



# Accident and First Aid Recording and Reporting Policy

### Version Control

|                    |                               |
|--------------------|-------------------------------|
| <b>Version</b>     | <b>V1</b>                     |
| <b>Ratified by</b> | Governors                     |
| <b>Owner</b>       | <b>Julie Cordingley</b>       |
| <b>Review Date</b> | <b>Spring Term 2027</b>       |
| <b>Target</b>      | Adel Primary School employees |

**Location Shared:** *Adel Primary Policy and Procedure library - one drive*

### Change History

| <b>Version</b> | <b>Owner</b>            | <b>Change Summary</b> | <b>Document Date</b> |
|----------------|-------------------------|-----------------------|----------------------|
| <b>V1.</b>     | <b>Julie Cordingley</b> | <i>New Policy</i>     | <b>March 2026</b>    |
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## 1. Policy Statement

Adel Primary School is committed to providing a safe and healthy environment for all pupils, staff, volunteers, visitors, and contractors.

This policy sets out the procedures to follow in the event of an accident, incident, or injury, ensuring compliance with:

- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- First Aid Regulations 1981 (as amended)

The aim is to ensure that anyone injured or unwell receives prompt and appropriate first aid, and that all incidents are properly recorded, reported, and reviewed to prevent recurrence.

## 2. Scope

This policy applies to:

- All staff (teaching and support)
- Pupils
- Visitors, volunteers, and contractors
- All school activities, both on-site and off-site (e.g. educational trips, sports days, and residential)

## 3. Objectives

We aim to:

- Provide effective and immediate first aid to anyone injured or taken ill.
- Ensure first aid arrangements meet statutory requirements for both pupils and employees.
- Maintain accurate accident and first aid records.
- Report incidents to the HSE under RIDDOR where required.
- Use accident data to identify hazards and reduce future risks.

## 4. Responsibilities

### Headteacher / Registered Person

- Ensure appropriate first aid provision and trained personnel.
- Oversee accident and incident reporting, including RIDDOR submissions.
- Review accident trends and implement preventative measures.
- Ensure adequate insurance and staff training.

### Appointed Health & Safety / First Aid Coordinator

- Maintain the school's **First Aid Needs Assessment**.
- Oversee first aid training, equipment checks, and accident reporting systems.
- Ensure all first aid posters and signage are kept up to date.

## Qualified First Aiders

- Provide immediate first aid treatment within their level of training.
- Record every incident in the appropriate **Accident Book** or **First Aid Log**.
- Ensure parents/carers are informed of all pupil injuries and treatment provided.
- For staff injuries, ensure the Headteacher or Business Manager is informed immediately.

## All Staff

- Familiarise themselves with first aid procedures and accident reporting processes.
- Report all accidents, near misses, and hazards promptly.
- Support the First Aider when required and follow safe systems of work.

## 5. First Aid Provision

- The school will maintain an adequate number of Paediatric First Aiders (EYFS requirement) and First Aiders at Work (FAW) or Emergency First Aid at Work (EFAW) qualified staff in accordance with the First Aid Needs Assessment.
- At least one qualified first aider will be available at all times during school hours and for off-site visits.
- First Aid kits will be stocked, clearly labelled, and checked termly by the First Aid Coordinator.
- Kits are located in:
  - Main school office
  - Playground/outdoor learning area
  - 2 x portable (for trips/ conservation area)

## 6. Procedures for Pupils

### a) Minor Injuries

- The First Aider will treat the injury, record details in the Pupil Accident Book, and provide verbal reassurance.
- For visible facial injuries or grazes, parents may also receive a call.

### b) Head Bumps

All head bumps are treated seriously:

1. The child is assessed by a qualified First Aider immediately.
2. A cool pack is applied where appropriate.
3. The pupil is monitored for a minimum of 48 hours after the event for signs of concussion.
4. A Head Bump Notification Slip is issued to the class teacher and a text/phone call made to parents/carers.
5. For any serious or deteriorating condition, **999** is called immediately.

All head bumps are recorded and reviewed termly to identify patterns.

### c) Serious Injuries / Medical Emergencies

- The First Aider will ensure emergency services are called immediately.
- The Headteacher will contact parents/carers.

