



**Inspiring Futures  
through Learning**

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**First Aid, Accident Recording & Reporting Policy**

September 2023 - September 2025



<b>Policy name:</b>		IFtL First Aid, Accident Recording & Reporting Policy
<b>Version:</b>		V3
<b>Date relevant from:</b>		September 2023
<b>Date to be reviewed:</b>		September 2025 <i>This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
<b>Role of reviewer:</b>		IFtL Head of Operations
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<b>Relevant to:</b>	All employees through all IFtL schools and departments
<b>Bodies consulted:</b>	RPA Administration (Willis Towers Watson)
<b>Approved by:</b>	IFtL Board of Trustees
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**Key:**

**\* Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**\*\* Policy level:**

1. Trust wide:
  - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
    - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
  - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.



- *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
  - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
- These are defined independently by schools / departments as appropriate
    - *Approved by school / department governance bodies.*

## **First Aid, Accident Recording and Reporting**

### **1. Introduction**

All employees in schools and departments within the IFtL Multi Academy Trust, have a legal duty to report accidents, incidents and dangerous occurrences that happen on any of our premises or arising from any work that is carried out on behalf of the Trust. The term 'dangerous occurrences' includes any near-miss events that could have led to an accident. This responsibility is the same whether it involves staff, pupils, parents, contractors, visitors or other members of the public on our premises.

As the employer, IFtL have written this policy and all schools are required to implement this and to follow the guidance contained herein.

Schools are free to write their own operational procedures that sit underneath this policy, but the policy remains as the overarching document and its aims must remain regardless of underlying procedures.

IFtL have overall responsibility for Health and Safety in all of our schools. Headteachers, as the persons in control of premises, are responsible and accountable for ensuring suitable and sufficient first aid provision and for ensuring that premises are managed in such a way that accidents and incidents are prevented as far as reasonably practicable.

Duties and responsibilities with regard to ensuring first aid risk assessments are completed, first aid provision is adequate, training is up to date, site inspections are undertaken regularly and that checks and tests are appropriate and scheduled appropriately can be delegated to others but overall accountability remains with Headteachers.

### **2. Assessment of First Aid Requirements**

All employers have a duty of care to their employees and to visitors to their premises, to ensure that the health safety and welfare of those persons is adequately protected.

Part of this duty is ensuring that there is adequate first aid provision in place. This includes spaces to provide first-aid treatment, as well as first-aid supplies.



In addition to this, the Ofsted EYFS framework also requires schools to put certain provision in place in relation to first aiders.

These are legal stipulations put in place by the supervisory authorities for work and education.

The minimum requirement for a low-risk workplace is one emergency first aid at work trained person per 50 employees. For workplaces with more than 50 employees, a qualified first aider holding the 3-day first aid at work qualification should be provided with emergency first aiders in support.

When counting first-aiders, schools should ensure that holidays, sickness, school trips and any other unforeseen circumstances are accounted for.

Every school must undertake a risk assessment which will identify how many trained first-aiders are required for both employees and pupils.

This risk assessment should ensure that the age range of all persons is accounted for and that any special conditions such as asthma and anaphylaxis are accounted for.

In order to be safe, we recommend that as many staff as possible are trained in first aid.

### **3. Recording Accidents and Incidents**

All accidents that occur within any school or department that is part of IFtL must be recorded. There are, broadly speaking, 2 levels of incident and 2 ways of recording these.

#### **Low-level incidents to pupils and visitors**

The majority of accidents and incidents affecting pupils in schools will be very minor bumps and scrapes. Many do not require actual first-aid treatment and are more of a pastoral care event.

This level of every-day incident can be recorded within your general daily accident log.

Accidents of this nature will not necessarily require investigation, but they should still be analysed on a regular basis so that trends can be identified.

For example, different pupils may turn up on a daily basis with a bump to the head. This is a relatively common occurrence within primary schools and may not trigger any further action. If, however, the accident book is regularly reviewed, you may notice that 60% of these accidents happen in a particular classroom. This should trigger some further investigation which may help to identify the cause of these accidents and reduce or eliminate them.

Your accident recording log or accident book can be in any format that works in your school. There are, however, a couple of caveats;

- If you use a loose leaf system, completed reports should be transferred to a centralised system or to pupil files as soon as possible. It is not appropriate to keep



loose accident reports in folders or files that are located across the school as this leads to potential for loss or inappropriate access to data.

