



R.E.A.L. Education Limited
First Aid, Accident Reporting and
Investigation Policy

(R.E.A.L. Education Ltd.)
(R.E.A.L. Independent Schools, Ilkeston)
(R.E.A.L. Independent Schools, Blidworth)
(R.E.A.L. Independent Schools, Hinckley)
(R.E.A.L. Independent Schools, Mansfield)



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1. EXECUTIVE SUMMARY



R.E.A.L. Education Ltd and R.E.A.L. Independent Schools (Hinckley, Blidworth, Ilkeston, Mansfield), hereinafter referred to as 'the Company', attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings and fully accepts its duties and responsibilities in relation to ensuring that first aid requirements are appropriately risk assessed; first aid is administered and recorded in a timely and competent manner and all incidents resulting in harm to staff, learners, contractors, visitors and the general public are appropriately reported and investigated.

The Company is committed to reducing, so far as is reasonably practicable, all reasonably foreseeable harm and in seeking to do so will adhere to advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) along with the duties and responsibilities imposed under the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

2. INTRODUCTION

This policy sets out the arrangements for the treatment of first aid as well as the procedures to be followed for the reporting and investigation of accidents and near miss incidents. It determines the degree of responsibility at all levels and the channels of communication to be used.

As this policy forms part of the overarching Health, Safety and Welfare Policy and in light of the legislative responsibilities placed upon the organisation and its employees any non-compliance by any member of management or employees with the stated statutory regulations or the more local procedures laid down may result in disciplinary action being taken. Legal action by the appropriate enforcing authority may also be taken.

3. SUPPORTING/RELATED DOCUMENTS

Health, Safety and Welfare Policy
Administering Medication Policy
Control of Contractors Policy



Safeguarding Policy
Risk Assessment Policy

4. DEFINITIONS

The following definitions are used throughout this policy:

First Aid: The treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being the giving of Aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.

EFAW: Emergency First Aid at Work.

FAW: First Aid at Work.

First Aiders: Members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.

First Aid Guidance: The First Aid at work: Health and Safety (First Aid) Regulations 1981 Guidance on Regulation (Health and Safety Executive, L74, 3rd edition, 2013).

Appointed Persons: Members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

First Aid Personnel: First Aiders or Appointed Persons or both.

Accident: Anything which results in harm or damage.

Near Miss: Anything which did not result in harm or damage but had the potential to.

5. ROLES AND RESPONSIBILITIES

5.1 Directors

The Directors have overall responsibility to ensure compliance with statutory legislation pertaining to first aid; accident reporting and accident investigation. This responsibility includes ensuring that all first aid related matters are seen as an important priority for the Company, addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the Company.

The Directors responsibilities include (but are not limited to):

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the schools and all other work and teaching settings at all times



- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of learners
- Reporting specified incidents to the HSE when necessary

5.2 Board of Governors

The Board of Governors will provide leadership and scrutiny to ensure that all first aid and near miss incidents are appropriately managed, investigated and reported in accordance with relevant school standards.

5.3 R.E.A.L. Leadership Team

Each member of the R.E.A.L. Leadership Team is responsible for ensuring that the First Aid, Accident Reporting and Investigation Policy is implemented within their designated areas of responsibility.

5.4 Head of Health, Safety and Environments

As part of the R.E.A.L. Leadership Team, the Head of Health, Safety and Environments is appointed as the competent person (as defined in The Management of Health and Safety at Work Regulations 1999). On behalf of the Directors the Head of Health, Safety and Environment's specific duties in relation to first aid, accident reporting and investigation include (but are not limited to):

- Ensuring that all accidents, incidents, near misses and illnesses are properly reported, recorded and investigated with a view to recommending action to prevent recurrence. To include reporting, as appropriate to the Health and Safety Executive and/or any other Regulatory Body or third party
- Ensuring that the level of first aid provision (equipment and First Aid Personnel) at each venue is determined by the particular circumstances and risks present. This will include taking into account the following:
 - the type of the work undertaken
 - hazards and the likely risk of them causing harm
 - the size of the workforce and number of learners on site
 - work patterns of staff
 - holiday and other absences of those who will be first aiders and appointed persons
 - the history of accidents and near misses
 - the needs of travelling, remote and lone workers
 - the remoteness of the site in relation to medical facilities e.g. Accident and Emergency (Hospitals or Walk-in-Centres)
- Ensuring that procedures are in place at each venue in order to maintain the required level of first aid provision
- Ensuring all staff are aware of first aid procedures and accident/near miss reporting procedures
- Arranging and ensuring that all venues have suitably trained First Aiders in accordance with the level of risk and cover as determined



5.5 R.E.A.L. Managers

All levels of line management are responsible for ensuring that the First Aid, Accident Reporting and Investigation Policy is implemented within their own areas of responsibility and with all staff that they manage/supervise. General duties in relation to first aid matters include (but are not limited to) the following:

- Ensuring that an appropriate number of trained first aid personnel (First Aiders and/or Appointed Persons) are present in their area of responsibility at all times - **as an absolute minimum there must be at least one trained First Aider present within all R.E.A.L. venues.**
- Ensuring that adequate first-aid facilities are available and adequately maintained within their areas of responsibility including those required for off-site activities e.g. educational visits
- Arranging for the reporting of all accidents; incidents and near misses to the Head of Health, Safety and Environments and to support local accident investigations and any other investigations carried out by relevant authorities such as the Health and Safety Executive, Environmental Agency and local Environmental Health Authority
- Ensuring that parents/carers and next of kin are informed of serious incidents resulting in harm and those resulting in professional emergency assistance e.g. hospital and/or ambulance
- Ensuring that names and locations of First Aiders are clearly displayed in a prominent location

5.6 First Aiders and Appointed Persons

Appointed Persons are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits - see First Aid Kit Checklist (section 7)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending learners home to recover, where necessary
- Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

5.7 Employees

All employees must:

- Familiarise themselves with the location of first aid facilities e.g. first aid boxes, first aid rooms and first aid personnel within all venues.
- Immediately report any deficiencies with first aid provision to their line manager, RLT or the Head of Health, Safety and Environments.
- Report all accidents; incidents and near misses in accordance with Company procedures.



