFY THE HSE IMMEDIATELY**  
(Does not apply to self employed)

**NOTIFY THE HSE WITHIN 10 DAYS OF  
THE ACCIDENT**  
...

Report to HSE in writing as soon as it comes to employer's knowledge

No action required under RIDDOR

- Complete staff accident book
- Complete form INS/1/E and send to Trust Office
- Make and keep a record of all relevant details pertaining to the accident, and actions taken to prevent similar accident occurring in the future

**\*Examples of 'Specified Major Injuries' reportable under RIDDOR – for full list see ORACLE**

- Any fracture, other than to the fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any 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
- to unconsciousness, or
- requiring resuscitation, or
- requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

## **Procedure for dealing with accidental splashing of potentially contaminated body fluids (blood, faeces, vomit) on to a surface in school**

This Procedure is for the School Nurse and other designated staff such as First Aiders and Caretakers

Surfaces which have been contaminated by body fluids should be disinfected as soon as possible by means of using:

- Absorba Gel which is poured on to the fluid and turns it into a solid. The solid is then picked up and disposed of; or
- Trigene disinfectant is sprayed on to the contaminated area. Trigene will kill HIV, Hepatitis A & B and all bacteria.

Protective gloves (only low level powder free latex gloves or similar) must be used when dealing with spillages of blood, vomit or any other body fluids.

Vomit may be placed in a WC but blood and other fluids must be placed inside a biological disposal bag and collected by an authorised waste disposal contractor.

### **If contaminated body fluids are splashed into the mouth or eyes of a pupil or teacher:**

- The Head-teacher and School Nurse must be informed and the exact details of the incident recorded.
- Parents should be informed and advised that the child should be seen by her GP for advice and treatment.
- Teachers should seek advice from their own GP.
- Prevention in this respect is recommended. Hepatitis B can be prevented by means of immunisation and many Schools recommend this for their teaching staff.
- All cuts and scratches must be covered with waterproof dressing. Disposable gloves and aprons must be used.

## Senior School Accident / Incident Procedure

All accidents/ incidents **MUST** be reported and documented.

### Dealing with an accident/ incident:-

1. If it is an emergency call for help and call 999. If the patient cannot move, or you are in any doubt about their condition, **do not move them** and send someone to report the occurrence directly to Reception, who will make the necessary contacts for you.
2. Contact the known first aider in the area of the school you are in (Faculty technician) to treat the accident.
3. If the patient needs further treatment, take them to the Medical Room and either:-
  - a. leave them with Nurse Wilson, or
  - b. If Nurse Wilson is not in her room, find someone to stay with the patient and contact Reception. Reception will advise who the duty First Aider is and will contact the relevant person for you.

### Reporting of accidents/incidents.

All incidents, whether to pupils, staff, contractors or visitors must be recorded in one of the following ways:-

1. **Term Time Reporting** – All occurrences must be entered onto the RIVO system, by the School Nurse or trained members of staff. This includes Mr Younger, Mr Ivison, Mrs Mooney, Mr Crosby, Miss Charlton and Mrs Atkinson.
2. **Reporting During Holiday Periods** – All occurrences must be entered into the Staff Accident Book, which is at reception. This information must then be transferred onto the RIVO system at the earliest opportunity.
3. **RIDDOR Reporting** – the RIVO system is designed to highlight when an incident is reportable to RIDDOR. A RIDDOR report must be completed within 10 days of an incident.
4. **Informing Parents** - Parents should be informed if their daughter has had an accident or sustained an injury. Parents of girls in EYFS should be notified on the day of the accident.
5. **Near Miss/dangerous occurrence** - are defined as
  - a. 'Near Miss' is an event that has the potential to cause significant injury or ill- health, e.g. incident in the car park where a person nearly got knocked over by a car.
  - b. A 'Dangerous Occurrence' is any unplanned event that results in, or could have resulted in, significant property damage and injuries, e.g. fires, gas leaks, collapse of ceilings, etc.

Staff need to be aware and report all near miss incidents to a member of staff with access to the RIVO system. Types of incident include:

Allergic reactions

Building collapse

Building design

Ceiling collapse

Chemicals / hazardous substances - contact with

Electrical fault

Equipment / machinery / plant fault or failure

Explosion

Falling object

Falling trees / branches

Fire

Flood

Floors - wet, slippery or damaged

Free-standing equipment falling / collapsing

Gas leak - cylinder

Gas leak – mains

Glass in doors / windows - breaking /shattering

Glass in equipment - breaking /shattering

Impact with object

Intruder / trespasser

Roads / paths - wet, slippery or damaged

Roof damage

Suspended equipment falling / collapsing

Suspicious package

Vehicle / traffic incident – collision between vehicle & pedestrian

Vehicle / traffic incident – collision between vehicles

Vehicle / traffic incident – collision with building / structure

Vehicle damage / disrepair

Wall collapse

Wall-mounted equipment falling / collapsing

Water leak (rain or piped water)

Weather - extreme / lightening

Windows falling out

Other

## Accident / Incident Procedure – Junior School

All accidents/ incidents **MUST** be reported and documented.

### Dealing with an accident/ incident:-

1. If it is an emergency call for help and call 999. If the patient cannot move, or you are in any doubt about their condition, **do not move them** and send someone to report the occurrence directly to Reception, who will make the necessary contacts for you. Give the pupil's name and age. The postcode for Chapman House is NE2 1TA. State to access Chapman House, use the entrance off Sandyford Road, and then please phone the pupil's Parent/ Guardian, and Senior School.
2. Contact the known first aider in the area of the school you are in to treat the accident.
3. If the patient needs further treatment, take them to the reception or Mrs Bowman's office and either:-
  - c. leave them with a first aider
  - d. If no one is available, find someone to stay with the patient and contact Reception. Reception will contact the relevant person for you.

### Reporting of accidents/incidents.

All incidents, whether to pupils, staff, contractors or visitors must be recorded in one of the following ways:-

1. **Term Time Reporting** – All occurrences must be entered onto the RIVO system, by the School Nurse or trained members of staff. This includes Mr Younger, Mrs Watson, Mrs Cooper, Mr Crosby and Miss Charlton. Complete a paper copy of the accident form with as much detail as possible.
2. **Reporting During Holiday Periods** – All occurrences must be entered into the Staff Accident Book, which is at reception. This information must then be transferred onto the RIVO system at the earliest opportunity.
3. **RIDDOR Reporting** – the RIVO system is designed to highlight when an incident is reportable to RIDDOR. A RIDDOR report must be completed within 10 days of an incident.
4. **Informing Parents** - Parents should be informed if their daughter has had an accident or sustained an injury. Parents of girls in EYFS should be notified on the day of the accident.
5. **Near Miss/dangerous occurrence** - are defined as
  - a. 'Near Miss' is an event that has the potential to cause significant injury or ill- health, e.g. incident in the car park where a person nearly got knocked over by a car.

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Floors - wet, slippery or damaged

Free-standing equipment falling / collapsing

Gas leak - cylinder

Gas leak – mains

Glass in doors / windows - breaking /shattering

Glass in equipment - breaking /shattering

Impact with object

Intruder / trespasser

Roads / paths - wet, slippery or damaged

Roof damage

Suspended equipment falling / collapsing

Suspicious package

Vehicle / traffic incident – collision between vehicle & pedestrian

Vehicle / traffic incident – collision between vehicles

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Vehicle damage / disrepair

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Wall-mounted equipment falling / collapsing

Water leak (rain or piped water)

Weather - extreme / lightening

Windows falling out

Other

Reviewed and updated 7<sup>th</sup> October 2016

Review date: October 2017