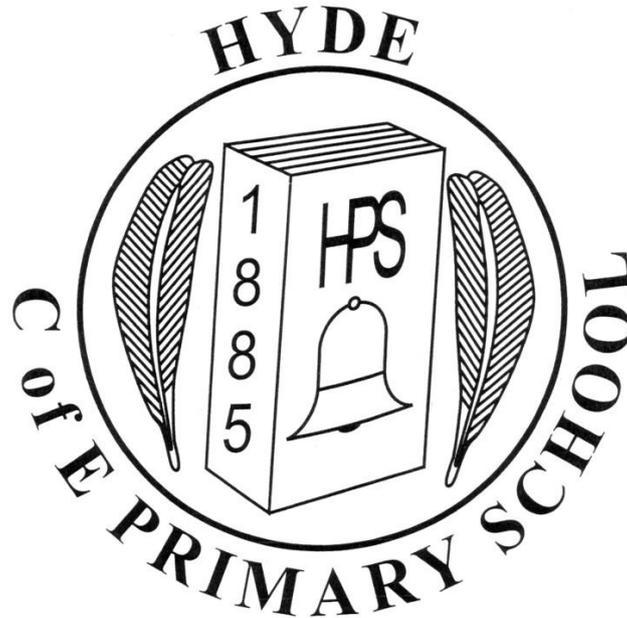


HYDE C. E. PRIMARY SCHOOL



FIRST AID POLICY

Endorsed by Governing Body: June 2015	Review Date: June 2018
Headteacher: Julie Dalziell	Signature of Headteacher: 
Chair of Governors: Anna Hills	Signature of Chair of Governors: 

POLICY STATEMENT

At Hyde C. of E. Primary School we 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 practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Hyde C. of E. Primary School is held by the Headteacher, who is the responsible manager.

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 which will be reviewed annually.

AIMS & OBJECTIVES

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises. It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision. (We will use the Children's Services First Aid Needs Assessment Form (CSAF-002) produce the First Aid Needs Assessment for our site).
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them.

FIRST AID TRAINING

The Headteacher will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Hyde C. of E. Primary School there will be at least one Appointed Person as identified in the First Aid Needs Assessment. Currently these are:

- Mrs Claire Baker
- Mrs Ann Curtis

The first aid needs assessment has identified that qualified first aid staff are not necessary due to the nature/level of risk. However we recognise that the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. The Appointed person is in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

School First Aid Trained Staff

At Hyde C. of E. Primary School there are five School First Aid trained staff:

- Mrs Julie Dalziell
- Mrs Jo Hooymeyer
- Mr Tom Wedick
- Ms Wendy Fryer
- Mr Robert Dalziell

This optional, bespoke training for school staff has been undertaken to assist the school in meeting its own duty of care towards its pupils. We recognise that it is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training has been provided as other staff, in addition to Emergency First Aiders, are also considered to require some level of training in order to provide first aid to children.

Emergency First Aiders (*Those completing the HSE approved 1-day emergency first aid course*)

At Hyde C. of E. Primary School there are two Emergency First Aiders:

- Mrs Claire Baker
- Mrs Ann Curtis

They 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. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Hyde C. of E. Primary School there are five Paediatric First Aid trained staff:

- Mrs Claire Baker
- Mrs Ann Curtis
- Mrs Sarah Close
- Mrs Helen Kuroпка

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

FIRST AID PROVISION

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 3 first aid kits on the premises. These first aid kits will be situated in the school office and the servery
- 4 travel first aid kits. These travel first aid kits will be located in the school office

It is the responsibility of the Appointed Persons to check the contents of all first aid kits every month and record findings on the Children's Services First Aid Kit Checklist (CSAF-003).

Completed checklists are to be stored in the Health and Safety file located in the school office

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The servery is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- running water, first aid kit, chair

ARRANGEMENTS FOR DEALING WITH INJURIES

Minor Injuries

These will be dealt with either by School First aid Trained Staff or the Appointed Person. Any head injury must be reported to the Appointed Person and parents must be informed.

Serious Injuries/Emergency Arrangements

Upon being summoned in the event of an accident, the 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 Appointed Person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

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
- requires first aid treatment
- requires attendance at hospital

Our procedure for notifying parents 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 can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half an hour. In the interim, we will ensure that the 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 can not be contacted prior to attendance, the Appointed Person or 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.

