



Northbourne Park School (including EYFS)

First Aid Policy (including accident reporting and RIDDOR)

Date created: September 2020

Last Reviewed: March 2026

Date for review: March 2027

Owned by: Head teacher

Reviewers: SMT

Approved by: Board of Governors

Scope

This policy is applicable to all those involved in the provision of first aid related to school activities.

Objectives

- To ensure that there is an adequate provision of appropriate first aid at all times.
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

Northbourne Park School recognises that it has a duty to provide appropriate First Aid facilities, equipment and training both as an employer under normal Health and Safety regulations and as a provider of education for pupils. In addition to statutory or other requirements, the School recognises that it has a responsibility to ensure the safety of staff and pupils at all times, especially bearing in mind the obligation to enact 'reasonable care' for boarding pupils, and to provide adequately for visitors on the premises.

Implementation

The Head teacher will be responsible for the implementation of this policy and will undertake a risk assessment to determine the first aid needs of the school. This will include consideration of the following:

- Size of the school and whether it is on split sites/levels.
- Location of the school.
- Specific hazards or risks on the site.
- Staff or pupils with special health needs or disabilities.
- Previous record of accidents/incidents at the school.
- Provision for lunchtimes and breaks.
- Provision for leave/absence of first aiders.
- Offsite activities, including trips.
- Practical departments, such as science, technology and PE.
- Out of hours activities.
- Contractors on site and agreed arrangements.

Provision of Trained Staff

The Health and Safety Executive (HSE) advises that an employer should provide minimum of one First Aider per 50 employees. The Education Service Advisory Committee recommends that there should be one First Aider for every 150 pupils but that a higher level of provision may be required in hazardous areas such as laboratories and workshops as identified by risk assessments.

Staff Training and Insurance

The Head teacher will ensure a good combination of teaching/non-teaching staff are trained. Amongst teachers, the priority will be those involved in adventurous training, field trips, the sciences, and sport. For non-teaching staff the priorities will be catering/domestic, transport and maintenance & grounds staff. EYFS staff will be trained in Paediatric First Aid.

The school maintains a register of all staff who are First Aid trained and a register of all current First Aid certificates, which are stored in personnel files.

The school's comprehensive insurance cover protects the interest of the school and any member of staff giving First Aid in whatever circumstances, provided that the First Aid given is reasonable.

First Aiders:

- Sufficient trained first aiders to cover day to day and other school activities will be provided.
 - (a) A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school. (a minimum of 1:100 pupils and staff)
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- The school may also have appointed persons in addition to first aiders. Such persons will have received
 - formal training (normally four hours) and their duties may include:
 - take charge when someone becomes ill or is injured;
 - look after first aid equipment, e.g. restocking of supplies; and
 - ensure that an ambulance or other professional medical help is called when appropriate.
- First aid and appointed person training will be refreshed every 3 years.
- Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on noticeboards in the school.

Medical Care and the Administration of Medicines

Please refer to the school's separate Medical Care Policy.

First Aid Boxes

The school supplies First Aid boxes and contents which are checked and replenished every month. First aid boxes will be provided in areas of the school where accidents are considered most likely. A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

The Outdoor Education Village also has a First Aid burns kit, tailored for environments where the risk of a burn injury is significant. It meets the guidelines given by the Health and Safety Executive and provides fast and effective treatment for burns, scalds and sunburn.

Please note:

The contents of First Aid boxes are used solely for the purpose of First Aid and not further treatment. They ensure that the patient is protected, prior to receiving assessment and appropriate treatment from qualified staff and, if appropriate, the emergency services and/or the School doctor.

First Aider Protection

Having considered the added risk of possible transmission of diseases other than those normally found in this country, including diseases spread via bodily fluids (e.g. Hepatitis B and Aids), all First Aid boxes are supplied containing at least:

- *Three pairs disposable gloves*
- *One personal shield*
- *One clinical waste bag (yellow) – all clinical waste is sent to the Dispensary for disposal, where a comprehensive body fluid disposal kit is housed.*

Records and Reporting

Details of any incident which requires treatment of pupils will be recorded in isams and parents notified. Incidents involving staff or other adults will be notified to the bursar and recorded in the school accident book. The Headteacher will report serious accidents, as defined by the HSE, to the HSE under RIDDOR procedures (see Appendix 2 below).

