

ACCIDENT/INCIDENT & FIRST AID POLICY

St Thomas More's Catholic Primary School

Approved by:	HT/Business Manager
Review:	9/9/20
Review date:	Autumn 2022

Covid 19 – Please ensure PPE is worn when dealing with First Aid.

Please also refer to Supporting Children with Medical Needs Policy.

The Mission of St Thomas More's School is to educate and inspire every child to fulfil their unique giftedness within a loving Catholic community

St Thomas More's Catholic Primary School is a supportive learning community where:

- prayer and worship are at the heart of daily life
- home, school and church work together as God's loving family to motivate and challenge
- individual differences are recognised, respected and valued, and responsibility is encouraged
- all are empowered to learn through living out the teachings of Jesus in a spirit of love, care, fun and friendship.

Introduction, including rationale

The purpose of this policy / procedure, is for all staff to ensure compliance with First Aid legislation

St. Thomas More's school will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Hampshire H&S SERVICE LEVEL AGREEMENT online system / incident reporting system will be used to report accidents and fall into one of the following criteria:

- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system).
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work-related activity.
- Near misses – any near misses on site.
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>)
- Occupational Ill Health - a range of specific illnesses or diseases that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity. Please do not report child on child incidents on this form, if one child receives a serious injury then use the accident form otherwise just record locally.

PLEASE REFER TO APPENDIX A, B & C BELOW

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Finance & Buildings subcommittee to review trend analysis, in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

MONITORING - this policy will be monitored in conjunction with the medicine policy.

ACCIDENT / INCIDENT reporting

Hampshire County Council (HCC) has an online system for reporting and recording **all** accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health, incidents of violent behaviour and near misses. This system can be located via links from the HCC H&S web pages.

The flowcharts on [Appendices A, B & C](#) can be used to clarify how serious incidents and violent incidents should be reported in schools.

The reporting system has been introduced to enable HCC to maintain visibility of all incidents that are **work related** and enable departmental H&S teams to take ownership of reporting accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

What should be reported?

The online system should be used to report accidents that are **work related** and fall into one of the following criteria:

- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system).
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work-related activity.
- Near misses – any near misses on site.
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurences.htm>)
- Occupational Ill Health - a range of [specific illnesses or diseases](#) that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity. Please do not report child on child incidents on this form, if one child receives a serious injury then use the accident form otherwise just record locally.

If you have an incident on an educational visit or an off-site activity then you will still need to report this on the incident reporting system, even if the site/location/host records the incident on their own system.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences. Most incidents that happen in schools or on school trips do not need to be reported however please refer to the HSE Incident reporting in schools document <https://www.hse.gov.uk/pUbns/edis1.pdf>

a) Accidents to pupils

All accidents to pupils during the school day and on the school premises must be completed / recorded at the earliest opportunity by the member(s) of staff with the most knowledge of the accident.

- **Minor accidents** should be recorded using the school RECORD OF CHILDREN'S VISITS TO MEDICAL ROOM form (see Appendix 1), and filed in the Accident / Medical folder, which is situated in the Medical room.
- **More serious accidents** should be recorded on the SCHOOL ACCIDENT INTERNAL REPORT FORM (CSRF003) (see Appendix 2), reported to the Headteacher / Assistant Heads and filed in the child's record by the office staff.
- If there is an **injury to the head**, a head Injury sticker should be placed on the child. For all head injuries, parents must be informed and advised that they seek further medical assessment, if there is felt to be a risk of concussion.
- If an accident occurs at lunchtime then the class teacher should be informed by the first aider.

Near misses

Any occurrences which did not result in an injury or resulted in a minor injury, should still be recorded so that any Health and Safety issues can be addressed. Minor injuries must be recorded using Appendix 1 and also recorded on the school Near Miss forms, which are kept in the School Office. These will be reviewed weekly by the Incident & Accident Investigation Officer (Headteacher) and any recurrent action taken. Any near misses requiring urgent action must be reported immediately to the Incident & Accident Investigation Officer.

Concerns should be referred to one of the qualified First Aiders (the medical room displays an up to date list of appropriate personnel). If there are any further concerns, then an ambulance should be called. In this event, it is vital that a member of the senior leadership team is informed.

In the event of a child being taken to hospital following an accident, the parents should be contacted by a member of the senior leadership team (SLT), to check on the welfare of the child.

Accidents involving a child being taken to hospital should be followed up by the Incident & Accident Investigation Officer (J. Sendall) who will then decide on the appropriate course of action, informed by the Children's Services flow diagrams in Appendix 5 and 6. If necessary, they will complete an online RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report form which will then be sent to Children's Services Health & Safety Team (see Appendix 3).

In the event of any significant accident, the accident should be investigated to see if it may have been prevented for the future safety of the pupils. The trained accident investigator is always to conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Contacting parents procedure

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- an injury to the head
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents (or other emergency contacts person(s) listed) will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents (or other emergency contacts person(s) listed) cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents (or other emergency contacts person(s) listed) cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

b) Staff Accidents and Visitors

Where an accident to a member of staff or visitor occurs on the premises then an ACCIDENT RECORD (see Appendix 7) should be completed, which is located in the medical room (filing shelves). This copy should be given to the School Business Manager (SBM), for investigation and filing in their personnel file. Details of the accident will need to be recorded by the SBM on the Staff/Visitor Accident Investigation Tracker (Health & Safety – Accidents folder). Where necessary, the causes should be investigated and appropriate actions put into place by the SBM.

