

FIRST AID PROVISION AND MANAGEMENT POLICY.

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1.0 Introduction

This policy outlines the methods which Oakham School and Oakham School Enterprises (OSEL) will follow in providing and managing emergency first aid in the workplace. This policy is applicable to all premises and activities under the control of Oakham School and details the approach to the provision and management of first aid.

Oakham School will ensure that risks of personal injury are identified and that arrangements are in place to control those risks, so far as is reasonably practicable.

Oakham School will aim to fulfil the duties as outlined under the Health and Safety (First-Aid) Regulations 1981

Oakham School has a duty of care to ensure that staff and pupils are fit and healthy to carry out their duties and perform well at school. In the case of pupils, Oakham School will contact parents in the event that their child is unwell or injured and arrange for their collection from school if necessary. Parents should keep pupils at home if unwell. In the case of boarders who are unwell, ideally, they will be looked after in their house with support from the medical team. If they are too unwell to remain in their house, they will be assessed by the medical team with regard to their ongoing care. See medical centre policy 'Seeing pupils in the medical centre'.

The First Aid Provision and Management Policy and subsequent procedures are subject to review at periodic intervals by the Trustees of Oakham School which includes the Directors of OSEL.

The Trustees will constantly monitor the effectiveness of the implementation of the Policy.

Under the Health and Safety (First Aid) Regulations 1981, Oakham School is responsible for providing adequate and appropriate equipment, facilities and personnel to ensure that its employees receive immediate attention if they are injured or taken ill at work.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid.

To this end, first aid provision is available while people are on school premises, including access to the School's on site Medical Centre

First Aid provision is also to be available when staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

All staff, pupils and visitors will receive First Aid and health care as necessary when needed, will be adequately supervised and looked after when injured or ill and will be adequately accommodated for the duration of their examination or treatment.

Oakham School provides medical accommodation in accordance with the Education School premises regulations 1996 and the advice for standards for school premises issued by the Department for Education (DfE) March 2015 for the medical examination and treatment of sick or injured pupils and staff throughout the school day, at weekends and, and when necessary, during the night.

Arrangements are made for qualified persons to be available to undertake first aid duties at all times when people are at work. Any member of the school staff may be asked to undertake first aid tasks, but they cannot be required to do so.

Teachers and other staff working with pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