ACCIDENT RECORDING AND REPORTING

All accidents at school need to be recorded. In addition some accidents must be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Actions must be in line with those stated in Hampshire County Council guidance document, reference **CHILDREN'S SERVICES SAFETY GUIDANCE PROCEDURE, (CSSGP) No: 17/07 Accident & Incident Reporting & Investigation**, (see Appendix B).

- The Accident Record Book, Accident Report Book and associated forms are held in the school office
- All routine injuries, (e.g. graze from playground) and minor accidents, including those where parents are informed will be entered into the accident record book. A copy of the record slip will be sent home to parents in the child's book bag.
- For more serious incidents. i.e. those which require significant first aid, details shall be additionally recorded on CSRF-003 (School Accident Internal Report Form) and retained at the school.
- For any accident or injury that needs to be reported, details must be entered in the Accident Report Book & a copy forwarded in accordance with CSSGP 17-07 (Accident & Incident Reporting & Investigation)
- The Head Teacher will ensure that the governing body is informed of all accidents of a serious nature & dangerous occurrences.

MONITORING

Accident records will be used to identify trends and areas for improvement. They also help to identify training or other needs and may be useful for insurance or investigative purposes.

A regular review and analysis of accident records will be undertaken by the Governors' Buildings and Premises Committee at least termly.

Appendix A

Children's Services Safety Guidance Procedure No 17/07, Accident and Incident Reporting and Investigation

PURPOSE

To set out the Children's Services department's requirements in relation to the reporting of all accidents and incidents and any related subsequent investigations.

SCOPE

This guidance procedure covers all staff employed in the Children's Services department. This includes school staff, agency staff, staff from other organisations, contractors, volunteers and visitors to HCC. The procedure describes the responsibilities of managers to ensure that their staff know how to access and use the department's accident/incident report (AIR) system and their roles in related investigations.

POLICY

The Children's Services department intends to provide a safe and healthy working environment and safe practices at all times and aims to ensure the health and safety of its employees and others who may be affected by their actions, so far as is reasonably practicable. A robust and informative AIR database will be maintained by HCC, using information collated/provided by the Children's Services Health & Safety Team, in order that records can be routinely interrogated to enable monitoring/learning to take place.

REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS, INCLUDING RESEARCH

Health and Safety at Work etc. Act 1974
Management of Health & Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

HAMPSHIRE COUNTY COUNCIL AND CHILDREN'S SERVICES DEPARTMENT REFERENCES

HCC's Accident Book Report Form (Electronic copy): [HCC Accident Book Report Form](#)
HCC's Accident Book (Hard copy): Pad held locally on premises
School Accident Internal Report Form CSRF-003: [CSRF-003 School Accident Internal Report Form](#)
RIDDOR Guidance (HSE): <http://www.hse.gov.uk/riddor/index.htm>

DEFINITIONS

Various terms are commonly used to refer to different kinds of untoward incidents and these include incidents, accidents, near misses, adverse incidents, serious incidents, significant incidents, lost time incidents, over-3-day injuries and RIDDOR reportable. To provide consistency across the Children's Services department, the following terms and definitions are recommended:

Incident –	Any event that occurs in the workplace that could cause a situation to arise that results in harm to people, damage to property or loss of service capacity, including accidents.
Near miss –	An event that may have caused injury but narrowly missed doing so.
Accident –	Any incident that occurs in the workplace that has caused or resulted in harm to people, damage to property or loss of service capacity.
RIDDOR –	These 1995 Regulations place a statutory duty upon the Children’s Services department to report (and record) all accidents, incidents, diseases and dangerous occurrences arising out of work to the HSE.
Specified Injury –	Any injury listed in the RIDDOR Regulations 1995.
Dangerous Occurrence –	Any dangerous occurrence listed in the RIDDOR Regulations 1995.
Lost Time Incident –	An accident resulting in absence from duty for <i>over seven days</i> , excluding day of the accident. This is reportable under RIDDOR Regulations 1995.

ROLES

Managers are responsible for implementing this procedure.