Copies of all forms can be obtained from the main office, if none are available in the medical room.

c) Accidents when not on school premises

A first aid kit should be available when pupils are out of school and a judgment will be made, as to the seriousness of the accident, which may result in an ambulance being called.

The school should be informed and a member of SLT must advise. Parents should be contacted (emergency contact numbers of pupils/helpers/staff must be taken with staff on visits). Arrangements should be made for the appropriate supervision of other pupils.

If accidents occur on residential visits then the appropriate procedures should be followed by the centre and the Headteacher and parents must be informed.

Follow up

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date and time of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Children's Services flow diagrams must be used to assess whether the accident needs to be reported to the Health and Safety Executive (HSE) (Appendices 5 & 6).

Investigations should be carried out by the SLT and with the possible inclusion of a Governor. This may be referred to the Finance and Building Committee or the Full Governing Body.

First Aid policy

(See also, FIRST AID NEEDS ASSESSMENT (in policy file))

St. Thomas More's school will ensure compliance with the relevant legislation with regard to the provision of first aid for all and will ensure best practice. All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

Aims & objectives:

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises

- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid on-site, for off-site purposes and in the minibus
- Ensuring the above provisions are clear and shared with all who may require them

This policy will help to satisfy the Mission of the school, 'to educate and inspire every child to fulfil their unique giftedness within a loving Catholic community'.

The Headteacher and School Business Manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed and that they have the appropriate level of training to meet their statutory obligations. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Qualified First Aid Staff

A qualified first aider is someone who has been trained and holds either a Paediatric First Aid or an Emergency First Aid At Work certificate gained from a HSE approved course. The school list of trained first aiders is displayed in the medical room and certificates are available in the folder marked "Staff Training" in the Business Manager's office.

Triage team - should an accident or injury occur, the closest member of staff can assess the situation and provide treatment **only** if the injury is deemed to be requiring minimal first aid - e.g. plaster or clean-up of graze. In all other circumstances, including if there is any doubt as to the correct treatment of the injured, staff must seek assistance from a qualified first aider. Location and checks on triage kits

First Aiders will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. It is the responsibility of the qualified first aider/appointed person(s) to check and maintain the contents of all first aid kits.

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person must refer to Appendix 8 in any event (as displayed in the medical room).

Appendix 9 gives details to FIRST AID BOX CONTENTS, INHALERS AND LOCATIONS (see Appendix 9).

Medical room

The medical room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room will have the following facilities: comfortable chairs that can be used as a bed, running water, first aid kit.

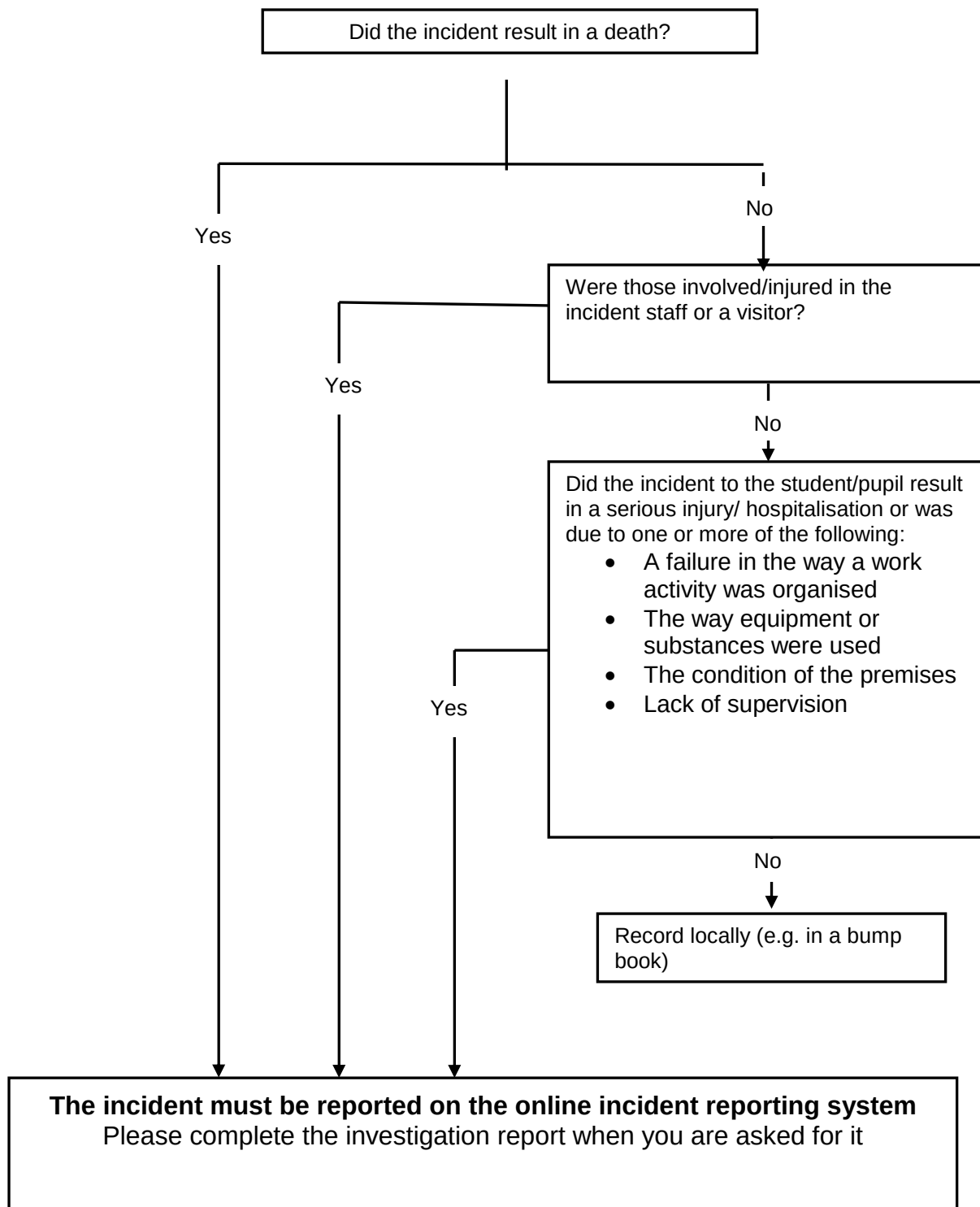
For further information see Appendices enclosed (or Teachers' drive - Accident Reporting folder):