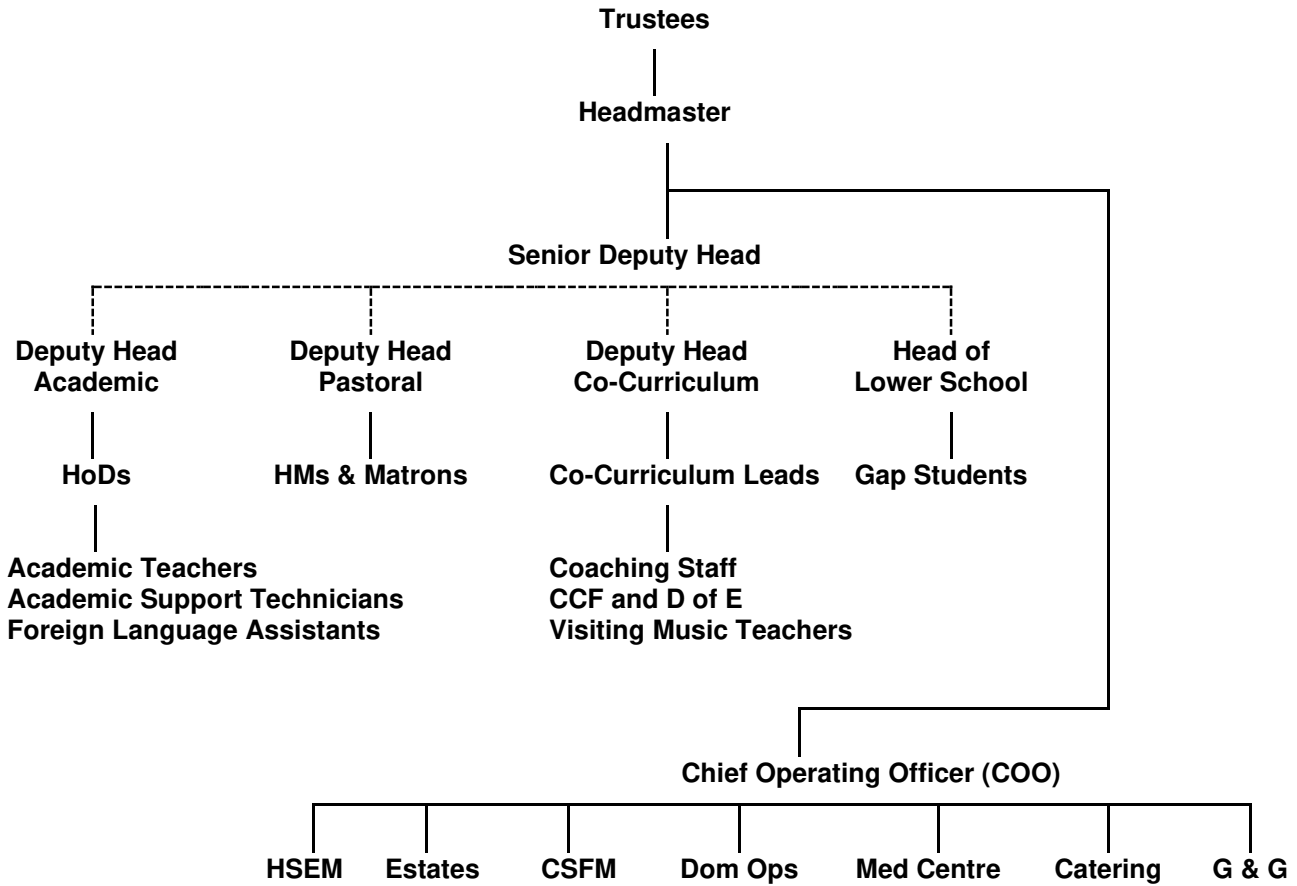
<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>



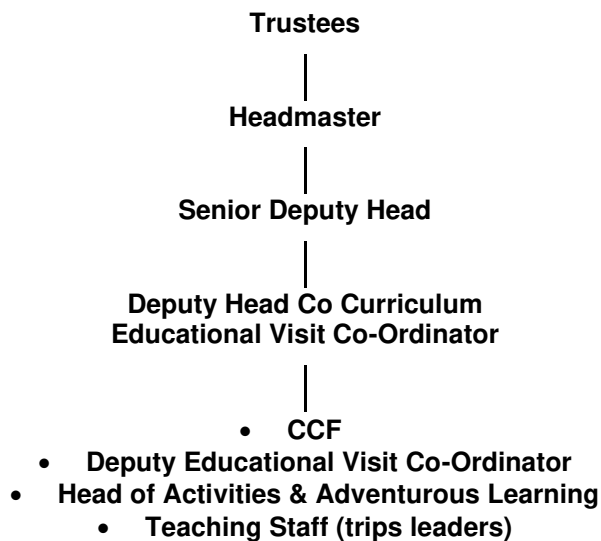
2.0 Scope *Roles & Responsibilities, Definitions*

Summary Hierarchy of Responsibilities for Provision and Management of First Aid

The structure below represents the responsibilities for the provision and management of first aid. It does not reflect the day to day line management reporting of staff.



School Trips and Visits - EVOLVE





The Trustees of Oakham School (including the Directors of OSEL)

The Trustees accept full responsibility for Health & Safety within Oakham School, which includes the provision and management of First Aid at Work. They will routinely monitor the effectiveness and implementation of this policy and will revise the policy when necessary.

The Trustees will ensure that all changes in the policy are drawn to the attention of Oakham School and all concerned.

