

COLCHESTER HIGH SCHOOL



COLCHESTER HIGH SCHOOL FIRST AID POLICY

This policy applies to all pupils including pupils covered by the Early Years Foundation Stage (EYFS). Providers on the Early Years Register must meet the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage and as such our Early Years Department also use the following related policies which are held in the EYFS:

- 3.2 First Aid
- 6.1 Adminstrating Medicines
- 6.2 Managing Children with Allergies, or who are Sick or Infectious
- 6.3 Recording or Reporting of Accidents and Incidents

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

This policy has been written

- To ensure that we promote the good health of all the children in our care.
- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- 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 visits.

OBJECTIVES

- To appoint the appropriate number of suitably trained people 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 ("RIDDOR").

1. RESPONSIBILITIES AND DUTIES

The Principal is responsible for the health and safety of everyone on the premises. This includes teachers, non-teaching staff, pupils and visitors (including contractors).

- The Principal 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.
- The Principal should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The Principal and the Business Manager are responsible for putting the policy into practice and for developing detailed procedures.
- The Principal 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 general welfare of the pupils and to recognise and act swiftly and appropriately to pupils showing symptoms of eating disorders or with signs of sexual and/or mental health problems.
- Relevant staff are trained to be able to assess a child's maturity to make certain decisions according to the Fraser Guidelines / Gillick competency.

All staff who have completed the “First Aid at Work” or “Paediatric First Aid” courses are our “Appointed Person” staff members. An up to date list of these staff is found in the staff rooms and main office. These staff 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 when appropriate.

All the First Aiders must have completed and keep updated a training course approved by the HSE. This is a voluntary post.

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 first-aiders the Business Manager should consider:

- 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.

2. PROCEDURES

Risk assessment

Reviews are required to be carried out at least annually, or following certain circumstances, by the Business Manager and Health and Safety Committee. Recommendations on measures needed to prevent or control identified risks are forwarded to the Principal, Senior Leadership Team and all members of staff.

Re-assessment of first-aid provision

As part of the Schools’ annual monitoring and evaluation cycle

- The Business Manager reviews the Schools’ first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
 - The Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
 - The Business Manager also monitors the emergency first-aid training received by other staff and organises appropriate training.
 - The Senior Mid-day member of staff along with the Mid-day Team will check the contents of the first-aid boxes each week.
- All staff to report any missing first aid equipment to the Office so that it may be replaced.

Providing information

The Business Manager will ensure that staff are informed about the Schools’ first-aid arrangements.

- New staff, as part of their induction programme will also meet with a member of staff who will inform them of the location of equipment, facilities and first-aid personnel.

- A photo of the child and information is held in the front office for children with medical requirements. Pupil relevant information is also in both the Senior School staff room and the Lower School Staffroom.

3. PROVISION

The Business Manager will consider the findings of the school risk assessment in deciding on the number of first-aid personnel required. The School is a low risk environment, but the Senior Managers 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
- 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 each school site including the sixth form site.

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 first-aid for children is arranged in a three year cycle.

First aiders

First aid at work training course

The recommended number of certified first-aiders is one per 100 pupils/staff.