- Appendix 1 - RECORD OF CHILDREN'S VISITS TO MEDICAL ROOM form (incl. first aid administration)
- Appendix 2 - SCHOOL ACCIDENT INTERNAL REPORT FORM (CSRF003)
- Appendix 3 – INJURIES, DISEASES & DANGEROUS OCCURRENCES RECORDING & REPORTING PROCEDURES
- Appendix 4 – HSE Incident Reporting in schools
- Appendix 5 - Children's Services Health & Safety "REPORTING ACCIDENTS TO CHILDREN OR VISITOR IN SCHOOLS" flow diagram
- Appendix 6 - Children's Services Health & Safety "REPORTING ACCIDENTS TO EMPLOYEE IN SCHOOLS" flow diagram
- Appendix 7 - EMPLOYEE / VISITOR ACCIDENT RECORD example

- Appendix 8 – Accident procedure
- Appendix 9 - FIRST AID BOX CONTENTS, INHALERS AND LOCATIONS

APPENDIX A – Hampshire H&S incident reporting (SLA)

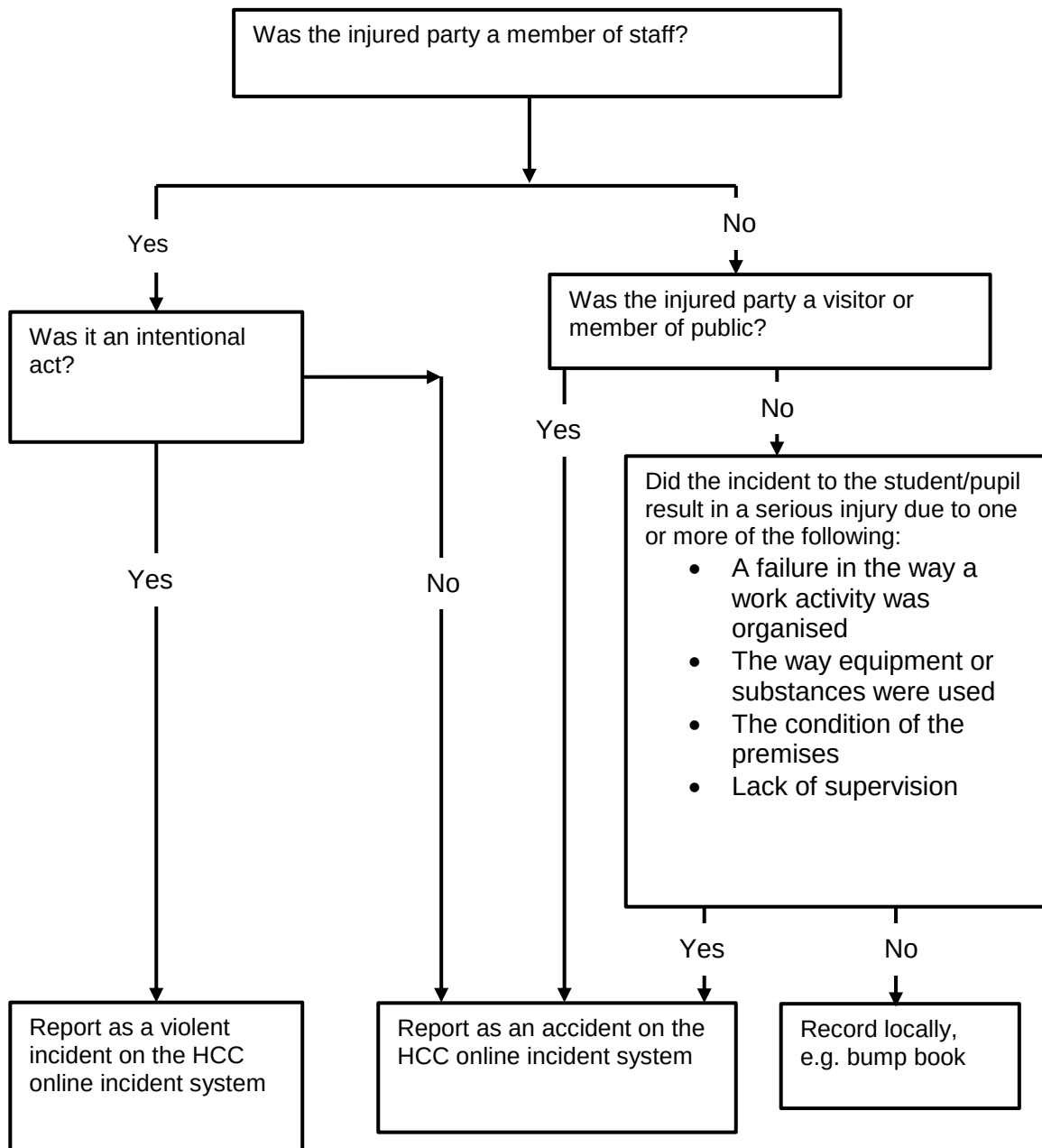
Work related accidents



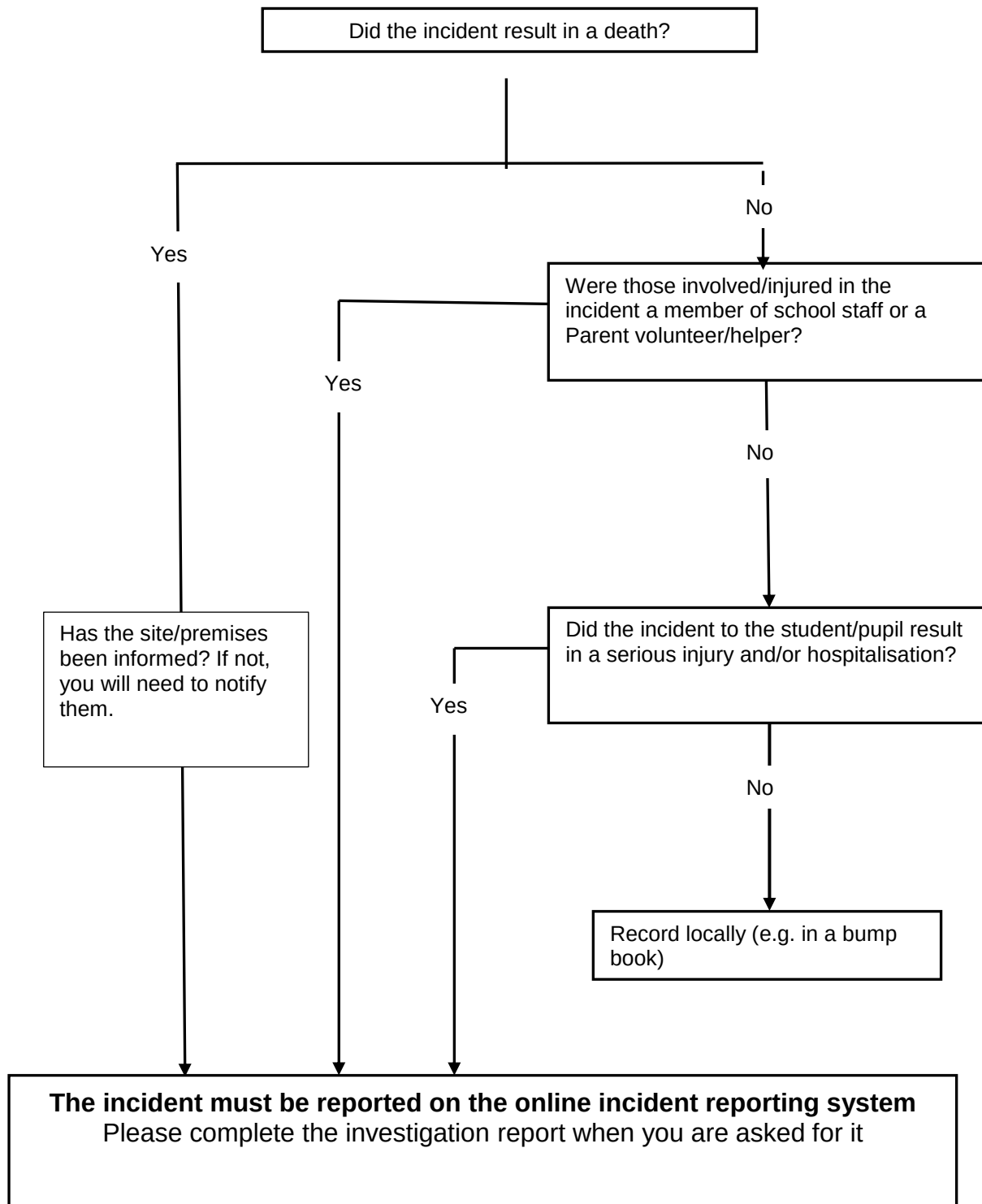
For incidents where you believe there may be potential for a legal claim, you can use the online accident report form and investigation to record your findings and actions.