AUTHORITY TO VARY THE PROCEDURE

Head of Health & Safety

PROCEDURE

1. INTRODUCTION

- 1.1 In Children’s Services, we have a simple system for the reporting of workplace accidents and incidents. This arises from the need to be informed about the standards of safety provided as part of our services and the level of health and safety received by our staff and other employees.
- 1.2 To achieve a complete picture of our performance in delivering our services we intend to record all accidents/incidents that occur during the provision of service to users and by employees alike.
- 1.3 We will accomplish this by following the corporate reporting system which is either the use of the Hampshire County Council’s Accident Book or the electronic [HCC Accident Book Report Form](#) to record and report all accidents/incidents.
- 1.4 The intention of the reporting system is to gather data so that we can all learn from the experiences and so we can fulfil our legal obligation to report certain incidents under RIDDOR.
- 1.5 Schools are also to follow this procedure and these reporting systems, but as they have the added issue of dealing with the many minor accidents to pupils, an additional guide for school accident reporting has been added at Appendix 3, with additional information at Appendix 4.
- 1.6 The details revealed in some accident/incident reports will require the manager to carry out an investigation whilst others, of a minor nature, will only require that a detailed record is kept.
- 1.7 Accident/incident reporting is mandatory and is an essential contributory factor in the update of risk assessments, maintaining safe working practices and designing safe systems of work.

2. LEGAL REQUIREMENTS

- 2.1 Health & Safety at Work etc. Act 1974
Employers owe a duty of care for the health, safety and welfare of all employees whilst they are at work and to other people who may be affected by their activities. They must comply with the statutory duties contained within the Act, as amended, as well as those supporting regulations.
- 2.2 Management of Health & Safety at Work Regulations 1999

Prominent among the requirements of these regulations is the duty to carry out suitable and sufficient risk assessments on all work activities.

- 2.3 Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR)
Certain specified incidents must be reported to the Health & Safety Executive (HSE) within a given time period (see Appendices 1, 2 & 4) and <http://www.hse.gov.uk/riddor/index.htm>.

3. STRUCTURE & CONTENTS

- 3.1 This guidance procedure has been designed to provide implementation guidance for managers and an information source for all employees. It explains the actions required and the performance standards expected of those managers.

4. ACCIDENT/INCIDENT REPORTING TO HCC

- 4.1 It is imperative that all accidents, incidents and near misses are reported and all employees are required to inform their managers as soon as possible following an accident, incident or near miss at work.

- 4.2 The reporting process is to operate as follows:

4.2.1 The employee, their manager or representative, is to ensure that a record is made in their local HCC Accident Book or using the electronic [HCC Accident Book Report Form](#). **Where the electronic format is used for reporting, a locally determined serial or identification number must be inserted for reference and tracking purposes.**

4.2.2 The employee or their representative is to inform their manager about the accident, incident or near miss and provide any additional information that may be required.

4.2.3 The manager should then consider, based on the information provided by the employee, what level of detail is necessary for any subsequent investigation .

4.2.4 Some accidents/incidents will not require detailed investigation and managers can sign off the form to that effect. This decision should be self evident (eg. a paper cut, pupil tripping over in school playground) but where there is doubt, an investigation should be carried out.

4.2.5 If the manager decides that a detailed investigation is needed, they should carry one out and keep the report of their investigation/findings with the accident/incident report.

4.2.6 The completed accident/incident report form should be stored in a secure location and a copy of the completed form should be forwarded to the Children's Services Health and Safety Team at the earliest opportunity, in addition to forwarding the form through the local branch management system as agreed locally. There is no requirement to forward a copy of the investigation report.

4.2.7 The Children's Services Health & Safety Team will log and read all forms received and decide whether the incident is of a significant enough nature to contact the unit in order to discuss their follow-up actions and advise on procedures as appropriate to the circumstances.

4.2.8 Send accident/incident report forms to the **Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, Hampshire, SO22 5PW.**

5. ACCIDENT/INCIDENT REPORTING TO HEALTH & SAFETY EXECUTIVE (HSE)

- 5.1 The HSE specify certain accidents, incidents, dangerous occurrences and diseases under RIDDOR to be notified to them.

- 5.2 Fatalities are to be reported without delay, to the HSE's Incident Contact Centre (ICC) by telephone on 0845 300 99 23 or by completing the online form at <http://www.hse.gov.uk/riddor/index.htm>.

- 5.3 Accidents, incidents and dangerous occurrences should be notified by the responsible person or manager using the online form at <http://www.hse.gov.uk/riddor/index.htm>.
- 5.4 The reporting to the HSE is a legislative requirement and must be carried out within 15 days of the accident/incident, but should be completed as soon as possible.
- 5.5 **A copy of the F2508 Accident Report, irrelevant of the format in which it was reported, must be sent to the Children's Services Health & Safety Team at the address in paragraph 4.2.8. This should accompany the HCC Accident Report Form where possible.**
- 5.6 See Appendices 1, 2 and 4 for further guidance about when to report an accident/incident to the HSE. The flowchart at Appendix 4 is an excellent guide as to when to report.