Name	Department/Role	Date passed	Date to re-new
Rebecca Davis	Junior	5/9/12	5/9/15
Catherine Bickersteth	Junior	2/7/15	2/7/18
Chris Raynor	Senior	2/7/15	2/7/18
Brian Badham	Site Operative	2/7/15	2/7/18
Mercedes Romero-Fernandez	Senior	6/9/16	6/9/19
Nicola Andon	Teaching Assistant	6/9/16	6/9/19
Mark Dewsbury	Site Manager	6/9/16	6/9/19
Mark Coldicutt	Midday Assistant	6/9/16	6/9/19
Linda Dobson	Midday Assistant	6/9/16	6/9/19
John Praithe	Senior	6/9/16	6/9/19
Nicola Porter	Senior	6/9/16	6/9/19
Harriet Croydon	Senior	6/9/16	6/9/19
Elizabeth Long	Senior	6/9/16	6/9/19
Lisa Milburn	Senior	6/9/16	6/9/19
Judith Pearce	Junior	6/9/16	6/9/19
Victoria Groves	Admin	4/6/14	4/6/17
Elizabeth Hill	Admin	11/6/14	11/6/17
Joanna Riddell	Technician	11/6/14	11/6/17
Adam Dowson	Senior	3/9/14	3/9/17
Jackie Briggs	Midday Assistant	3/9/14	3/9/17
Sue Game	Midday Assistant	3/9/14	3/9/17
Ceri Lawton	Midday Assistant	3/9/14	3/9/17
Simon Newcomb	Senior	3/9/14	3/9/17
Rachel Barber	Senior	3/9/14	3/9/17
Chloe Haggerty	Senior	3/9/14	3/9/17
Ben Abbott	Senior	3/9/14	3/9/17
Sheryl Robertson	Midday Assistant	3/9/14	3/9/17
Emma Maclennan	Junior	3/9/14	3/9/17
Ernestine Courcha	Junior	3/9/14	3/9/17
Cora Allen	Learning Support	3/9/14	3/9/17
Katie Dixon	Learning Support	3/9/14	3/9/17
Jackie Finch	Learning Support	3/9/14	3/9/17
Stephen Burr ridge	Director of Studies	7/9/14	7/9/17
Donna Nicol	Midday Assistant	29/4/15	29/4/18
George Georgiou	Senior	12/6/15	12/6/18
Stacey Lane	Admin	7/12/15	3/12/18
Alison Neville	Admin	7/12/15	3/12/18
Sally Willetts	Midday Assistant	7/12/15	3/12/18
Heather Humm	Support Staff	27/6/16	17/06/19
Maria Rees	Admin	26/7/16	23/07/19
Laura Evans	Admin	26/7/16	23/07/19
Emma Traynor	Teaching Assistant	26/7/16	23/07/19
Andrew Croydon	Senior	27/06/16	23/07/19

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Hugh Conway	Senior	27/07/16	26/07/19
Margaret Deasy	Junior	01/09/16	01/09/19

Paediatric First Aiders:-

Name	Department	Date Passed	Date to renew
Poppy Tomlinson	EYFS	15.03.17	15.03.20
Mark Coldicutt	Midday Assistant	03.09.14	03.09.17
Susan Game	Midday Assistant	15.04.15	15.04.18
Sally Willetts	Midday Assistant	15.04.15	15.04.18
Harriet Breeze	EYFS	20.08.15	20.08.18
Hazel Door	Lower School	20.01.16	20.01.19
Louisa McCrae	EYFS	11.02.16	11.02.19
Emma Traynor	Lower School	23.05.16	19.05.19
Paige Jackson	EYFS	01.06.16	01.06.19
Catherine Hall	EYFS	23.08.16	23.08.19
Helen Roberts	EYFS	27.10.16	19.10.19
Alison Banks	Senior School	06.01.17	06.01.20
Thea Critchley	EYFS	06.01.17	06.01.20
Maria Rees	School Secretary	06.01.17	06.01.20
Ruby Hunte	EYFS	06.01.17	06.01.20
Clare Merry	Lower School	06.01.17	06.01.20
Felicity Mercer	EYFS	06.01.17	06.01.20
May Leverington	EYFS	06.01.17	06.01.20
Karen Hull	EYFS	06.01.17	06.01.20
Nicola Andon	Lower School	06.01.17	06.01.20
Emily Procter	Lower School	06.01.17	06.01.20
Clare Young	Lower School	06.01.17	06.01.20
Sonia Whitlam	Lower School	06.01.17	06.01.20
Joanna Riddell	Midday Assistant	06.01.17	06.01.20
Jackie Briggs	Midday Assistant	06.01.17	06.01.20
Linda Dobson	Midday Assistant	06.01.17	06.01.20

The Early Years Foundation Stage (EYFS)

The EYFS addresses many aspects of childcare, including the provision of first aid and is mandatory for all schools and early years providers in Ofsted registered settings attended by young children (i.e. children up to the end of the academic year in which the child has their 5th birthday).

The EYFS requirements for first aid are in addition to existing first aid requirements as regulated by the Health and Safety Executive. Schools must already have in place first aid provision that meets the requirements of employees and pupils, where pupils fall within the EYFS framework then that provision must also meet the requirements laid out in the EYFS practice guidance.

This requires:

- All our staff working in the EYFS hold the certificate in paediatric first aid, the training for which is a minimum of 12 hours duration.
- Certificate to be renewed every 3 years.

- Where trips / offsite activities are undertaken and these activities involve any child covered by the EYFS framework then at least one paediatric first aider must accompany the children.