APPENDIX B – Hampshire H&S incident reporting (SLA)

Violent Incidents



Educational Visits/Off-site Activities



APPENDIX 1 - RECORD OF CHILDREN'S VISIT TO MEDICAL ROOM (INCL. FIRST AID ADMINISTRATION)

Date: _____ Time: _____ Child's Name: _____ First Aider: ☐ Bridget McCann ☐ Emma Livingstone ☐ Jo Skerratt ☐ Other _____ Form CSRF-003 required? Yes / No Referred to: _____ ret'd _____ Any other information:	☐ Headache ☐ Feel Sick ☐ Graze/Minor bleed ☐ Nose Bleed ☐ Other: _____ ☐ Bumped Head: Check the following <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">No</th><th style="text-align: center;">Yes</th><th style="text-align: center;"><u>In all cases</u></th></tr></thead><tbody><tr><td>PERL</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td>☐ Observe > 10minutes</td></tr><tr><td>Headache</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td>☐ Apply Head Bump Sticker</td></tr><tr><td>Nausea</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td>☐ Advise Letter Home</td></tr><tr><td>Dizziness</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td>☐ If any concern phone parent</td></tr><tr><td>Vision</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td></td></tr><tr><td>Cut or abrasion</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td></td></tr><tr><td>Swelling –</td><td style="text-align: center;">☐</td><td style="text-align: center;">☐</td><td>if present apply wrapped ice</td></tr></tbody></table>		No	Yes	<u>In all cases</u>	PERL	☐	☐	☐ Observe > 10minutes	Headache	☐	☐	☐ Apply Head Bump Sticker	Nausea	☐	☐	☐ Advise Letter Home	Dizziness	☐	☐	☐ If any concern phone parent	Vision	☐	☐		Cut or abrasion	☐	☐		Swelling –	☐	☐	if present apply wrapped ice
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Vision	☐	☐																															
Cut or abrasion	☐	☐																															
Swelling –	☐	☐	if present apply wrapped ice																														

IF FORM NOT COMPLETED IN MEDICAL ROOM, PLEASE ENSURE IT IS RETURNED TO THE FRONT OFFICE BY THE END OF THE DAY

APPENDIX 2

CHILDREN'S SERVICES REPORTING FORM CSRF-003

School Accident Internal Report Form

This internal accident report form is for use by school staff only and is to be completed using the guidance notes inserted at the end of this form. Upon completion, **the form is to be retained** at the school/education establishment concerned for safety auditing and legal purposes.

This form should be used to record more serious accidents to pupil(s) (eg. where significant first aid is administered, where parents are contacted or where a claim/complaint against HCC is possible). Sensible thresholds for the level and type of reporting should be locally agreed.

Certain accidents must be reported to the Health & Safety Executive (HSE) and where this is the case, the [F2508 Form \(see Appendix 3\)](#) is a sufficient record & this form does not need to be completed in addition.

School/Establishment	
Local Ref/Serial Number	

Injured Pupil's Name	
Injured Pupil's Address	
Age of Injured Pupil	

Date of Accident		
Time of Accident		
Location of Accident		
Nature of Injury		
Was Activity Permitted	YES	NO

[illegible]

POST ACCIDENT ACTION	Tick any boxes that reflect the actions taken following the accident	
First aid provided		
Ambulance called		
Parents contacted		
Repairs arranged		
Equipment taken out of use		
Area isolated		
Accident Book Report Form completed for staff if also injured (if appropriate)		
SLT member to review Accident & First Aid policy to assess whether any further action is required (Appendix 3 & Appendix 8)		
Risk assessment reviewed (if appropriate)		

Accident Consequence	Pupil absent from school?	YES	NO
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Details of Witnesses	Insert names & addresses of key witnesses & statements if available
.....	

Additional Information	Insert optional information that may be relative to this accident
.....	

Report Completed By	
Designation	
Signature	
Date	

APPENDIX 3

INJURIES, DISEASES & DANGEROUS OCCURRENCES RECORDING & REPORTING PROCEDURES

There is a subtle difference between recording and reporting of accidents. All accidents need to be recorded at school and the level of detail will reflect the seriousness. Some accidents must be reported to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR).

AT ALL TIMES, PLEASE FOLLOW APPENDIX 8. Details for reporting & recording are as follows:

Pupils	Complete one of the three following actions
Routine injury, eg. graze from playground fall	Complete Appendix 1 – Record of children’s visit to medical room
More serious incident, eg. significant first aid provided, parent contacted	Complete Appendix 2 - CSRF-003 form in Medical room, refer to Appendix 8 flowchart and retain at school .
Reportable to HSE Please see Appendix 5 flowchart and HSE weblink: https://www.hse.gov.uk/pUbns/e-dis1.pdf	Complete the online RIDDOR report form (for specified injuries call HSE ICC on 0845 300 99 23). The HSE will send you a record. Forward a copy of this to Children’s Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PL.
Employees	Complete as appropriate
All accidents	Enter in Accident Book (see Appendix 7)
Reportable to HSE Please see Appendix 6 flowchart and use weblink: https://www.hse.gov.uk/riddor/report.htm#online	Complete the online RIDDOR report form (for specified injuries call HSE ICC on 0845 300 99 23). The HSE will send you a record. Forward a copy of this to Children’s Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PL.
Visitors	Complete as appropriate
All accidents	Enter in Accident Book (see Appendix 7)
Reportable to HSE Please see Appendix 5 flowchart and use weblink: https://www.hse.gov.uk/riddor/report.htm#online	Complete the online RIDDOR report form (for specified injuries call HSE ICC on 0845 300 99 23). The HSE will send you a record. Forward a copy of this to Children’s Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PL.
Occupational Diseases	Applies to employees only
Reportable only when a written diagnosis is received from a doctor	Complete the appropriate online RIDDOR report form. The HSE will send you a record. Forward a copy of this to Children’s Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PL.
Dangerous Occurrences	Occurrences defined under RIDDOR
Reportable to HSE. Please refer to HSE guidance https://www.hse.gov.uk/riddor/report.htm#online	Complete the appropriate online RIDDOR report form. The HSE will send you a record. Forward a copy of this to Children’s Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, SO22 5PL.