- If a pupil requires hospital treatment, a member of staff will accompany the child until a parent arrives.
- A CF50 will be filled out and sent to the education health and safety team at LCC.
- The incident will be recorded in detail and reported to HSE if RIDDOR applies.

## **7. Procedures for Staff (First Aid at Work)**

### **a) Minor Injuries or Illness**

- Treated on-site by a qualified FAW or EFAW First Aider.
- If the staff member cannot continue work, the Headteacher or Business Manager should be informed.

### **b) Work-Related Injuries**

- All injuries, even if minor, must be reported to the Headteacher for internal record and RIDDOR consideration.
- Injuries requiring medical treatment will require a CF50 to be filled out and sent to the education health and safety team at LCC.
- Injuries resulting in more than seven consecutive days off work must be reported to the HSE via the F2508 form.
- Occupational diseases (e.g. dermatitis, repetitive strain injury) must also be reported under RIDDOR when confirmed by a medical professional.

### **c) First Aid Treatment Records**

All treatment given to employees will be logged, including:

- Date, time, and location of the incident
- Name and role of injured person
- Description of incident and injury
- First aid provided and by whom
- Any subsequent action (GP visit, hospital referral, etc.)

## **8. RIDDOR Reporting**

LCC (or designated person) will report to the HSE when:

- A death or specified injury occurs.
  - An employee is incapacitated for more than seven consecutive days.
  - A pupil, visitor, or contractor is taken directly from the site to hospital following an accident related to a work activity.
- Reports will be made via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) or by phone (0345 300 9923 for fatal or major incidents).

## **9. Accident Investigation**

Serious incidents will be investigated by the Headteacher or Health & Safety Consultant to identify:

- Root causes and any breaches of policy or training.
- Preventive actions required (procedural or physical).
- Any safeguarding implications if a pupil was injured due to supervision failure.

- A written report will be filed, and recommendations implemented.

#### **10. Parent and Staff Communication**

- Parents will be informed of all non-minor pupil injuries via text message.
- Staff will receive a debrief following any serious incident.
- If an injury raises safeguarding concerns, this must be reported to the Designated Safeguarding Lead (DSL) immediately.

#### **11. Record Keeping and Data Protection**

- Accident Books and Medical Records will be kept securely and retained for:
  - Three years for staff and visitors.
  - Until the child reaches 21 years of age for pupil injuries.
- Records are treated as confidential under GDPR.
- Access is restricted to the Headteacher and authorised personnel.

#### **12. Monitoring and Review**

- The Headteacher and Governors will review accident data each term.
- The First Aid Coordinator will carry out annual checks of training, stock, and procedures.
- This policy will be reviewed annually or following a major incident, staff change, or regulatory update.

#### **13. Related Policies**

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Intimate Care Policy
- Staff Hand Book

#### **14. Display and Awareness**

- Names of all trained First Aiders are displayed around the school and the main entrance.
- All staff are briefed on first aid arrangements as part of induction.
- Supply staff are made aware of procedures before starting work.

This policy will be monitored and reviewed annually to ensure staff, children and visitor health, safety and welfare is continually promoted in the organisation.

## Equality Impact Assessment

|           |   | Yes/ No | Comments |
|-----------|---|---------|----------|
| <b>1.</b> | <b>Does the policy / guidance affect one group less or more favourably than another on the basis of:</b>    |         |          |
|           | • Race  | No      |          |
|           | • Ethnic origins (including gypsies and travellers)   | No      |          |
|           | • Nationality   | No      |          |
|           | • Gender  | No      |          |
|           | • Culture   | No      |          |
|           | • Religion or belief  | No      |          |
|           | • Sexual orientation including lesbian, gay and bisexual people   | No      |          |
|           | • Age   | No      |          |
| <b>2.</b> | <b>Is there any evidence that some groups are affected differently?</b>                                     | No      |          |
| <b>3.</b> | <b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b> | N/A     |          |
| <b>4.</b> | <b>Is the impact of the policy/ guidance likely to be negative?</b>   | No      |          |
| <b>5.</b> | <b>If so, can the impact be avoided?</b>  | N/A     |          |
| <b>6.</b> | <b>What alternatives are there to achieving the policy/ guidance without the impact?</b>                    | N/A     |          |
| <b>7.</b> | <b>Can we reduce the impact by taking different action?</b>   | N/A     |          |