Anaphylactic Shock

The following staff have received training in Anaphylactic Shock:

Name	Department/Role	Date passed
Simon Newcomb	Senior School	04/01/2016
Nicholas Carr	Senior School	04/01/2016
Mercedes Romero-Fernandez	Senior School	04/01/2016
Alison Banks	Senior School	04/01/2016
Rachel Barber	Senior School	04/01/2016
Sally Willetts	Midday Assistant	04/01/2016
Nicola Porter	Senior School	04/01/2016
Richard May	Senior School	04/01/2016
Elizabeth Candler	Senior School	04/01/2016
Ben Abbott	Senior School	04/01/2016
Heather Rose	Senior School	04/01/2016
John Praithe	Senior School	04/01/2016
Harriet Croydon	Senior School	04/01/2016
Stacey Lane	Admin Support	04/01/2016
Harriet Breeze	EYFS	04/01/2016
May Leverington	EYFS	04/01/2016
Karen Hull	EYFS	04/01/2016
Nicola Andon	Learning Support	04/01/2016
Catherine Dixon	Learning Support	04/01/2016
Cora Allen	Learning Support	04/01/2016
Alison Neville	Admin Support	04/01/2016
Jackie Finch	Learning Support	04/01/2016
Sonia Whitlam	Lower School Assistant	04/01/2016
Victoria Groves	Lower School Assistant	04/01/2016
Joanna Riddell	Science Lab Technician	04/01/2016
Alisha Joseph	Admin Support	04/01/2016
Claire Lawrence	Admin Support	04/01/2016
Michelle Hewes	Senior School	04/01/2016
Nicola Martell-Smith	Senior School	04/01/2016
Eve Brindley	Senior School	04/01/2016
Arthur English	Senior School	04/01/2016
Emma Traynor	Midday Assistant	04/01/2016
Chloe Haggerty	Senior School	04/01/2016
Christopher Rayner	Senior School	04/01/2016
Adam Dowson	Senior School	04/01/2016
Susan Wells	Senior School	04/01/2016
Mark Coldicutt	Midday Assistant	04/01/2016
Donna Nicol	Midday Assistant	04/01/2016
Marie Watts	Midday Assistant	04/01/2016
Marie-Anne Guillois	Senior School	04/01/2016

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Kim Munson	Learning Support	04/01/2016
Anderley Hampson	Senior School	04/01/2016
Ruby Hunte	Lower School Assistant	04/01/2016
Hazel Door	Lower School	04/01/2016
Dannielle Harrison	Lower School	04/01/2016
Ernestine Courcha	Lower School	04/01/2016
Sarah Bramall	Lower School	04/01/2016
Susan Game	Midday Assistant	04/01/2016
Emily Procter	Lower School	04/01/2016
Claire Smith	Lower School	04/01/2016
Ceri Lawton	Midday Assistant	04/01/2016
Linda Dobson	Support	04/01/2016
Jacqueline Briggs	Support	04/01/2016
Clare Merry	Lower School Assistant	04/01/2016
Lisa Milburn	Senior School	04/01/2016
Elizabeth Long	Senior School	04/01/2016

First-aid materials, equipment and facilities

The Business Managers must ensure that the appropriate numbers of first-aid kits according to the risk assessment of the site are available.

Minimum provision for a first aid kit

- One guidance card
- Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (which must be detectable for the catering industry);
- Two sterile eye pads, with attachment;
- Four individually wrapped triangular bandages
- Six safety pins or adhesive tape
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 12 x 12cm);
- Two large sterile individually wrapped un-medicated wound dressings (approx. 18x18 cm);
- One pair of disposable gloves.
- Cool packs available, as required
- First aid kits are located in the ground floor of each building with the exception of Science, Art, Design & Tech classrooms where one box is located in each of these areas.
- Oxford Road Study Centre two boxes are available one in the Art room and one in the Science Lab.

Each school bus must carry a first-aid kit

Minimum provision for a travel first aid kit:-

- One guidance card
- Six individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment
- Two individually wrapped triangular bandages
- Two safety pins;
- Individually wrapped moist cleaning wipes
- One large sterile individually wrapped un-medicated wound dressings (approx. 18x18 cm);

- One pair of disposable gloves.
- School mobile phone
- All first-aid kits must be marked with a white cross on a green background
- First aid kits must accompany P.E teachers off-site

Our Home to School buses are contracted out, and each bus carries a first aid kit, with staff fully trained.

