

**Collège Français Bilingue de Londres  
(The "School")**

**First Aid Policy**

Authorised by:	The Board of Governors of CFBL
Date:	28 June 2021
Review Date:	June 2022
Circulation:	Governors/Staff/Volunteers: automatically Parents: School website and upon request

## **1. Introduction**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

### **Aims**

- To identify the first aid need of the School in the line with the Management of Health and Safety at Work Regulations 1992 and 1999 (Amendments added 2003/2006).
- To ensure that first aid provision is available at all times while people are on School premises, and also off the premises whilst on School trips.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **2. Personnel**

**The Board of Governors is ultimately** responsible for the health and safety of CFBL's employees and anyone else on the premises. This includes the Head, Deputy Heads and teachers, non-teaching staff, pupils and visitors (including contractors).

They must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

They should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employer.

**The Head of Finance is the Health and Safety Officer for the School.** He/she is responsible for putting the policy into practice and for developing detailed procedures. He/she has completed and kept updated a training course approved by the HSE.

The Health and Safety Officer should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

**Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.

**The School Nurse** is a trained First Aider. He/she will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes
- Ensure that an ambulance or other professional medical help is summoned or that a parent (or a member of staff) will accompany a pupil to Accident & Emergency services on a timely basis, when necessary.
- If the nurse is absent Teaching Assistants are trained in how to deal with injured pupils, until the nurse is available and takes charge.

The School Nurse must have completed and kept updated a training course approved by the HSE. He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting a School Nurse the Head considers the person's:

- 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
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

### **3. Procedures**

#### **Risk Assessment**

Reviews are required to be carried out at least annually, and when circumstances alter, by the Health and Safety Officer and department heads. Recommendations on measures needed to prevent or control identified risks are forwarded to the Head and the Head of Finance and Administration.

#### **Re-assessment of first-aid provision**

As part of the School's annual monitoring and evaluation cycle:

- The governing body and/or the head teacher regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.
- The HR department monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions. A list of trained first aiders is available from the HR department;
- The School Nurse checks the contents of the first-aid boxes weekly.

#### **Providing information**

The Head will ensure that staff, parents and children are informed about the School's first-aid arrangements.

The Health and Safety Officer or the School Nurse will

- Provide information packs/school procedures training for new staff as part of their induction programme
- Maintain a first-aid file, notice board and related medical documentation for when needed
- Review basic medical procedures & practices as needed in school, as requested
- Alert staff during a specific outbreak of illness in school re management & procedures in place
- Give all staff information on the location of equipment, facilities, and first-aid personnel.
- Provide regular information and updates for parents in regard to any outbreak of illness in school.

### **4. Provision**

#### **How many first-aid personnel are required?**

The Head will consider the findings of the risk assessment in deciding on the number of first-aid personnel required. The School is considered to be a relatively low risk environment, but the Head and Deputy Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular, they should consider:

- Off-site PE
- School trips
- Science labs
- DT/Art rooms
- Playground
- Adequate provision in case of absence, including trips
- Out-of-hours provision e.g. clubs, events

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons is available at all times when people are on school premises.

### **First aiders**

The recommended number of certified first aiders is one per 100 pupils/staff. The HR department will keep a record of the need for staff's first aid training and organise the necessary training sessions.

A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school.

A list of paediatric/adult first aiders is available from the HR department.

### **Appointed persons**

The School should appoint at least one First Aider as an Appointed Person per Key stage. In addition, all members of the PE, Art, Science departments plus three members of the Catering team will be Appointed Persons. In addition, basic first aid training will be provided to all members of staff.

### **Qualifications and Training**

First Aiders will hold a valid certificate of competence, issued by an organisation approved by the HSE.

Appointed persons will undertake one-day emergency first-aid training.

Specialist training in paediatric first aid for children should be arranged in a three-year cycle.

### **First-aid materials, equipment and facilities**

The Head must ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available.

See HSE guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background
- Each school bus must carry a first-aid container
- First aid container must accompany PE teachers off-site
- First aid container should be kept near to hand washing facilities.

Spare stock should be kept in school.

Responsibility for checking and restocking the first-aid containers:

- In school, the School Nurse
- On buses, the Transport Manager
- For off-site PE, a named member of the PE department

Anaphylaxis emergency boxes:

From 1st October 2017, the Human Medicines Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis.