- Books used to record accidents should be numbered and dated with a centrally held register compiled so that the location and number of books is known. This should be checked regularly to ensure that books are suitable and in the correct place. Books should be changed each academic year with the past year's books being transferred to secure storage.

The majority of our schools are now recording accidents on CPOMS, which is, currently, the preferred system. If, and when, the Trust review this and change to a central system for recording all incidents, all schools will be required to adopt this system. (Headteachers will be informed when this happens).

### **Staff Incidents and More Serious Pupil/Visitor Incidents**

All accidents to staff should be recorded formally. This can be done through Staff Safe, on Bromcom, on a Microsoft Forms System or on the IFtL Portal.

Full details of the incident must be recorded, including witness statements and photographs of the accident location, where appropriate.

It should be determined whether an investigation is required into the circumstance and, if so, the Head of Operations at IFtL should be notified in order to assist with this.

### **Near-Miss Events/Dangerous Occurrences**

The reporting of near-miss events is critical to a well-managed accident prevention strategy. Recent findings from HSE investigations into the death of a pupil who was hit by a minibus on school grounds have shown that there were various instances where pupils had almost been hit by vehicles previously and bus drivers had warned that there was 'an accident waiting to happen'.

This incident may never have happened had the correct attitude to near-miss reporting been in place.

Any near-miss incidents that could have resulted in a serious injury, must be reported in the same way that you would report an accident.

### **Reporting of Accidents**

Accident reporting can take various forms. Major incidents and accidents are reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Further guidance on what is or isn't reportable under RIDDOR is available in the IFtL RIDDOR Reporting Policy.

As part of a Headteachers report or a report of the Health and Safety Committee, information should be provided to Governors on the number of accidents on a termly basis, a breakdown of numbers of staff accidents versus pupil accidents, whether there have been



any RIDDOR incidents or other serious accidents, whether any trends or patterns have been identified and whether any measures have been taken, as a result of accident data analysis to improve conditions or procedures.

This report does not need to be complicated or long. It should be a basic summary of the data since the last report.

This report must also be copied to the IFtL Head of Operations in order for us to report on overall incident and accident number to Trustees.

As the responsible body, IFtL have a duty under law to monitor these details and to take appropriate action to reduce the risk of accidents.

Any format that delivers the required information is suitable. An example of a very basic report is shown below. This can form the basis of your reporting, or you can generate your own to suit. Please note that column headings are just a suggested format. These can be replaced with headings that are more relevant to your location if necessary.

#### Accident Numbers

	<i>Minor Injuries (bumps, grazes, minor cuts etc)</i>	<i>Slips, trips and falls</i>	<i>Back Injuries</i>	<i>Breaks and Fractures</i>	<i>Head Injuries (other than minor bumps)</i>
STAFF					
PUPILS					
VISITORS					

	<i>Classroom</i>	<i>Circulation Areas</i>	<i>Playground (Lunchtime)</i>	<i>Playground (Breaktime)</i>	<i>Hall (General)</i>	<i>Hall (PE)</i>	<i>Outside (PE)</i>	<i>Car Park</i>	<i>Other</i>
STAFF									
PUPILS									
VISITORS									

*Number of RIDDOR reportable incidents – X*

*<Summary of any trends of pattern noted and any action taken to mitigate future incidents>*

#### 4. Investigating Accidents

The investigation of accidents is an essential part of your monitoring process. Feedback from accident investigations will help managers analyse the causes of accidents and improve their processes or environment.

The majority of incidents in primary schools, particularly relating to pupils, are very minor and will, in the majority of cases, not require and investigation unless your reporting and



feedback process identifies trends that may point to defective premises or deficient practices.

If trends are noticed, steps should be taken to identify the cause of these incidents and to eliminate the cause where possible. Many near-miss incidents, when reported and investigated, can also provide a useful insight into where improvements may be required.

Investigations, as well as ensuring that we fulfil our legal obligations in relation to workplace health and safety, also demonstrate a positive health and safety culture within our organisation, analyse working practices to ensure we are following compliant processes, demonstrate to courts that we follow correct procedure in event of any action being taken and also help provide evidence to insurers in event of a claim being made.

A guide to accident investigation is available from the HSE in their guidance note, HSG245.