Responsibility for checking and restocking the first-aid kits:

- In school, the Senior Mid Day Assistant supported by the Mid Day assistants will check and re-stock all first aid kits including the medical room.
- Off-site visits, a qualified first aider must be in attendance and obtain a fully stocked first aid kit from the office to take with them.
- P.E department when leaving the school must also take their fully stocked first aid kit with them.

4. ACCOMMODATION

The Principal 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. At our school, we do have a dedicated medical room.

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.
- Dispose of all bodily fluid dressing and swabs in the yellow covered bin in the first aid room
- Care should be taken when disposing of dressings or equipment.

5. REPORTING ACCIDENTS

At Colchester High School, we make every effort to minimise the risk of accidents but we recognize that accidents may occur.

The First Aider present will deal with the accident and treat any injuries as required. Once the individuals have been treated, all details regarding the accident will be recorded in our Accident First Aid Report Book by a member of staff, but no other pupils are to be named. A carbonated copy is then given to the pupil. An investigation into the accident should be undertaken immediately, or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Contacting Parents

The first aider must make an assessment to decide if the child's injury or ill health requires contact with the parent to arrange for the child to be taken home, or possibly hospital.

A number of typical examples are given below:

- Vomiting
- High Temperature
- Unexplained Rash
- Head injury as explained on the head injury form
- Eye injury
- Suspected broken bone
- Severe burn

- Broken teeth
- Major bleed
- Fitting or fainting
- COSHH (Control of Substances Hazardous to Health) related injury
- Any other injury believed to be required medical attention.

For minor injuries such as bruises, cuts and grazes a member of staff may contact the parents.

FIRST AID EMERGENCY SERVICE PROCEDURES

The following procedures will be undertaken in the event of an accident requiring involvement of Emergency Services.

1. Office informed of an emergency and situation assessed
2. Attending staff member to take a two way radio to speed response and efficiency.
3. Office to call emergency services and then the parent.
4. Print off the child's personal details from SIMS.
5. Office to call out for Site staff to open rear gates for emergency services, if required. If not on site a 2nd office staff opens the gate with the office keys. The pupils are moved to the Lower playground, or inside.
6. Business Manager or another senior member of staff alerted and accompany the pupil if parent not available.

Typical examples for requesting an ambulance include:

- Unconsciousness
- Electric Shock
- Suspected broken bones
- Head injury
- Severe bleed
- Fatal injury

If a pupil is taken to hospital from the school site, or a member of staff is made aware that they have gone to hospital later on in the day, the relevant Head of School must be notified.

Head Injuries

Injuries to the head need to be treated with particular care. Any evidence of the following symptoms may indicate serious injury and an ambulance **MUST** be called.

- Unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- Any problems with memory;
- Persistent Headache;
- Disorientation, double vision, slurred speech or other malfunction of the senses;
- Nausea and vomiting;
- Unequal pupil size;
- Pale yellow fluid or watery blood coming from ears or nose;
- Bleeding from scalp that cannot quickly be stopped;
- Loss of balance;
- Loss of feeling in any part of body;
- General weakness;
- Seizure or fit.

Where young people receive a head injury their parents/carers should be informed. This should be done immediately by telephone if symptoms described above occur.

For more minor bumps etc. the head injury form below is completed and parents informed when they collect the child or by sending a letter home with the child as appropriate.

Major or Fatal Injury and Dangerous Occurrences

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

The RIDDOR policy was updated on 06.04.12, when the over-three day reporting requirement for people injured at work changed to more than seven days. From 06.04.12 you only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

The Principal must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and method of 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:

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

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than seven days.

For definitions, see HSE guidance on RIDDOR.

2. Involving pupils and visitors:

Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work **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 dangerous occurrences without delay.

The Principal and Business Manager (also the Health and Safety Representative for the whole school) are responsible for ensuring this happens, but may delegate the duty to departmental Health and Safety Representative from other parts of the school.

The Business Manager must complete the RIDDOR Form attached to this policy (Appendix A) or online.

A member of the Senior Leadership Team will undertake a further investigation of the major or fatal injury and dangerous occurrences.

