

First Aid & Accident Reporting Policy

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Policy Statement (including EYFS)

At Heathcote Preparatory School we are committed to ensuring that every pupil (including those in our EYFS setting), every member of staff and every visitor will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

This includes: -

- Sufficient and appropriate resources and facilities
- Ensuring HSE regulations on the reporting of accidents, diseases and dangerous occurrences are met
- Clear authorisation from and communication with pupils' parents and guardians regarding medical treatment.

Procedures and information set out in this document aim to ensure that:

- all members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play
- effective management systems are in place to support individual pupils with medical needs (please also refer to the Medical Conditions & Allergy Safety Policies).
- there are sufficient numbers of trained staff as Appointed Persons and First Aiders, including Paediatric First Aid, to meet the needs of the school (see appendix A)
- medicines are recorded, handled, stored and administered responsibly
- first aid provisions are available at all times while pupils or employees are on school premises, and also off the premises whilst on visits or trips
- all incidents involving medical assistance are properly recorded.

There are a range of forms/permissions, which parents / guardians are required to complete throughout the course of their child's schooling as and when medical support may be needed. These are stored in the school office.

This policy has been developed with reference to:

- Supporting Pupils at School with Medical Conditions (DfE)
- First Aid in Schools, Early Years and Further Education (DfE)
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school office.

Heathcote Preparatory School is fully committed to ensuring that the application of this *First Aid & Accident Reporting* policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Heathcote Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is reviewed annually by the SLT.

Key Personnel

a) The Appointed Person for First Aid is Mrs Amanda Frost. She is based in the School Office.

The Appointed Person for First Aid takes charge of first-aid arrangements and the role includes looking after the first-aid equipment and facilities and calling the emergency services when required. Some of these functions may be delegated to other First Aiders but ultimate responsibility remains with Mrs Frost.

The Appointed Person for First Aid will ensure that: -

- First Aid qualifications and insurance (provided by the school) are up to date (copies of certificates are kept by the Bursar).
- the list of First Aiders is kept up to date and posted around the school in the designated locations for the benefit of staff, pupils and visitors (see Appendix C)
- supplies of first aid materials are available at various locations throughout the school and that materials are checked regularly and any deficiencies made good (see page 7)
- information on the location of equipment, facilities and first aid personnel is provided to staff (see page 7 and Appendix C)
- records of first aid treatments and accidents are maintained
- records of first aid training undertaken by staff are maintained
- training needs are identified
- there is appropriate communication with parents / guardians for any pupils who have received any kind of medical attention during the day. This includes written notification of any bumps to the head and any emergency medication given, and telephone communication for any other treatment other than for very minor incidents.
- there is at least one qualified person on site when pupils are present
- The school will ensure that paediatric first aid provision for EYFS children meets the requirements of the current EYFS Statutory Framework, including the availability of appropriately qualified staff on site and on educational visits.

- the number of First Aiders is adequate to provide First Aid cover during the school day and for after school activities. (This is to be done in consultation with the Headteacher and in light of on-going risk assessments).

a) **A number of school staff have received suitable First Aid training from competent third party training providers** (see Appendix A). This training enables them to give emergency first aid to someone who is injured or becomes ill whilst on the school premises. Those with the First Aid at Work and Paediatric First Aid qualification are also permitted to administer prescribed medicines.

They are based in a variety of locations around the school and a list is published in each area of the school, in the School Office, the Staff Room and the Kitchen. **First Aid assistance can always be called for via the school office.**

At least one qualified first aider will be on site when pupils are present. For the Early Years there will be at least one person with a paediatric first aid qualification on site and on school outings.

First Aiders will: -

- Respond promptly for calls for assistance
- Provide first aid support within their level of competence
- Summon medical help when necessary
- Record details of treatment given in line with the reporting procedures in this document

Staff Induction in First Aid

All staff are informed about First Aid provision on employment and are required to:

- Ensure they are aware of and follow the First Aid Policy and Procedures
- Report and record all accidents that occur in line with the procedures set out in this document. Note that all pupil head injuries are reported to their parents advising the symptoms of concussion and via a bumped head sticker and a completed bumped head notification note advising of the symptoms of concussion.
- Ensure appropriate risk assessments and adequate First Aid provisions form part of the planning for any school trip or activity.

First Aid Equipment and Information

Medical Room

The medical room at Heathcote is located at the rear of the Staff room.

Location of First Aid Boxes

First Aid Boxes are clearly labelled with a white cross on a green background with the exception of the Minibus kit which is a white cross on blue background.

They are located in the following areas: -

- Medical Room – Main Box
- Computer Room
- Science Room
- Office
- Kitchen
- Art room
- Minibus
- Nursery
- KS2 Lobby
- KS1 Lobby
- Lounge (Breakfast & Twilight Club)
- Holiday Club Box

First Aid kits for trips and games are held in the Medical Room.