The accident reporting form on the portal also contains an accident investigation section. This should be used to document investigations following any relatively serious incident.

It is essential that a fully documented investigation process is undertaken with details of remedial actions taken and supporting evidence provided.

Documentation regarding accidents to pupils must be retained until the date of the child's 25<sup>th</sup> birthday. Information should be clear enough that anyone picking up the information, even if it is 15 years or later after the event, could confidently explain what happened and the actions taken following the event.

Insufficient data or poorly recorded details will leave the Trust in a vulnerable position should any legal action be taken in the years following the incident.

When investigating accidents, the following information is essential;

- What happened? This may seem obvious but record the detail as objectively as possible. Keep the language professional and assume that the person reading the report knows nothing about the school, the pupils or your procedures. Remember, these reports could be used in court.
- Who witnessed the incident? Record a witness statement from anyone that saw what happened. Ensure they are easily identifiable, even years later by people who may not have been at the school at the time.
- Was there a cause that could lead to a claim against the school or the Trust? This could include defective surfacing, defective equipment, insufficient supervision, bad practices etc. Record all details, take photos where possible and if there is no fault found and it was merely an accident, this must be recorded with evidence as it may be required for defence purposes.
- Was there a risk assessment covering the activity or the area? You need to check whether it was sufficient and attach a copy to the accident report. Your analysis of the risk assessment should be covered in the incident report.
- Was the area subject to routine maintenance, checks or daily dynamic risk assessment? Playground equipment, for example, has a statutory series of checks



required. Are these evidenced? You will need to provide these to ensure that you are fulfilling your legal obligations.

If you need any help or advice when investigating incidents, please contact the IFtL Head of Operations.

Headteachers must 'sign off' all accident reports and ensure that any remedial actions required are implemented to ensure that further incidents are not caused by the same issue (if a cause is identified).

## **Head injuries**

All IFtL schools must follow Trust guidance with relation to head injuries. With the majority of our pupils being of primary school age, there are a high number of low-risk minor head bumps that occur on a daily basis within our schools.

All head bumps and head injuries must be seen by an appropriately qualified first aider, regardless of how insignificant they may appear. A trained, qualified first aider will be able to judge the severity of the injury and decide whether further action is necessary.

All head injuries must be notified to parents via an approved communication channel. This includes a telephone call home, a notification through Bromcom or a message through one of the messaging apps used in schools.

The message home should convey the severity of the event, for example, where a minor head bump has occurred, the message home should not imply that a major head injury has been received. Conversely, should the first-aider or senior school staff feel that the incident requires a medical follow-up, this must be communicated appropriately to allow parents to come in and take their child for medical attention promptly.

NHS guidance (<https://www.nhs.uk/conditions/head-injury-and-concussion/>) states that most head injuries are not serious, but that you should seek medical help if there are any symptoms following a head injury.

You should call 999 if, following a head injury:

- Someone has been knocked out and has not woken up
- they have difficulty staying awake or keeping their eyes open
- they have had a fit
- they have fallen from a height of more than 1m, or 5 stairs
- they have problems with vision or hearing
- they have a black eye without direct injury to the eye
- they have clear fluid coming from their ears or nose
- they have bleeding from their ears or bruising behind their ears
- they have numbness or weakness in parts of their body
- they have problems with walking, balance, understanding, speaking or writing





- they have a head wound with something inside it or a dent to the head

If the following symptoms should occur, the child should be taken to A&E::

- Vomiting
- A headache that does not go away without painkillers
- a change in behaviour, like being more irritable or losing interest in things around you (especially in children under 5)
- crying more than usual (especially in young children)
- problems with memory
- Sleepiness
- Abnormal limb movements
- Dizziness or difficulty walking
- Strange behaviour or confused speech
- If they are on blood thinners or have a blood clotting disorder
- If they have had brain surgery in the past

If in any doubt, you should call 111 for advice.

Children should be monitored throughout the rest of the day following any head bump or injury. Staff must remain vigilant and be made aware of a prior head injury if they were not aware already.

Schools must display details of their qualified first aiders in a way that it is easy for anyone to identify and access an appropriately qualified first aider for the age of the injured person.

Any staff with a defined PE role are strongly recommended to have a first aid qualification. If contact sports are being taught, it is compulsory for PE staff to hold a first aid qualification appropriate to the risk involved.