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 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 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.

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.

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 scalding 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 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.

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

2 of 4 pages

1 of 4 pages

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.

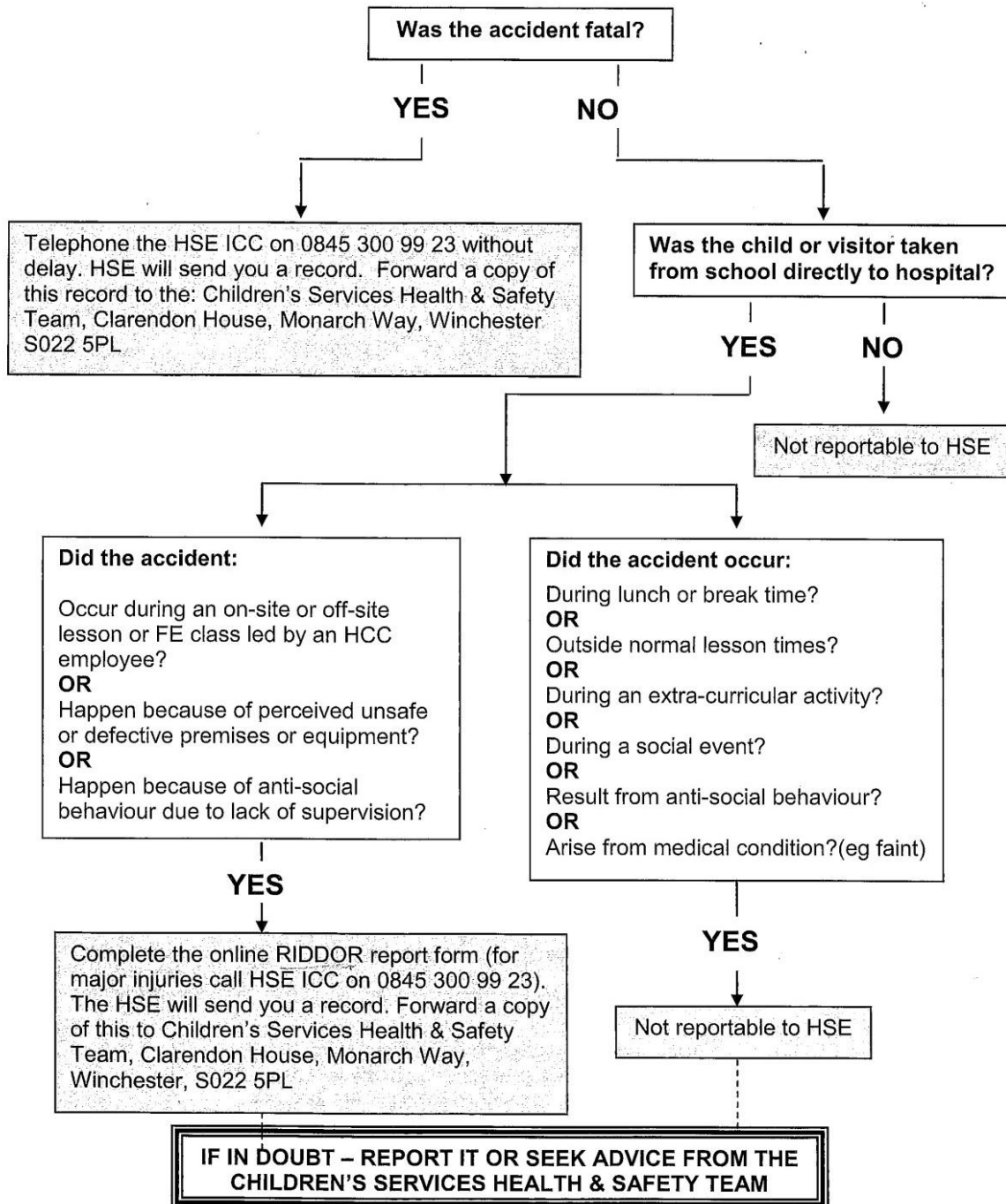
This information sheet is available at: www.hse.gov.uk/pubns/eds1.htm.