First Aid Supplies

The Appointed Person for First Aid will ensure that:

- an adequate number of first aid kits are available and easily accessible across the school sites.
- all first aid kits are marked with a white cross on a green background.
- first aid kits are well stocked and available for PE staff to carry with them during games, PE and fixtures.
- all kits are regularly checked for stock levels and expiry dates each term
- the contents of all first aid kits adhere to the relevant guidelines from the HSE.

What to do in the event of an incident requiring medical assistance

Medical emergencies may include physical illness, injury or acute mental health crises.

Where there are concerns regarding a pupil's mental health or immediate safety, staff must follow the school's Safeguarding and Child Protection procedures in addition to this policy.

If a person becomes unwell

A pupil, member of staff or visitor who becomes unwell during a lesson or activity may, if they are able, be sent to the School Office to seek assistance. They should always be accompanied by another person. Parents will usually be contacted and asked to collect a pupil if they become unwell. If a child has had diarrhoea or has vomited, parents will be advised that our policy is for the child to refrain from attending school for 48 hours after the last incidence of vomiting or diarrhoea.

If a person is involved in an accident or medical emergency

- Call for assistance from the nearest First Aider.
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The First Aider who attends will take charge and will decide on and, if appropriate, administer the relevant First Aid treatment
- All incidents must be recorded and parents informed in line with the Recording and Reporting procedures set out below.

If there is a serious accident or medical emergency necessitating an Ambulance

- Call for assistance from the nearest First Aider.
- Ensure that other pupils/persons in the vicinity are safe and supervised.
- The First Aider who attends will take charge and will decide on and, if appropriate, administer the relevant First Aid treatment
- The member of staff who initially called for assistance will stay with the casualty at least until the First Aider has taken responsibility for the welfare of the casualty concerned. This may include escorting them to the hospital if required.
- If they are not already present, inform Appointed Person for First Aid immediately of the incident / accident
- Any person who believes the situation requires it may telephone for an ambulance. Dial **999 / 112** from any telephone. DO NOT LEAVE THE CASUALTY ALONE in order to do this – ask a colleague. (If you send someone else to make the call, ensure that you tell them to return straight to you in order to inform you of the 999 call having been successfully made.)
- After an ambulance has been requested, if they have not already been alerted, inform the Headteacher, or member of Senior Leadership Team. They will, in turn, inform relevant senior colleagues.
- Another member of staff should await the arrival of the emergency services and direct them appropriately.
- A familiar member of staff will accompany the casualty in the ambulance and at the hospital until the parent or guardian arrives. Any necessary teaching cover will be arranged via the School Office.
- Where there is an urgent need for surgical or medical treatment to be given and the parents cannot be contacted, the decision about the competence of

the pupil to give or withhold consent to urgent surgical or medical treatment, in the absence of the parent, must be the responsibility of the doctor.

- All incidents must be recorded in line with the Recording and Reporting procedures set out below.

Hygiene and infection control when dealing with a medical incident

- Common sense infection control measures (such as hand washing and the use of disposable gloves when dealing with blood or bodily fluids) must be followed by all staff when dealing with medical incidents
- Hand washing and sanitising facilities are available throughout the school
- Single use disposable gloves are to be found in First Aid kits and must be used at all times when providing treatment involving blood or body fluids.

Dealing with Bodily Fluid Spillages (Bio Hazards)

The school has a duty to protect its staff from hazards encountered during their work; this includes bio hazards, which for the purpose of this document are defined as Blood, Vomit, Faeces, Urine & Wound drainage.

In the event of a spillage on a surface the following precautions should be applied:

- Notification by placing cones
- Staff dealing with the biohazard should wear protection
- Hand hygiene should be carried out following management of the spillage

Head injuries

All head injuries should be regarded as potentially serious, irrespective of the extent of external injury. It is important to monitor any person with a head injury very carefully, looking for key signs such as sickness, dizziness, incoherence or drowsiness. If in doubt, or if any of the key signs are exhibited, seek medical help. The school policy with regard to head injuries is always to err on the side of caution and should any key signs be exhibited; parents will be asked to collect their child and seek expert medical attention.

The First Aider will ensure that any pupil who has been treated for a head injury, no matter how minor, has a bumped head sticker applied and a notice sent home outlining the common signs of concussion to ensure their parents are aware. This injury will also be recoded in the accident book.

Any pupil suspected of having sustained a concussion will be managed conservatively and parents will be advised to seek medical assessment. The school will follow medical advice regarding return to learning, physical education and sporting activities.

Accident reporting and record keeping

Where there is an accident or medical emergency, and First Aid assistance has been provided, the person who has administered First Aid must record the incident according to the procedure outlined below.