6. ACCIDENT/INCIDENT INVESTIGATION

- 6.1 Thorough investigation is fundamental to determining all the facts and root causes of incidents and remember that the information gained may be used as evidence in any future litigation.
- 6.2 Any investigation can only be as good as the method used to carry it out. It should always involve the systematic collection and evaluation of the facts, even those that may initially seem irrelevant or unimportant. The investigation report is to be produced in a locally appropriate format.
- 6.3 Start collecting information and evidence, including statements, for submission to any subsequent investigations. Take clear, contemporaneous records of the circumstances, including written statements and for critical incidents these will need to be kept secure.
- 6.4 Where necessary preserve the site of the incident, and/or equipment involved, until the investigation is completed.
- 6.5 Accident/incident prevention can only be effective if the diagnosis arrived at during any investigative process is then used to propose solutions and put corrective measures and action plans into practice to prevent reoccurrences.
- 6.6 In summary, effective investigations require that managers:
- Collect full details of the accident/ incident and establish all the facts surrounding it
 - Learn from the experience and take steps to prevent a repeat occurrence
 - Determine what actions may be appropriate in the circumstances, which may include:
 - changes to a system of work
 - extra training courses
 - physical protective measures
 - equipment/structure overhaul, replacement or maintenance
 - more information and/or instruction
 - closer supervision and/or monitoring
 - risk assessment review
- 6.7 If an investigation reveals a failure of work equipment, personal protective equipment or a safe system of work, a risk assessment should be carried out to determine the levels of hazard and risk involved in the actions being taken at the time of the accident and identify any appropriate measures that need to be introduced to control the risks identified.

7. CRITICAL INCIDENTS

- 7.1 Critical incidents, such as an unexpected death or serious injury, are rare events but when they do occur it is vital that they are reported systematically, fully investigated to establish the facts, and that lessons are learned to prevent a recurrence. It is also important to provide support to staff, victims, their families and carers, and to maintain public confidence in our services and demonstrate appropriate accountability.

- 7.2 The aim of reporting accidents/incidents is to identify systems and processes which could be improved to promote safety and the reduction of risk to staff, service users and other members of the public – not to apportion blame to individuals or teams. Given this aim, disciplinary action will not normally result from reporting incidents or near misses of any kind.
- 7.3 Where an investigation does suggest the need for disciplinary action, then this will be dealt with separately and will not form part of the critical incident investigation process. Such issues which could lead to disciplinary action will include:
- criminal or malicious activities
 - acts of misconduct
 - repeated errors or violations of written procedures
 - where, in the view of the County Council or the relevant professional body, the action(s) causing the incident were far removed from acceptable practice
 - there is evidence of an attempt to conceal the fact that an incident occurred or to tamper with any material evidence relating to the incident
- 7.4 Critical incidents are:
- Death of any person other than expected deaths due to natural causes
 - Serious assault or abuse of a service user, member of staff or member of the public
 - Very serious injuries, harm or threat to any person
 - Significant fire or explosion
 - Missing person
 - Hostage situation
 - Serious environmental incidents
 - Unplanned temporary service closure

8. INFORMATION & TRAINING

- 8.1 Managers are to make arrangements so that all employees receive appropriate induction training immediately they commence employment, including information on how to report incidents.
- 8.2 Managers must ensure that they undertake training to carry out incident investigations and that any staff involved have the necessary competence required to carry out their duties.
- 8.3 The level of training should be appropriate to the needs identified in risk assessments. Courses available from Hampshire Learning Centre are shown in the [Learning Zone](#) on Hantsnet.
- 8.4 Records should be kept by the manager to show what training individual staff members have received together with any outstanding training needs identified.