The Headmaster

The Headmaster has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's First Aid Provision and Management Policy and bringing it to the attention of all employees under their control
- Ensuring that sufficient and suitably trained and competent persons are in place to administer and manage emergency first aid situations
- Ensuring employees understand what actions must be taken in the event of any injuries or medical emergency and how to summon assistance
- Ensuring employees within their management structure are aware of the locations of first aid boxes in each of the buildings in which they work
- Ensuring that all teaching staff who participate in trips and visits are suitably trained and qualified to deliver emergency first aid
- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

Senior Deputy Head

The Senior Deputy Head is responsible to the Headmaster for the implementation of this policy.

The Senior Deputy Head with the Chief Operating Officer and through the Health, Safety & Energy Manager is to routinely monitor the effectiveness of this policy and its implementation at the levels within their remit.

The Senior Deputy Head has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's First Aid Provision and Management Policy and bringing it to the attention of all employees under their control
- Ensuring that sufficient and suitably trained and competent persons within their remit are in place to administer and manage emergency first aid situations
- Ensuring teaching staff understand what actions must be taken in the event of any injuries or medical emergency and how to summon assistance
- Ensuring employees within their management structure are aware of the locations of first aid boxes in each of the buildings in which they work
- Ensuring that all teaching staff who participate in trips and visits are suitably trained and qualified to deliver emergency first aid
- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

Deputy Head Co-Curriculum - Educational Visit Co-Ordinator

The Deputy Head Co-Curriculum is responsible to the Senior Deputy Head for the implementation of this policy. The Deputy Head Co-Curriculum has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's First Aid Provision and Management Policy and bringing it to the attention of all employees under their control
- Ensuring that all teaching staff who participate in trips and visits are suitably trained and qualified to deliver emergency first aid
- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner



Head of Activities & Adventurous Learning

The Duke of Edinburgh Manager is responsible to the Deputy Head Co-Curriculum for the implementation of this policy. The Duke of Edinburgh Manager has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's First Aid Provision and Management Policy and bringing it to the attention of all employees under their control
- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

Teaching Staff (trips leaders)

All staff have the responsibility for ensuring that they carry out the arrangements in place to implement the policy including:

- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

Housemasters / Housemistresses, Heads of Departments and Directors

Housemasters / Housemistresses (HMs), Heads of Departments (HODs) and Directors are responsible for ensuring that their boarding houses / day houses or departments are run in accordance with this policy, to ensure the legal requirements are met.

- All employees under their control, whether academic or support, understand the practical aspects of this policy and adhere to them in order to maintain legal compliance.
- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

House Matrons

House Matrons have the responsibility for ensuring that they carry out the arrangements in place to implement the policy including:

- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

Heads of Department – Academic

Heads of Departments have the responsibility for ensuring that they carry out the arrangements in place to implement the policy including:

- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner

The Chief Operating Officer (COO)

The COO is responsible to the Trustees for the implementation of this policy.

The COO through the Health, Safety & Energy Manager and Senior Deputy Head, is to routinely monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Trustees any relevant changes in legislation.

The COO has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Having sufficient understanding of the School's First Aid Provision and Management Policy and bringing it to the attention of all employees under their control.
- Ensuring appropriate funding is made available so that every building on the school premises has in place sufficient numbers of suitably trained and qualified first aiders and fully stocked first aid boxes
- Ensuring that necessary first aid measures identified within [the first aid risk](#) assessment are in place



The Health, Safety and Energy Manager

The Health, Safety and Energy Manager will monitor the provision and management of first aid in the School, arrange first aid training to fulfil the requirements of The Health and Safety (First-Aid) Regulations 1981 and any subsequent legislation.

The Health, Safety and Energy Manager should be consulted on all matters likely to affect the safety of pupils or employees if there is deemed to be an increased risk to first aid provision through structural or procedural changes.

The responsibilities of the Health, Safety and Energy Manager will also include:

- Assisting the COO and Senior Deputy Head in all First Aid related activities duties, most notably in the arrangement of Risk Assessments and Safety Audits.
- Ensuring that the COO, Senior Deputy Head and Trustees are kept informed of all up to date and relevant first aid related legislation.
- Review the requirements for first aid provisions (first aid boxes and where necessary, burns boxes, AEDs etc), and oversee that monthly checks are carried out on the AEDs under the Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Medical Centre Manager

The Medical Centre Manager has additional specific responsibilities for the implementation of this policy outside of their duties as a HOD. Oakham School employs its own medical team under the control of the Medical Centre Manager. The Medical Centre Manager is responsible for ensuring that operations within the department meet the obligatory requirements.