N.B. it is a statutory requirement that all accidents / incidents as described in the Health and Safety Policy must be recorded in an accident book and must be readily accessible for a minimum of seven years. These records are kept by the Bursar.

Parents are initially notified of an incident involving their child by the school office and must be kept sensibly informed by an appropriate member of staff. The school office will be responsible for ensuring that parents are notified of significant incidents / accidents.

How to record an accident or medical incident

All minor accidents or medical incidents must be recorded in the Accident books for each class. Staff will then advise parents of these at the end of the day and parents sign to show they have been notified.

Accidents to pupils and members of the public which are attributable in some way to work organised by the school (e.g. an accident during a chemistry experiment), or the defective condition of premises, equipment or plant, or lack of or defective supervision, where injury is suffered, must be recorded as an accident 'at work'.

Any incident / accident must be recorded in the **accident book** by the person attending the casualty or dealing with the incident. The accident books are located in the School Office. The records of first aid treatment given by a First Aider or appointed person must include:

- Date, time and place of incident
- Full name of injured / ill person
- Detail of the injury/illness and what first aid treatment was given
- Any review of the person's condition

- Name and signature of the first aider or appointed person dealing with the incident

The accident and first aid books are reviewed regularly by The Appointed Person for First Aid. A summary of records for the whole school is prepared and a report made to the Board annually or sooner if there is specific reason.

The Bursar will keep a record of any reported injury, disease or dangerous occurrence which must include

- the date and method of reporting
- the date, time and place of event
- personal details of those involved
- brief description of the nature of the event or illness

All more serious accidents are notified to the Bursar as soon as they occur and are investigated by her during the week following any accident, so that problem areas or procedures are identified and remedial action can be taken if necessary. Problems identified and actions taken are included in the report to Board.

Informing the Authorities

HSE (Health and Safety Executive) or RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) - statutory requirements

Mrs Nadine Solsberg is responsible for determining if the HSE needs to be informed of an accident or incident and for keeping a school central record in the School office together with the RIDDOR form if appropriate.

Under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) the following accidents MUST be reported to the HSE without delay:

- accidents to employees resulting in death or major injury (including as a result of physical violence)
- dangerous occurrences
- accidents to any persons (pupils and visitors included) killed or taken from the premises to a hospital
- accidents to employees which prevent the injured person from doing their normal work for more than 7 days must be reported within 15 days of the accident. Fatal accidents or accidents resulting in specified injuries to workers must be reported within 10 days.

Mrs Solsberg will be responsible for reporting to the Board that a reportable incident has occurred. Reportable incidents will be notified to the HSE through the current online reporting system in accordance with RIDDOR 2013 requirements.

Details of RIDDOR accidents will be made available to the Board.

Notifiable Incidents and Diseases

Mrs Solsberg, will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any pupil whilst in our care, and of action taken in respect of it. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the UK Health Security Agency (UKHSA) if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010 (see Appendix B).

Risk Assessment for Medical and First Aid needs

Reviews are carried out annually by the First Aid lead, Key Stage Leaders and monitored by the Headteacher and Bursar.

During this monitoring and evaluating the following aspects are considered:

- any changes to staff, building / site, activities, off site facilities
- further training and refresher courses required for staff
- specific hazards in time or place
- specific health needs i.e. epilepsy, serious allergies
- numbers of first aiders required in both time and place
- Accident statistics - aimed at finding ways to reduce number of preventable injuries.

Legislation and Guidance

This policy has regard to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice 2015
- Supporting Pupils at School with Medical Conditions (DfE)
- Statutory Framework for the Early Years Foundation Stage
- Independent School Standards Regulations

First Aid for Staff

If a member of staff has an accident or becomes unwell during the day they should seek advice from a qualified first aider in the first instance and report to Mrs Solsberg or the Headteacher who can arrange for them to be sent home if required or take any further action necessary.

Accident forms for staff can be found in the office and should be completed as soon as possible.

Appendices

Appendix A: List of First Aiders

First Aid Provision at Heathcote Preparatory School

The Appointed Person for First Aid at Heathcote Preparatory School is Mrs Amanda Frost. The role of the appointed person is to take charge of first-aid arrangements and includes looking after the first-aid equipment and facilities and calling the emergency services when required. Mrs Frost may delegate, where appropriate, some aspects of this role to Senior First Aiders who have undergone the same First Aid at Work training. They may provide emergency cover, and act as the appointed person in her absence.