9. EMPLOYEE RESPONSIBILITIES

- 9.1 All employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.
- 9.2 All employees are responsible for ensuring that incidents are reported in accordance with this procedure, that they co-operate fully with investigations that may arise from an incident and that they attend necessary training related to accident/incident reporting.
- 9.3 All types of incidents must be reported as soon as possible after the event. If staff (for any reason) do not feel able to report an incident or concern to their line manager via this procedure, they must report the issue to an appropriate senior manager.
- 9.4 Whatever the nature of the incident, it is the responsibility of the person(s) witnessing or discovering the accident/incident or near miss to take appropriate immediate action to manage the incident in order to minimise the potential adverse effects of the incident, to minimise the risk of the incident occurring again in the future and to inform the line/duty manager on site or wait until a senior manager arrives. This may involve:

- first-aid to an injured or distressed person (qualified persons only)
- securing individual service user's records
- modifying the environment by removing a hazard or placing a warning sign to alert others to the presence of the hazard

9.5 If an employee is incapacitated enough to prevent them from reporting an accident, incident or near miss in person, then a representative can do it for them.

10. MONITORING & REVISION

10.1 This procedure will be monitored and reviewed to ensure that the corporate and departmental standards are being achieved. A representative sample of workplaces will be selected for audit to monitor implementation of this policy.

11. MANAGEMENT PERFORMANCE STANDARDS

11.1 To comply with this policy the following standards must be met. Managers and headteachers will:

- read this guidance procedure thoroughly and follow the mandatory reporting and investigating procedures adopted by the Children's Services department
- ensure that all staff are aware of their role in the reporting and immediate management of all types of accidents, incidents and near misses
- ensure that there is an HCC Accident Book available for their team of employees to access and use where the electronic HCC Accident Book Report Form is not accessible.
- ensure that copies of accident/incident forms are forwarded to the Children's Services Health & Safety Team in accordance with this guidance procedure
- ensure that copies are forwarded through their senior management as agreed locally or as agreed at branch management level
- take responsibility for the immediate management of accidents/incidents as soon as they have been informed
- take appropriate immediate remedial action to prevent recurrence, until investigation completed
- carry out an investigation, when necessary, to the appropriate level of detail required
- seek advice from appropriate persons within department eg. Health & Safety Team advisers, Occupational Health, whenever they are unsure about any aspects of an investigation
- inform the appropriate senior management as soon as is practicable following a critical incident
- report (as required) to external enforcing authorities, eg. HSE or Police etc.
- ensure that action plans, for issues that are identified as a consequence of incident investigation, are implemented
- promote a culture of openness and honesty that will provide staff with the confidence to report accidents, incidents and near misses within a learning environment
- provide support to staff who have been involved in accidents/incidents to ensure that there is an opportunity to debrief fully and receive counselling where necessary
- ensure appropriate support is provided to victims, carers and families
- provide feedback regarding incidents to their staff to enable the learning process to occur
- ensure that if an incident could affect the public health or be of public concern, information will be released (through the relevant channels) as authorised by senior management

11.2 The Children's Services Health and Safety Team will monitor all accident/incident data collected or received by the department and follow up as appropriate to the significance or consequences.

Appendix 1

ACCIDENTS/INCIDENTS THAT MUST BE REPORTED TO HSE

1. Any work-related incident where the employee is off work for more than 7 days, as defined under RIDDOR (see below), is reportable to the Health and Safety Executive (HSE). Incidents should therefore be reported promptly as we have to report the accident/incident to HSE within 15 days.

2. Any accident/incident that results in death or is categorised as a specified injury to a worker under RIDDOR (see below). These incidents must be reported to HSE **without delay** by calling the ICC on 0845 300 99 23 or by completing the appropriate [online form \(F2508\)](#).
3. Any incident where a member of the public is injured causing them to be taken directly to hospital for treatment, uses the same procedure as in 2 above, as determined in accordance with flowchart in Appendix 4. If they do not receive treatment then the incident does not need to be reported.

Specified Injuries to Workers (defined under RIDDOR):

1. Fractures, other than to fingers, thumbs and toes
2. Amputations
3. Any injury likely to lead to permanent loss of sight or reduction in sight
4. Any crush injury to the head or torso causing damage to the brain or internal organs
5. Serious burns (including scalding) which:
 - a. covers more than 10% of the body
 - b. causes significant damage to the eyes, respiratory system or other vital organs
6. Any scalping requiring hospital treatment
7. Any loss of consciousness caused by head injury or asphyxia
8. Any other injury arising from working in an enclosed space which:
 - a. Leads to hypothermia or heat-induced illness
 - b. requires resuscitation or admittance to hospital for more than 24 hours

Over seven day injuries (defined under RIDDOR)

For RIDDOR reporting purposes, this means any injury that results in over seven days incapacity for normal work. That is any time that extends into a eighth day or beyond but excluding the day of the accident itself (incidents that result in incapacity from normal work for over three days need to be recorded locally).