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APPENDIX 5

CHILDREN'S SERVICES HEALTH & SAFETY

REPORTING ACCIDENTS TO CHILDREN OR VISITORS IN SCHOOLS TO THE HSE



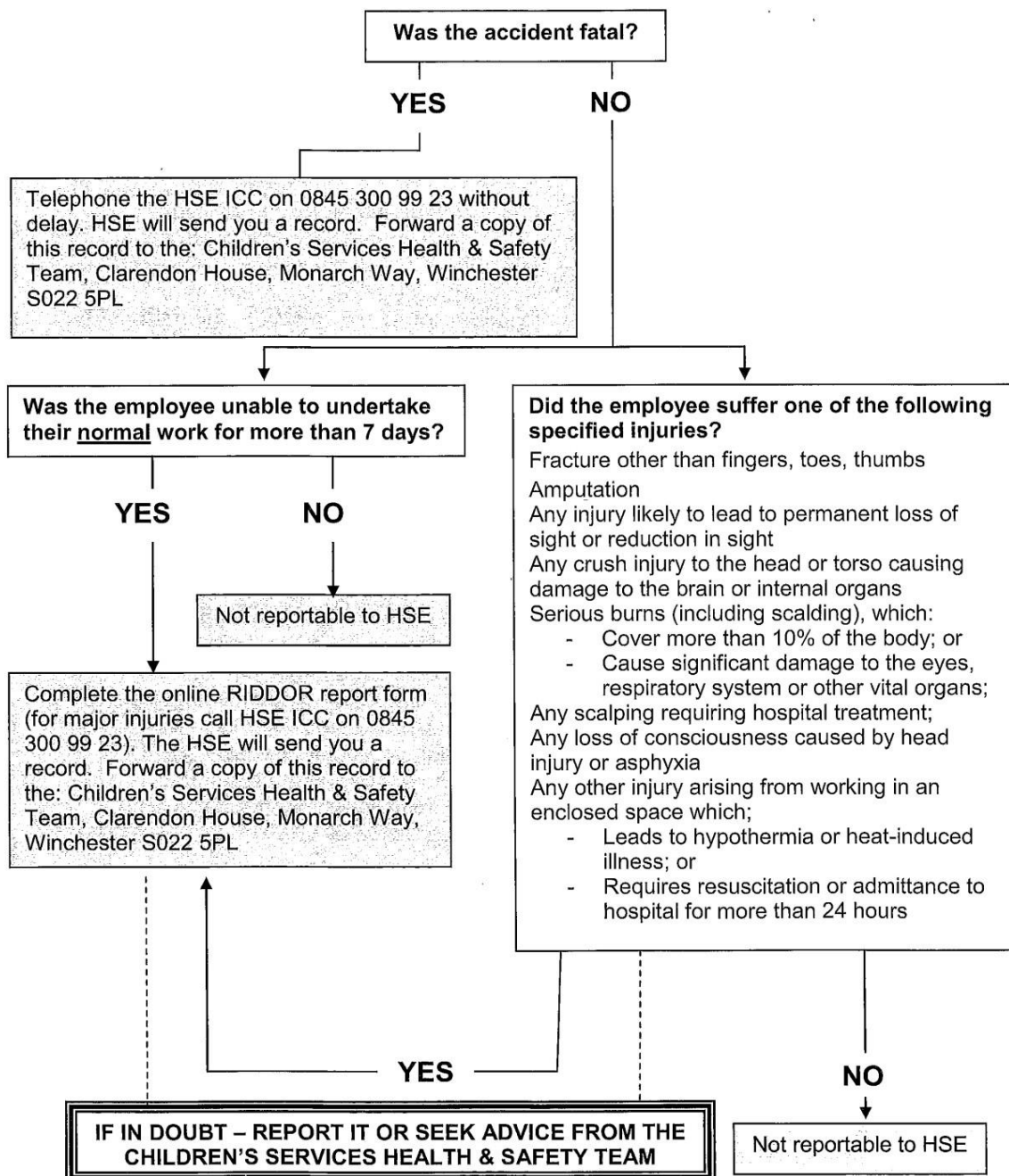
Data Protection Act 1998

Personal data will only be used to record the incident and for no other purpose. Data will not be passed to any other organisation unless there is a legislative requirement to do so.

APPENDIX 6

CHILDREN'S SERVICES HEALTH & SAFETY

REPORTING ACCIDENTS TO EMPLOYEES IN SCHOOLS TO THE HSE



APPENDIX 7 - Employee and Visitor Accident Form EXAMPLE

Sheet No.:

Accident Book and Incident Report Form

Location
or group

What was the type of Incident? (please tick)

Injury ☐ Dangerous Occurrence ☐ Road Traffic ☐ Violence or aggression ☐
Occupational Disease ☐ Exposure to Pesticides ☐ Fire ☐ Sickness/III Health (not work related) ☐

Please write the details of the person affected below:

(if more than one person was affected use separate forms. If no-one was injured go to the next section)

Forename(s) Surname

Date of Birth National Insurance No.
(If known) (Employees only)

Job Title (if applicable)

Usual Work Base Address (Employees)
or Contact Address (Non-employees)

Post code Telephone Number

Where did the incident happen? (full address plus exact location)

Post code

Date of incident Time of incident

Please describe the incident in as much detail as you can:

(Include a sketch or diagram if it helps, continue on a separate sheet if necessary)

What was the main injury? (eg. cut, fracture, bruising, etc.)