Two spare emergency anaphylactic kits are available within the School. They are in the canteen, hung on the wall and readily available for trained members of staff but out of reach of small children. These boxes contain:

- antihistamine syrup
- 2 AAI: 2 injectors of 150mcg for children under 30Kg and 2 injectors of 300mcg for children weighing more than 30Kg
- anaphylaxis action chart
- salbutamol inhaler
- list of staff members trained for the use of emergency AAI

The box with the smaller dose of adrenaline is on the right-hand side of the canteen and the box with the higher dose on the left-hand side.

A list of trained members is available from the School Nurse.

### **Accommodation**

The School must provide a suitable room for medical treatment and care of children during School hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

### **Hygiene/Infection control**

Basic hygiene procedures must be followed by staff.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places.

### **Reporting accidents**

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), as amended by RIDDOR 2013, some accidents must be reported to the HSE.

The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

#### **The following accidents must be reported to the HSE:**

Involving **employees or self-employed people working on the premises:**

- accidents resulting in death or specified injury (including as a result of physical violence), without delay;
- accident which prevent the injured person from doing their normal work for more than seven days, within 15 days of the accident;
- certain occupational diseases, when the School receives a written diagnosis from a doctor.

See HSE guidance incident reporting in schools (Annex A).

Involving **pupils and visitors:**

- accidents resulting in the person being killed or being taken from the site of the accident to hospital for treatment and the accident arises out of or in connection with work- activity (directly from the way the school undertakes a work activity).

i.e. if it relates to:

- ~~any school activity, both on or off the premises~~
- ~~the way the school activity has been organised and managed~~
- ~~equipment, machinery or substances~~
- ~~the design or condition of the premises~~

HSE must be notified of fatal and major injuries and occurrences without delay.

See HSE guidance incident reporting in schools (Annex A).

**During the COVID 19 pandemic**, the School is applying specific health and safety protocols which are detailed on our website and must make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease,
- a worker dies as a result of occupational exposure to coronavirus.

The Head is responsible for ensuring this happens, but may delegate the duty to the Health and Safety Officer, with the assistance of the School Nurse.

The Head/Health and Safety Officer must report online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online form. The form will then be submitted directly to the RIDDOR database and the Head/Health and Safety Officer will receive a copy for their records. This copy will be stored in the CFBL database

### **Record keeping**

Statutory accident records: The Health and Safety Officer, with the assistance of the school nurse must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of seven years**. (see DSS The Accident Book BI 510)

School's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Head must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident.

The Head has in place procedures for ensuring that parents are informed of significant incidents:

First aid treatment is recorded by the School Nurse on Pronote. Parents of secondary pupils get the information on their Pronote account whilst parents of primary pupils are notified of visits to the Nurse by email (Ouch report sent to parents when a child required first aid treatment).

In case of a serious accident where medical assistance is needed, parents are called and asked to come and seek medical attention from their GP/Dentist/nearest A&E department.

### **Calling an ambulance**

The NHS London Ambulance Service guidelines indicate that 999 should only be called for "Life-threatening emergencies".

The School policy in the case of injuries which are not life threatening is to call the parents who will generally collect the pupil and take them to their GP or to A&E as appropriate.

### **Monitoring**

Accident records can be used to help the Head and Health and Safety Officers/School Nurse identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Head should establish a regular review and analysis of accident records.

### **The School Nurse or School Health Officer**

There is one School Nurse employed at the School. He/she cares for, treats and advises students, staff and advises parents.

In the absence of the regular School Nurse, provision will be made for appropriate cover, with staff who have the Life support/Appointed person First aid course as approved by the Health and Safety (First Aid regulation 1981).

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Annex A – HSE guidance on incident reporting in schools

# Incident reporting in schools (accidents, diseases and dangerous occurrences)

## Guidance for employers

### HSE information sheet

### Education Information Sheet No1 (Revision 3)

#### Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

#### What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

#### Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.)

#### Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at [www.hse.gov.uk/contact/contact.htm](http://www.hse.gov.uk/contact/contact.htm).

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

#### What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

## Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

### Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
  - cover more than 10% of the body; or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

### Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.



## 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](http://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/](http://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](http://www.hse.gov.uk/pubns/edis1.htm).

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