Any accident which resulted in an injury or might do so if repeated in the future should also be reported and recorded.

Procedures

Should an accident or injury occur to a pupil, the member of staff should arrange for someone to collect a First Aider.

The school office will normally be responsible for summoning an ambulance and a first aider will escort the pupil to hospital. A member of staff will always stay with a pupil in hospital until their parents have arrived. See Appendix 1 below.

Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

Accidents and injuries to other personal/third parties on the School site.

NPS staff have a duty of care to provide First Aid and Emergency Aid to all persons on the School site in line with this policy.

NPS pupils injured off site whilst taking part in away matches or educational visits.

NPS staff and those qualified in First Aid will treat the child in line with this policy.

Appendix 1: Calling an Ambulance

If the pupil's condition is considered serious, staff should not hesitate to call an ambulance by ringing 999. Please speak clearly and slowly and be ready to repeat any information if asked. Please provide the emergency services with

1. The School telephone number 01304 611215
2. Your location using the exact words below:

Northbourne Park School,
Betteshanger,
Deal
Kent,
CT14 ONW

OS Reference: 310526

'what three words' Prep school: gown.cafe.foal

Pre-Prep: next.imitate.derailed

3. Your Name
4. A brief and precise description of the casualty's symptoms / injury and any treatment given. If unconscious and not breathing, say so.

Inform the Emergency Services that you will send someone to the main entrance of the school to direct the ambulance and that there will be other people to direct the ambulance in.

Ensure the ambulance can be guided directly to the incident involved, by an adult or responsible child to indicate the best route of approach.

Appendix 2: Air Ambulance on site

The Air Ambulance may be requested by the Ambulance Control Centre, if the signs and symptoms of a casualty indicate a rapid response and evacuation is required. The request for the Air Ambulance, therefore, does not come from the incident co-ordinator or any other member staff or a parent on site.

Preparation for the arrival / departure of the Air Ambulance.

- Select the most suitable place to land the helicopter on a large expanse of level land.
- For the Prep School, the Top pitch is ideal.
- For the Pre-Prep, the adjoining arable field is ideal.
- Evacuate everyone except all essential medical team members to a safe area, inside an NPS building.
- Clear Top Pitch of all obstructions, people, match flags and markers, loose clothing and personal belongings.
- All bystanders / on-lookers must be kept inside School buildings.
- Staff should stop extra people approaching the scene via the pathways, driveways or across the fields.
- Personnel alongside the casualty should indicate to the helicopter the site of the incident, by waving both hands up and down over their head. (International Distress Signal)

NO ONE IS TO APPROACH THE HELICOPTER, (even when the blades have stopped rotating)

WAIT UNTIL THE CREW COME OUT AND APPROACH THE SCENE OF THE INCIDENT.

Provide an escort from the landing site, to the scene of the accident / incident.

There will be a Doctor and Paramedic on-board the helicopter. The doctor will take over management of the casualty following a verbal handover from the School's incident co-ordinator. (School Matron or First Aider on duty).

Appendix 2: Accident Reporting and RIDDOR

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. Only in limited circumstances will an incident need notifying to HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when;

- the death of the person 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 is included in the reportable injuries list

Full guidance can be found on the HSE website: [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - HSE](#)

The responsible person for Northbourne Park School is the Head or in their absence the Bursar. A member of staff who witnesses an injury which could be reportable under RIDDOR will notify the Head or Bursar immediately.

All notifiable accidents need to be investigated in order to:

- Prevent recurrences and learn from events
- Keep statistics so that trends can be identified and discussed by the Health and Safety Committee
- Report to insurers in support of a claim (if appropriate)

They will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision)
- the way equipment or substances were used; and/or
- the condition of the premises.

At School, it is our policy to encourage all members of staff to take an active interest in improving the health and safety of our community. Members of staff are therefore urged to report near misses that could potentially have been more serious so that they can be investigated, and any defects put right.