What part of the body was affected? (eg. leg, head. Please say if it was left or right side)

This information will be made available to your safety representative.
If you do not want your name and other details disclosed, please tick this box. ☐

Please complete section on reverse



Hampshire
County Council

Sheet No.:

Incident Serial No. or HSE reference (if available):

Was the injured person a – (please tick)

Hampshire County Council Employee ☐

Pupil/Young Person ☐

Volunteer ☐

Agency staff ☐

Client/Service user ☐

Contractor ☐

Member of public ☐

Work Experience ☐

Did the injury cause a – (please tick)

Fatality ☐

Major injury ☐

1-3 day absence ☐

More than 3 days sickness absence ☐

First aid treatment ☐

No treatment required ☐

(see the notes sheet at the front of this pad for definitions)

Did the person – (please tick)

Become unconscious ☐

Get taken straight to hospital ☐

Require resuscitation ☐

Remain in hospital for more than 24 hours ☐

None of the above ☐

(Please check the notes at the front of this pad to see if this incident needs to be reported to the HSE and how quickly this must be done))

Reported to the HSE Yes ☐

Date

What type of incident was it? (please tick)

Contact with moving machinery
or material being machined

☐

Injured while handling, lifting, carrying,
pushing or pulling

☐

Hit by a moving vehicle

☐

Hit by something fixed or stationary

☐

Slipped, tripped or fell on the same level

☐

Hit by a moving, flying or falling object

☐

Fell from a height

☐

Exposed to, or in contact with, a harmful substance

☐

Trapped by something collapsing

☐

Drowned or asphyxiated

☐

Contact with electricity or electrical discharge

☐

Injured by an animal

☐

Name of Witness

Department/Address

Name of person completing report

Signature of person completing report

Report put in database

☐

APPENDIX 8 Accident procedure

Head Injuries

FOR ALL HEAD INJURIES, IF THERE IS FELT TO BE A RISK OF CONCUSSION, PARENTS MUST BE INFORMED AND ADVISED THAT THEY SEEK FURTHER MEDICAL ASSESSMENT,.

Minor injury

(Requiring minimal first aid - e.g. plaster or clean up of graze)

Record using RECORD OF CHILDREN'S VISIT TO MEDICAL ROOM form (Appendix 1)

NEAR MISS - if the accident could have resulted in a more serious injury / accident, complete a NEAR MISS form. Submit to Business Manager

Class Teacher to inform child's parent at end of day.

ADMIN PAPERWORK

All accident paperwork is kept in school medical office.

Near miss forms are kept in admin office in holders next to

Serious injury

(incl. Hospital visit)

Keep the injured safe and first aider called for assessment / treatment

Inform member of SLT who decides, with First Aider, if emergency services should be contacted.

For a child accident, school office team to contact parent / carer, providing them with clear information about the injury

SLT member to ensure that Appendix 3 is followed, liaising with Headteacher (as appropriate). All paperwork to be submitted to Headteacher for further action / investigation / tracking.

Headteacher reviews accident paperwork and completes ACCIDENT INVESTIGATION TRACKER (child / staff / volunteer dependent) and determines whether further investigation is required - refer to Appendices 3, 4 & 5

FOLLOWING HOSPITAL VISIT - accident MUST be investigated by internal Incident & Accident Investigating Officer (Headteacher)

FOLLOWING HOSPITAL VISIT - Office team to contact parent to check welfare of child

Following investigation, all Accident Forms to be filed in child / staff personnel record. For visitors, all paperwork to Business Manager

Appendix 9

First Aid Box contents, inhalers and locations

First Aid Box	Location of first aid box	Contents
Breakfast / Afterschool Club	In hall, next to storage shelves, behind curtain	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, resuscitation shield
Early years – Year R	Venus class, above sink area	Sick bags, wipes, plasters, gloves, thermometer, safety pins, air flow face shield, eye wash
Year 1 and 2	Neptune class, above sink area	Sick bags, wipes, plasters, gloves, thermometer, safety pins, air flow face shield, eye wash
Year 3 and 4	Outside Phoenix class, above sink area	Sick bags, wipes, plasters, gloves, thermometer, safety pins, air flow face shield, eye wash
Year 5 and 6	Outside Lyra, Above sink area	Sick bags, wipes, plasters, gloves, thermometer, safety pins, air flow face shield, eye wash
Offsite One	Medical Room	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, foil blanket, bandages, eye patch, medical tape, medical scissors, instant ice pack
Offsite Two	Medical Room	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, foil blanket, bandages, eye patch, medical tape, medical scissors, instant ice pack
Minibus	Minibus	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, foil blanket, bandages, eye patch, medical tape, medical scissors, instant ice pack
Fire Box	In Office, in fire evacuation trolley next to fire marshal point	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, foil blanket, bandages, eye patch, medical tape, medical scissors, instant ice pack
Forest School	In the Forest School Shed	Sick bags, wipes, plasters, gloves, safety pins, air flow face shield, eye wash, foil blanket, bandages, eye patch, medical tape, medical scissors, instant ice pack
Lunch time bum bags X3 green X1 beige bag (Irene)	X3 green bags – Medical Room X1 beige – In hall by chair storage area	Sick bags, wipes, plasters, gloves, air flow face shield, eye wash
All inhalers are stored in class in an individual clear box, out of children's reach. Inside the box, each child has their own zippy wallet containing their inhaler and a record sheet for use every time the inhaler is administered. A letter is issued when inhalers are due to expire and it is the responsibility of the parent to replace the inhaler. The location of inhaler (asthma) boxes must be recorded on the asthma location card, which is visible on the back of every classroom door. It is the class teacher's responsibility to ensure that this is in place at the beginning of every academic year.		
After-school / breakfast club staff request parents to provide spare inhalers or medicine or other medical equipment, so that provision is always available to manage child(ren) needs		