The Medical Centre will provide appropriate first aid kits for trips and events as requested by the event organisers. It is the responsibility of the event organisers to return the first aid kits to the Medical Centre after the trip or event has taken place.

Supplies of first aid materials and replenishment of first aid kits.

First aiders are responsible for replenishing first aid kits after supplies have been used or found to be missing. First aiders are to email their request for replacement supplies from the Medical Centre and collect them for restocking the first aid kit when they are ready.

Employees

All employees are expected to ensure that they carry out the arrangements in place to implement the policy including:

- Understanding the requirements of reporting safety events and ensuring that safety events and personal injuries are reported accurately and in a timely manner



3.0 Further Information

3.1 Directly Supporting Procedural Document(s)

Document Name	Version	Date Published	Department/Owner

3.2 Impacted Policies

Policy Name	Version	Date Published	Department
Health & Safety Policy			Health & Safety
Educational Trips and Visits Policy		Feb 2022	Co Curriculum and EVC
Emergency Accident Procedure		July 2021	Health & Safety
Data Protection Policy (GDPR??)		Aug 2022	William Hawkes Chief Operating Officer
Sickness Absence Policy		Sept 2022	HR
Transport Policy		May 2021	Transport
Seeing Pupils in the Medical Centre			Medical Centre

3.3 Impacted Procedures

Policy Name	Version	Date Published	Department/Owner

3.4 Associated Non School Documents

Documents	Version	Date Published
The Health and Safety (First-Aid) Regulations 1981		
Management of Health and Safety at Work Regulations 1999		
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013		
Education School Premises Regulations 1996		
National Minimum Standards for Boarding Schools		5 th September 2022
The School Premises (England) Regulations 2012		
The Education (Independent Schools Standards) Regulations 2014		
The Provision and Use of Work Equipment Regulations 1998		
Incident reporting in schools (accidents, diseases, and dangerous occurrences)		10/13
Mental Health and Behaviours in Schools		November 2018



4.0 Document History and Review

The Trustees with the assistance of the COO and Health, Safety and Energy Manager will review this policy biennially (every 2 years) or more frequently if there is a change in legislation or guidance, and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils and visitors.

This Version No.	1.3			
Department Approver	William Hawkes			
Date Policy Assessed	September 2023			
Date Approved				
Review Year	2 years			
Date of Publication	Version No.	Brief Details of Alterations	Dept Owner	Approved By

5.0 Consultation

See retained previous versions for amendments



Appendices

Appendix 1 - Key Information

First Aiders

To qualify as a first aider an individual should undergo appropriate training delivered by an accredited and competent training provider and hold a valid first aid certificate.

There is no rule on the number of first aiders required as this will be identified as part of the first aid needs assessment and will be based on the circumstances of the School.

In selecting a first aider, the following factors should be considered:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders will be expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the School or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

First aid training

The selection of a first aid training provider is the responsibility of the School.

The School must ensure that their first aid staff have received the appropriate first aid training delivered by an accredited and competent first aid training provider.

Where first aid provision is intended to cover non-employees, it is strongly recommended that, first aiders may need additional training above the minimum requirement, for example additional training in paediatric first aid (standard first aid at work training courses do not include resuscitation procedures for children).

The School should discuss any specific needs with the training provider in advance as they will often tailor courses specifically to the needs of the School.

First aid certificates are usually valid for 3 years.

The School should arrange retraining before certificates expire.

Once a certificate expires, the individual will need to undertake another full course to be reinstated as a first aider.

It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

Recording and reporting

The School keeps records of all incidents involving staff, pupils, and visitors, who require first aid staff to be in attendance. This helps identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

Details recorded include:

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

Incidents that require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) should be notified to the Health and Safety Executive by a specified responsible person, in this case the Health Safety and Energy Manager.



Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR.

The Health and Safety Executive (HSE) should be notified of fatal and major injuries, and dangerous occurrences without delay.