When some of the incapacity includes weekends, holidays or off-shift time, it is still incapacity for work and the days must be counted. The sole criterion is whether the person would have been fit for normal duties, regardless of whether they were called upon to work or not.

“Incapacity for work” does not necessarily mean actual absence from work. If a person is incapable of doing the work which they might reasonably be expected to do, that is equally “incapacity for work”.

Appendix 2

SOME EXAMPLES OF WHAT SHOULD BE REPORTED TO THE HSE

1. An employee at work trips over, hurts themselves and is off work for 8 days.
2. An employee at work falls down a staircase & breaks her/his leg and is taken to hospital.
3. An employee is attacked by a service user and as a result is off work for a period of time exceeding three days or is attacked and is taken to hospital with a serious (major) injury.
4. An employee is off work (for more than three days) from an upper limb disorder, eg. from working too long at or sitting incorrectly at a computer or repetitive use of equipment.
5. An young resident falls and breaks their leg as a result of a hole in the carpet, or tripping over a vacuum cleaner lead or some other premises-related event.
6. An employee hurts her/his back as a result of moving and handling a person or object and is off work for over seven days.
7. An employee is off work due to a bite from an animal while visiting a service users home.
8. An employee suffers a needlestick injury when they are accidentally pricked by a discarded hypodermic needle (dangerous occurrence).

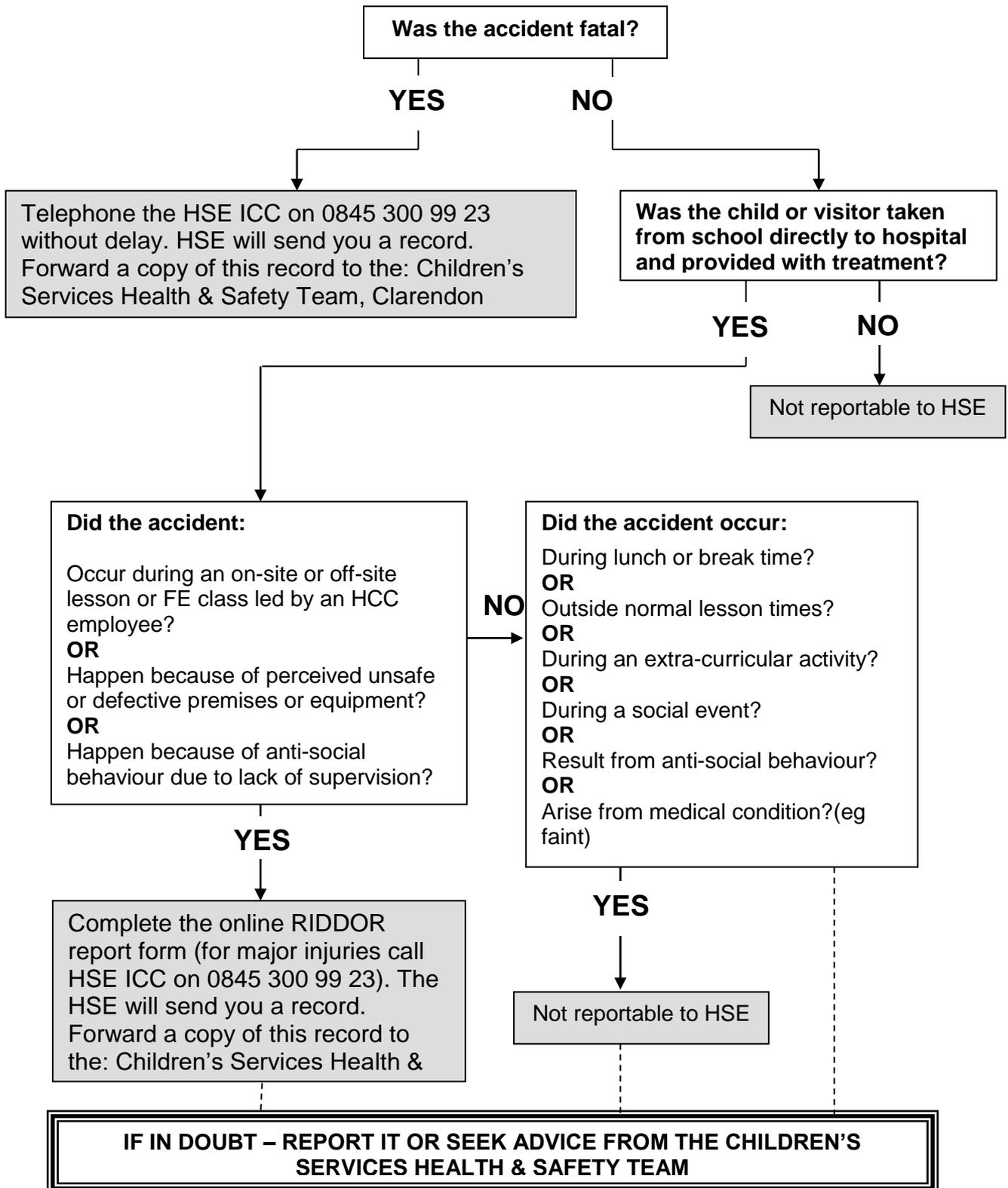
SCHOOL GUIDE TO ACCIDENT/INCIDENT REPORTING