5.8 Learners

All learners must:

- Report all accidents; incidents and near misses to an appropriate member of staff.
- Not intentionally or recklessly interfere with anything provided in the interests of health and safety e.g. first aid equipment.

6. FIRST AID PROCEDURES

6.1 On-site Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment. **If those first on scene ascertain that professional emergency assistance is required then they must dial 999 without delay i.e. prior to awaiting the arrival of a trained first aider**
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a learner is too unwell to remain on site, parents/carers will be contacted and asked to collect the learner. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, arrangements must be made to contact parents/carers or next of kin immediately
- An online Accident/Near Miss form (accessible via the StaffHub) must be completed on the same day or as soon as is reasonably practicable after an incident resulting in an injury

6.2 Off-site Procedures

Prior to any off-site activities e.g. educational visits a risk assessment must be undertaken by a competent member of staff and approval sought from the relevant manager.

When taking learners off site all staff must ensure they always have the following:

- A mobile phone (fully charged)
- A portable first aid kit - appropriate for the group size and risks
- Information about the specific medical needs of learners
- Emergency contact details for learners

7. FIRST AID EQUIPMENT AND FACILITIES

All registered school settings must provide accommodation for the short term care of sick and injured learners, which includes a washing facility, bed and is near to a toilet facility.

The accommodation must be readily available for use at all times and may be used for other purposes apart from teaching.



First aid boxes will be located in conveniently accessible positions in workplaces and these locations will be clearly marked.

All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment (**no medication is to be kept in first aid kits**). Where no significant risks or other factors are revealed by the first aid assessment, boxes must contain a minimum stock of the items below and checked by an appointed person each month:

ITEM	QTY	ITEM	QTY
First Aid Guidance Leaflet	1	Microporous Tape	2
Medium Dressing (12cm x 12cm)	4	Powder-Free Nitrile Gloves	9
Large Dressing (18cm x 18cm)	3	Finger Dressing	3
Triangular Bandage	3	Resuscitation Face Mask	1
Safety Pins	6	Thermal Blanket	2
Eye Pad	3	Burn Dressing (10cm x 10cm)	2
Assorted Waterproof Plasters	60	Scissors	1
Cleansing Wipes	30	Conforming Bandage (7.5cm x 4.5m)	2

8. RECORD KEEPING AND REPORTING

8.1 Accident and Near Miss Initial Report Form

All accidents (anything that results in harm or damage), near misses (anything which did not result in harm or damage but had the potential to) and first aid treatment must be recorded using the online Accident and Near Miss Initial Report Form via the StaffHub. This form must be completed on the same day or as soon as is reasonably practicable after the incident by a member of staff who has sufficient information for the initial report.

All accidents which result in any person being required to go to hospital must be reported to the Head of Health, Safety and Environments (a member of the R.E.A.L. Leadership Team in their absence) immediately after the scene has been made safe.

Upon notification of any Accident and/or Near Miss the Head of Health, Safety and Environment will determine the level of investigation required and provide support with any remedial action required in order to mitigate any similar recurrence.

8.2 Reporting to the Health and Safety Executive (HSE)



The Head of Health, Safety and Environment will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident (15 days for over 7 day incapacitation of a worker).

A RIDDOR report is only required when:

- the accident is work-related; **and**
- it results in an injury of a type which is reportable (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

Types of reportable injury:

- Deaths

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker.

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by a head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers:

This is where an employee, or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers:

Work-related accidents involving members of the public or people who are not at work e.g. learners must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.



Reportable occupational diseases:

Certain occupational diseases, where these are likely to have been caused or made worse by their work must be reported. These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences:

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces (including educational settings). For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours

8.3 Notifying parents/carers and next of kin

If emergency services are called, arrangements must be made to contact parents/carers or next of kin immediately or as soon as reasonably practicable.

8.4 Reporting to Ofsted and child protection agencies

A member of R.E.A.L. Leadership Team will notify Ofsted and any relevant child protection agency of any serious accident, illness or injury to, or death of, a learner whilst in the care of the Company. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

9. TRAINING

All staff will attend an induction upon commencement of employment or as near to their start date so far as is reasonably practicable during which they will be provided with information relating to this policy.

All R.E.A.L. staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Human Resources will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.



10. IMPLEMENTATION ARRANGEMENTS

All new members of staff will be made aware of the policy and procedures during the formal staff induction process. Updated and amended procedures will be disseminated and reinforced in training sessions, team meetings and via email communications. All staff will have access to this policy on the Staff Hub.

11. MONITORING AND REVIEW

The Head of Health, Safety and Environment will monitor the effectiveness of all health and safety related policies and procedures implemented within the Company, in order to ensure legal compliance.

The Health, Safety & Welfare Policy and all associated policies and procedures, including the First Aid, Accident Reporting and Investigation Policy are subject to an annual review. In the event of any significant changes within the organisation e.g. changes in legislation and/or changes to management arrangements within this timeframe the Company reserves the right to make whatever changes it deems appropriate.

Any updated policies and procedures will be made available on the Staff Hub.