Injuries to anyone who has been involved in an accident at the School, or on an activity organised by the school, are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident schools can consult the HSE general RIDDOR guidance. <https://www.hse.gov.uk/pubns/edis1.htm> See appendix 4

Information for staff

The School should inform employees, pupils, contractors and visitors of the first aid arrangements, including the first aid policy and location of:

- Equipment
- Facilities
- First aiders

They should know how to contact a first aider urgently should the need arise.

It is recommended that at least one notice should be in place in a prominent position at each site.

The inclusion of first aid information during induction training is included in the health and safety passport to make sure new employees are made aware of first aid arrangements.

Insurance

Where first aid provision is intended to cover both employees and non-employees, the School should check that it has adequate insurance at the appropriate level to cover all the activities of first aiders.

Material, Equipment and Facilities

The School should provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment. These should be made available and be easily accessible. Equipment should be suitably labelled.

First aid containers

The number and contents of first aid containers required will be identified as part of the first aid needs assessment. As a minimum, the School should provide at least one fully stocked first aid container for each site.

Additional first aid containers may be needed for large or split-level sites, distant sports fields or playgrounds, any other high-risk areas and any offsite activities.

All first aid containers should be marked with a white cross on a green background.

There is no mandatory list of items to be included in a first aid container.

The School first aid needs assessment will help determine what should be provided.

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

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)

Oakham School



- 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

This is only a guide as each first aid kit will be based on the School first aid needs assessments. Careful consideration should be given to the siting of first aid containers and, where possible, they should be kept near to hand washing facilities.

The School's first aid procedures should identify the first aider responsible for examining the contents of first aid containers. The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Travelling first aid containers

Before undertaking any off-site activities or educational visits/trips, the trip leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities.

The Outdoor Education Advisers' Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

The HSE recommends that the minimum travelling first aid kit should be:

- 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

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked first aid box should be readily available and in good condition.

The following items must be kept in the first aid box:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

Automated external defibrillators

The School has several automated external defibrillators (AED) as part of its first aid equipment provision. More information on the provision and use of automated external defibrillators (AED) in the workplace is available at provision and Use of Work Equipment Regulations 1998 (PUWER) - work equipment and machinery.

[Provision and Use of Work Equipment Regulations 1998 \(PUWER\) \(hse.gov.uk\)](http://hse.gov.uk)

Accommodation

The School provides suitable first aid rooms and are reserved exclusively for the provision of first aid, examination and medical treatment as previously mentioned above.



Medicines administration in schools

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16.

Aspirin should never be given to a child younger than 16, unless it has been prescribed by a doctor.

Medication should not be kept in a first aid container.

Whilst some staff and pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some staff and pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in their individual healthcare plan or file and identified staff members will be made aware of what to do.

The administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so.

However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the School may wish to consider providing first aiders with additional training so that they can be made aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Any member of school staff may be asked to provide support to staff or pupils with administering of medicines, but they cannot be required to do so

Mental health

The School has a senior mental health lead who is the Medical Centre Manager

This role includes having strategic oversight of the whole school approach to mental health and wellbeing.

The senior mental health lead supports the School to make the best use of existing resources and efforts to help improve the wellbeing and mental health of pupils and staff. Staff will be signposted to their GP and/or external providers for support.

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

Further details can be found in the Mental health and behaviour in schools guidance, chapter 3.

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Consideration should be given to ways to manage mental ill health in the workplace.

This could include providing information or training for managers and staff, employing occupational health professionals, appointing mental health trained first aiders and implementing support programmes.