If the any incident requiring first aid is deemed serious enough to inform our Head Office, the 'Cognita Serious Incident Reporting Form' is used.

6. RECORD KEEPING

The Principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of forty years, in line with our Data Protection Policy.

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

The Business Manager must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This is included in our Accident Report Book, which contains:

- 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.

A carbonated copy of each record is given to the pupil. The Business Manager also has in place procedures for ensuring that parents are informed of significant incidents.

7. ADMINISTERING MEDICATION

- No medication will be permitted into the school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered - *Please see the form below*
- A log is kept of all medication administered in the main school office.
- Medicines to be provided in the original container/ labelled with the name of the appropriate pupil.
- Medicines should be stored in a secure place, under lock and key (no medicines stored in first aid kits)
- Pupils must not be given any medicines unless by written parental request
- No child under 16 to be given aspirin containing medicine unless prescribed
- Staff will receive specific training as required to administer medication e.g. epipen
- All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away
- Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.
- Pupils' medical needs are catered for on educational visits and school trips.
If any medicine has been handed to a staff member, it is assumed that parental consent has been given for its administration.

8. SIXTH FORM

The content and intent of the First Aid Policy will equally apply to the Sixth Form Building.

The Head of Sixth Form in conjunction with the Business Manager will ensure that

- First Aid kits are available and regularly checked and restocked
- Record keeping of accidents and incidents via relevant reporting forms are in use.
- Use of a medical room close to a toilet and use of a handbasin
- First Aid trained staff are always on site.

The review and implementation of the First Aid policy via a Risk Assessment.

Regular review of accidents and incidents to reduce the risk of similar accidents occurring again.

Date:-	FORM FA005
Colchester High School Medicine Form	
For completion by parents or guardians who wish the school to administer medication to their children on their behalf.	
Child's full name	
Class	
Name of medicine	
Details of dosage and timing	
Any other instructions? Including storage requirements or details for inhalers, etc.	
Contact phone number of parent or guardian for emergency use	
Name and phone number of family doctor	

I give permission for the school to administer the specified dose(s) of the above named medicine to the child named on this document.	
Signature:	
Print name:	
Date:	
Checked by: (for school use)	

N.B.

There is no obligation to complete this form. In its absence the school will assume that parents/guardians do not wish their child to be given any form of medication by the school for any purposes at any time, and will act accordingly.

Date	Dose	Initials	Date	Dose	Initials

8. MONITORING

Accident records can be used to help the Senior Leadership Team and Health and Safety Representatives 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 Principal and Business Manager should establish a regular review and analysis of accident records.

This policy will be reviewed annually.

Appendix A

RIDDOR INCIDENT REPORT FORM

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

Contact: HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF84 3GG

Website: www.riddor.gov.uk email: riddor@natbrit.com Telephone: 0845 300 9923

This form is to be completed by the Business Manager within 7 working days, if there is an occurrence that is reportable under Reporting of injuries, diseases and dangerous occurrences regulations 1995.

Please refer to the above website or contact the Business Manager for further information. To assist you, occurrences will include:-

- A serious /fatal incident at work/school.
- An accident at work/school where the person is taken to hospital from the scene of the accident.
- An accident at work/school, which results in the person being unable to carry out their normal job for more than seven consecutive days.
- The person suffering from a specified disease associated with their current job.
- A dangerous occurrence at work/school i.e. a building collapse, a scaffolding collapse.

Part A: Details of the person reporting the incident:-

1 What is your full name:

2 What is your job title:

3 What is your telephone number:

4 What is the name of your organisation:

5 What is the address of your organisation:

6 What type of work does your organisation do:

Part B: About the Incident:-

1 On what date did the incident happen:

2 At what time did the incident happen:

3 Did the incident happen at the above address, If NO, where did the incident happen (full address details and postcode).