Heathcote Preparatory School First Aid Training Log – 2026-2027

Senior First Aiders: First Aid at Work (3 day course) - valid 3 years

Staff Member	Provider	Expiry Date
Amanda Frost	St John	18/05/2028
Kelly Collins	St John	24/11/2027
Liam Daniels	St John	17/09/2028

Paediatric First Aid (2 day course) - valid 3 years

Staff Member	Provider	Expiry Date
Diane White	St John	13/01/2028
Heidi Crystall	St John	13/01/2028
Angela Wilding	St John	06/07/2028
Amanda Frost	Tigerlily	19/04/2029
Kelly Collins	Tigerlily	19/04/2029

Georgie Deed	Tigerlily	19/04/2029
Liam Daniels	Tigerlily	19/04/2029
Rachael Panjwani	Tigerlily	19/04/2029
Samantha Scott	Tigerlily	19/04/2029
Tess Perrett	Tigerlily	19/04/2029
Jenny Plumb	Tigerlily	19/04/2029
Molly Mackenzie	Tigerlily	19/04/2029
Grace Facey	Tigerlily	19/04/2029
Paz Casado	Tigerlily	19/04/2029
Teleah Carabine	Tigerlily	19/04/2029
Sue Nicholas	Tigerlily	19/04/2029
Dawn Howles	Tigerlily	19/04/2029
Jason Rafiq	Tigerlily	19/04/2029
Sally Petersen	Tigerlily	19/04/2029
Geraldine Rowland	Tigerlily	19/04/2029
Kellie Berry	Tigerlily	19/04/2029
Carole Senogles	Tigerlily	19/04/2029
Christina Moore	Tigerlily	19/04/2029

Appendix B

Current List of Notifiable Diseases (Schedule 1)

- Acute encephalitis
- Acute flaccid paralysis or acute flaccid myelitis (AFP or AFM) *(added April 2025)*
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Chickenpox (varicella) *(added April 2025)*
- Cholera
- Congenital syphilis *(added April 2025)*
- COVID-19
- Creutzfeldt-Jakob disease (CJD)
- Diphtheria
- Disseminated gonococcal infection (DGI)
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Hantavirus disease
- Infectious bloody diarrhoea
- Influenza of zoonotic origin

- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Middle East respiratory syndrome coronavirus (MERS)
- Monkeypox (Mpox)
- Mumps
- Neonatal herpes (*added April 2025*)
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Smallpox
- Tetanus
- Tuberculosis (TB)
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Legislation

The procedures in this section have regard to the National *Pastoral Practitioners Organisation* and are in accordance with the *Medicines Standard of the National Service Framework for Children*. Heathcote

Preparatory School understands that failing to comply with them could make the school and staff both civilly and criminally liable.

Heathcote Preparatory School recognises its responsibility to adhere to the following areas of legislation:

Human Medicines Regulations 2012

The misuse of Drugs Act 1971

The controlled Drugs (Penalties) Act 1985

The Health and Safety at Work act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

School Premises (England) Regulations 2012

Education (Independent School Standards) Regulations 2014

Equality Act 2010

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Health and Safety (First-Aid) Regulations 1981

For Diabetes and Epilepsy – Please refer to the Medical Conditions Policy

For Allergies – Please refer to the Allergy Safety Policy

This document is reviewed annually by The Appointed Person for First Aid and the SLT team.

First Aiders and locations



First Aid

First Aiders and locations

First Aid at Work

Mrs Frost - School Office
Mrs Collins - Nursery/EYFS
Mr Daniels – KS1/KS2

Diabetes Training

Mrs Frost - School Office
Mrs Scott - Headteacher's Office
Mrs Collins - Nursery/EYFS
Mrs Perrett - KS1
Mr Daniels – KS1/KS2
Mrs Plumb - KS1/KS2
Miss Mackenzie – KS2
Mrs Deed – KS2
Mrs White - Lunchtime/Breakfast/Twilight
Mrs Berry - Lunchtime/Breakfast/Twilight
Mrs Rowland - Lunchtime/Twilight

In case of emergency, contact

Mrs A Frost (School Office)

Nearest Defibrillator:

Main entrance lobby in Village Hall
Co-op Main Road
St Johns Primary School

First Aiders and locations

Paediatric First Aid

Mrs Frost – School Office
Miss Wilding - School Office
Mrs Casado - School Office
Mrs Scott - Headteacher's Office
Mrs Collins - Nursery/EYFS
Miss Carabine - Nursery/EYFS
Mrs Perrett - KS1
Mrs Nicholas - KS1/KS2
Mrs Howles – KS1/KS2
Mrs Plumb - KS1/KS2
Mr Daniels - KS1/KS2
Mrs Deed - KS2
Mrs Facey – KS2
Mrs Mackenzie – KS2
Mrs Panjwani - KS2
Mr Rafiq – KS2
Mrs Crystall - Kitchen
Mrs White - Lunchtime/Breakfast/Twilight
Mrs Berry - Lunchtime/Breakfast/Twilight
Mrs Rowland - Lunchtime/Twilight
Mrs Petersen - Lunchtime/Twilight
Mrs Moore - Lunchtime
Mrs Senogles – Breakfast Club