First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

School staff are not mental health professionals. Where pupils and students experience more serious mental health problems, The School should expect them and their families to be able to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

<https://www.england.nhs.uk/mental-health/resources/cypmhs/>



Appendix 2 – First Aiders

All appointed First Aiders at Oakham School have the following responsibilities to:-

- First Aid Practice
- Be readily available
- Follow the principles and practices as laid down by the first aid course they attended and any associated manuals
- Comply with the aims of first aid:
 - To preserve life
 - To prevent the condition worsening
 - To promote recovery
- Quickly and accurately assess the situation
- Identify the condition from which the casualty is suffering; but not to treat any illness or injury which is beyond their capability
- Give immediate, appropriate and adequate treatment, bearing in mind that a casualty may have more than one injury and that some casualties will require more urgent attention than others
- Arrange, without delay, for the transfer of a casualty (should it be required) to their GP, Hospital Accident and Emergency Unit or home, according to the seriousness of the condition
- Stay with the casualty until they are handed over to the care of a Doctor, Paramedic, the Hospital Accident Emergency Unit or other appropriate person
- Not to ignore accidents or illness under any circumstances, or to refuse to give treatment and assistance if required to do so
- Not to undress any patient unnecessarily
- Safeguard the patient's clothing and possessions
- Respect the patient's confidentiality at all times, and not to discuss the patient's condition with anyone other than the Medical Centre Manager, Chief Operating Officer or Health, Safety and Energy Manager, and/or the Emergency Services
- Maintain the highest practicable level of cleanliness whenever treating a patient
- Restock the first aid box when supplies have been used or have run out – See
- Complete a safety event report on OSIS

Own Work Area

Know your own work area, paying special attention to potential hazards in that area and to know the correct treatment for injuries common to your area.

Promote accident prevention and safe working practice.

First Aid Box

- Ensure that your first aid box is accessible at all times
- When dealing with a casualty, make a note of any items you use and report them in the personal injury section of the accident report
- Keep your first aid box clean and adequately stocked. First aiders are responsible for replenishing first aid kits after supplies have been used or found to be missing. First aiders are to email their request for replacement supplies from the Medical Centre and collect them for restocking the first aid kit when they are ready
- Ensure that your first aid box contains the approved first aid materials and nothing else and that any damaged, open or expired materials are disposed of in the appropriate manner
- Clean and maintain in a good state of repair all ancillary equipment within your area

Personal

- Be physically fit enough to move a patient into the safe airway position
- Attend refresher courses as necessary
- Readily produce your certificate of competence when requested to do so by an authorised person



Appendix 3 – Safety Event Reporting

Accidents/Incidents that Occur on the School Premises

Any accident/incident occurring on the school premises which requires first aid treatment by a first aider, or member of staff must, by law, be recorded. Oakham School uses an electronic recording system on OSIS. Safety events, accidents/incidents that require removal directly to hospital, specified injuries or certain occurrences, or for employees who are rendered absent from work for three days or more, are required to be reported under RIDDOR by the Health Safety and Energy Manager.

Accidents that Occur away from the School Premises

Any accident/incident occurring away from the school premises involving a pupil or member of staff which requires first aid treatment must also be recorded on via OSIS. These are purely for the School's recording and monitoring purposes.

Should a legal case be brought against the School at a later date, recorded evidence that an accident occurred is likely to be required.

If there is a death of, or hospitalisation that requires resuscitation or admittance to hospital for more than 24 hours of a member of staff while carrying out their work duties, this is reportable under RIDDOR.

In addition, 'where any person not at work, as a result of a work-related accident, suffers an injury, and that person is taken from the site of the accident to a hospital for treatment in respect of that injury' this is reportable under RIDDOR.

Content

It is important to remember that accidents resulting in injury can lead to a legal claim for compensation if the School is deemed negligent. For those injuries that involve persons under the age of 18 the claim can be made any time before their 21st birthday, so for younger pupils it is not unfeasible to be ten years or more after the accident occurred.

It is therefore vital that all paperwork is accurate and thoroughly completed, including the details of the injury and how it was treated.

In some situations the Health Safety and Energy Manager may request further information or a more full account of the event, including lesson plans and details of the health and safety advice given as part of an accident investigation.

External Reporting of School Accidents

Certain accidents that happen in schools to either the pupils or staff must be reported to the Health and Safety Executive (HSE) under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Please contact the Health Safety and Energy Manager who is responsible for following these legislative procedures.



Appendix 4 - RIDDOR – Section 2: Incidents to pupils and other people who are not at work

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.



However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edis1.htm.

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