4 What is the name of the Local Authority:

5 In which department or where on the premises did the incident happen:

Part C: About the Injured Person:-

1 What is their full name:

2 What is their home address, including postcode:

3 What is their home telephone number:

4 How old are they:

5 Are they male or female:

6 What is their job title: (i.e. pupil)

Was the injured person:-

1. One of your employees
2. On a training scheme
3. On work experience
4. Employed by someone else
5. Self-employed and at work
6. A member of the public
7. A pupil of the school
8. Other (please give details)

(Only one category to be used)

Part D: About the Injury:-

1 What was the injury:

2 What part of the body was injured:

3 Was the injury:-

- A fatality
- A major injury
- An injury to an employee or self employed person, which prevented their doing their normal work for more than 7 days
- An injury to a member of the public/parent or a pupil of the school, which meant that they had to be taken from the scene to a hospital for treatment?
- None of the above (please give details)

(Only one category to be used)

4 Did the injured person:-

- Become unconscious
- Need resuscitation
- Remain in hospital for more than 24 hours

None of the above (Please give details)

5 What happened? Please provide a description of what happened. If it was a personal injury (self inflicted), give details of what the person was doing.

6 What treatment, if any, was administered.

7 What was the outcome.

8 Describe any action that has since been taken to prevent/minimise the risks of a similar incident occurring in the future?

Part E: Reportable Diseases

1. Please complete this section detailing the reportable disease, if applicable.

Part F: Dangerous Occurrence:-

1 Please complete this section detailing the dangerous occurrence, if applicable.

Examples of dangerous occurrences:

- Explosion or fire causing suspension of normal work for 24 hours.
- Unintended collapse of any building or structure under construction, alteration or demolition.
- Electrical short-circuit or overload causing fire or explosion.

Signed:

Date:

Please print name:

COLCHESTER HIGH SCHOOL FIRST AID POLICY

Appendix B - FIRST AID PROVISION IN EDUCATIONAL ESTABLISHMENTS

**THIS FORM IS FILLED IN EACH SEPTEMBER, WITH COPIES HELD BY THE BUSINESS
MANAGER:**

REVIEW CHECKLIST

<u>Trained First-Aiders</u>	<u>Yes / No</u>	<u>Date Checked</u>	<u>Comments</u>
Are there an adequate number of trained first-aiders to cover all locations (especially identified hazard areas), allowing for staff absences, during all the hours when the buildings are occupied?	<input type="checkbox"/> <input type="checkbox"/>		
Is there an up-to-date list of first-aiders prominently displayed on notice boards, staffrooms and in the main office?	<input type="checkbox"/> <input type="checkbox"/>		
<u>First Aid Boxes</u>			
Is there a designated member of staff who is responsible for checking and maintaining the contents of first-aid boxes and kits?	<input type="checkbox"/> <input type="checkbox"/>		
Are the contents of first aid boxes checked to comply with the basic requirements and do not contain any drugs, lotions, creams or antiseptics?	<input type="checkbox"/> <input type="checkbox"/>		
Are there sufficient numbers of properly equipped first-aid boxes on the premises, including travelling kits for outside journeys?	<input type="checkbox"/> <input type="checkbox"/>		
<u>Emergency Procedures</u>			
Is there a prominently displayed up-to-date list of local hospital casualty departments and GPs, with addresses and telephone numbers for use in emergencies?	<input type="checkbox"/> <input type="checkbox"/>		
Is there a system for notifying parents/legal guardians or next of kin when an accident occurs and, if so, are all staff aware of it?	<input type="checkbox"/> <input type="checkbox"/>		
<u>Recording and Monitoring</u>			
Are all treated accident cases recorded and basic details held centrally for official notification?	<input type="checkbox"/> <input type="checkbox"/>		
Is there a clear procedure for notifying potential hazards to the appropriate authorities?	<input type="checkbox"/> <input type="checkbox"/>		

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	<u>Yes / No</u>	<u>Date Checked</u>	<u>Comments</u>
Is there a need to review current procedures in order to:			
a) Reduce the risk of accidents on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Ensure that all accidents are dealt with in the most speedy and efficient way?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Communications</u>			
Is there a general awareness throughout the establishment of the importance of safety and provision for basic training to cope with accidents and emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable signs and posters displayed at strategic locations around the site?	<input type="checkbox"/>	<input type="checkbox"/>	
Is information available on where to obtain further advice and guidance on first-aid and accident prevention?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of the procedures needed to reduce the risk of transmission of blood-borne viruses in administering first aid?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any pupils/young people/staff with disabilities, medical conditions or allergies which require special attention in case of accident or emergency? Who knows of these persons and of the special treatment or actions needed?	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Safety Policy</u>			
Are the provisions and procedures currently operated detailed in the establishment's Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>	

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Action to be taken	Target date

Principal Signature:

Print Name:

Date:

Business Managers Signature:

Print Name:

Date