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).

Update records if injuries are later found to be more serious. Details for reporting & recording are as follows:

Pupils	Complete one of the three following actions
Routine injury, eg. graze from playground fall	Simple entry in exercise book or similar local record book.
More serious incident, eg. significant first aid provided, parent contacted	Complete the CSRF-003 School Accident Internal Report Form and retain the form at school.
Reportable to HSE (Please see flowcharts included below)	Complete the online RIDDOR report form. The HSE will send you a record. Forward a copy of this record to the: Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester S022 5PW.
Employees	Complete as appropriate
All accidents	Enter in Accident Book and forward a copy of the report form to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW.
Reportable to HSE (Please see flowcharts included below)	Complete the online RIDDOR report form (fatalities or specified injuries call HSE ICC on 0845 300 99 23). The HSE will send you a record. Forward a copy of this record to the: Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester S022 5PW.
Visitors	Complete as appropriate
All accidents	Enter in Accident Book and forward a copy of the report form to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW.
Reportable to HSE (Please see flowcharts included below)	Complete the online RIDDOR report form. The HSE will send you a record. Forward a copy of this record to the: Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester S022 5PW.
Occupational Diseases	Applies to employees only
Reportable only when a written diagnosis is received from a doctor	Complete the appropriate F2508 online form. Forward a copy of the HSE F2508 form record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Dangerous Occurrences	Occurrences defined under RIDDOR
These rarely happen in schools. Examples of reportable are listed below	Complete the appropriate F2508 online form. Forward a copy of the HSE F2508 form record to Children's Services Health & Safety Team, Clarendon House, Monarch Way, Winchester, S022 5PW
Collapse/failure of lift or hoist; failure of pressure system with potential to cause death; electrical short circuit causing fire or explosion and closure for 24 hours; release of biological agent likely to cause severe human infection or illness; collapse of scaffold over 5 metres high; collapse of building, floor or wall; fire or explosion resulting in school closure for 24 hours; escape of flammable substances which could cause a major fire or explosion; escape of substances likely to cause death or damage health; release of asbestos dust.	

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

FLOWCHART GUIDE FOR REPORTING OF EMPLOYEE ACCIDENTS TO HSE

Was the accident fatal?

YES

NO

Telephone the HSE ICC on 0845 300 99 23 without delay. HSE will send you a record. Forward a copy of this record to the: Children's Services Health & Safety Team, Clarendon

Was the employee unable to undertake their normal work for more than 7 days?

YES

NO

Not reportable to HSE

Did the employee suffer one of the following specified injuries?

- Fracture other than fingers, toes, thumbs
- Amputation
- Dislocation of shoulder, hip, knee, or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to eye or other penetrating injury to the eye
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat-induced illness, unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance
- Acute illness requiring medical treatment arising from exposure to a biological agent or its toxins or an infected material or other infected sources

YES

NO

Complete the online RIDDOR report form (for major injuries call HSE ICC on 0845 300 99 23). The HSE will send you a record. Forward a copy of this record to the: Children's Services Health &

Not reportable to HSE

IF IN DOUBT – REPORT IT OR SEEK ADVICE FROM THE CHILDREN'S SERVICES HEALTH & SAFETY TEAM

DEPARTMENTAL DISTRIBUTION LIST

All managers
All staff