

Bourne Education Trust

First Aid Policy and Accident Reporting Policy

Aims

1. The aims of our first aid policy are to:
 - Ensure the health and safety of all staff, pupils and visitors
 - Ensure that staff and governors are aware of their responsibilities with regards to health and safety
 - Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and guidance

2. This policy is based on advice from the Department for Education on *First aid in schools, early years and colleges* and *Health and safety in schools*, the *Early Years Foundation Stage (EYFS)* statutory framework and the following legislation:
 - The Health and Safety (First-Aid) Regulations 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, which require employers to conduct risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
 - Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR, 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
 - The Social Security (Claims and Payments) Regulations which set out rules on the retention of accident records
 - The School Premises (England) Regulations which require that suitable space be provided to cater for the medical and therapy needs of pupils.

Roles and responsibilities

3. Each Bourne Education Trust school must ensure that adequate first aid provision is in place, based on a first aid needs assessment. This assessment should consider the size, layout, and nature of the school, including pupil numbers, staff ratios, and specific risks associated with activities or environments. A template for this is available – CR051 accessed via the Carstens and Robinson Portal.

4. In line with HSE guidance, a general benchmark is one qualified first aider per 100 persons on site, but this should not be treated as a fixed requirement. The actual number of first aiders must be determined by the outcome of the school's first aid needs assessment. An appointed person is only required where no trained first aiders are available. Their role is to take charge of first aid arrangements in the absence of qualified personnel.

Appointed persons and first aiders 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
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - Reviewing and signing off Smartlog entries related to incidents within their school on the same day, or as soon as is reasonably practicable, after an incident
5. First aiders are trained and qualified to conduct the role (see section 7) and 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 pupils home to recover, where necessary
 - Completing an accident report on the same day, or as soon as is reasonably practicable, after an incident, following the guidelines on the appropriate reporting method depending on severity
 - Keeping their contact details up to date

Each school will ensure that the names of their first aiders are displayed prominently around the site.

Bourne Education Trust and the Local Governance Committee

6. Bourne Education Trust has ultimate responsibility for health and safety matters its schools, but delegates responsibility for the strategic management of such matters to each school's local governance committee.

Operational matters and day-to-day tasks are delegated to the headteacher and staff members.

The Headteacher

The headteacher is responsible for ensuring the effective implementation of this policy within their school. This includes:

- Completing and regularly reviewing a first aid needs assessment to determine appropriate first aid provision based on the school's size, activities, and specific risks
- Ensuring that a sufficient number of trained first aid personnel are available at all times, in line with the outcomes of the needs assessment
- Ensuring that first aiders hold appropriate qualifications, maintain up-to-date training, and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures and know how to respond in the event of an incident
- Ensuring that appropriate risk assessments are completed and that necessary control measures are implemented
- Ensuring that adequate space is available to cater for the medical needs of pupils
- Overseeing the review and sign-off of accident and incident reports, ensuring they are completed accurately and promptly
- Leading or delegating incident investigations following significant events, and ensuring that lessons learned are shared with relevant staff to prevent recurrence
- Reporting specified incidents to the Trust and the Health and Safety Executive (HSE) as required (see section 6)

Staff

7. School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

First aid: In-school procedures

8. 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
- Any member of staff may call emergency services immediately if the situation is clearly critical or life-threatening, without waiting for a first aider to arrive

- 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 pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the headteacher or, if unavailable, the school administrator team will contact parents immediately
- The incident should be recorded in Smartlog for minor incidents, schools may use a First Aid Log instead to record details. The relevant member of staff should complete the record on the same day or as soon as is reasonably practicable after the incident

First aid: Off-site procedures

9. When taking pupils off school premises, school staff will ensure they always have the following:
 - A mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Access to parents' contact details.

10. Risk assessments will be completed by the lead member of school staff prior to any educational visit that necessitates taking pupils off school premises, to be stored on Evolve.

11. There will always be at least one first aider with a current first aid certificate on all school trips and visits.

12. A typical first aid kit in a Bourne Education Trust school will include the following:
 - A leaflet with general first aid advice
 - Regular and large bandages
 - Eye pad bandages
 - Triangular bandages
 - Adhesive tape
 - Safety pins
 - Disposable gloves
 - Antiseptic wipes
 - Plasters of assorted sizes

- Scissors
- Cold compresses
- Burns dressings.

No medication is to be kept in first aid kits.

13. First aid kits are stored in:

- The main office
- Other key areas as required: for example, design technology, PE, performing arts, science.

Record-keeping and reporting

14. All accident and incident records must be logged in Smartlog, the Trust-approved platform. Minor pupil injuries may be recorded in a School Accident Book, but Smartlog is strongly encouraged for all incidents.

15. All Smartlog entries must be reviewed and signed off by the school's nominated First Aid Lead. Incidents marked as 'Major' or involving 'Lost Working Time' will be flagged to the School Business Manager for further review.

16. Where Smartlog is not used for minor pupil injuries, schools must maintain a School Accident Book. This may be physical or digital and must include: Name, Date, Time, Location, Nature of Event, Treatment Provided, and Staff Involved."As much detail as possible should be supplied when reporting an accident.

17. A copy of the accident report will also be added to the pupil's educational record by the school administrative team.

18. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an Accident/Near Miss/Violence at Work record will be kept until the child is 21 years old.

Reporting to the Health and Safety Executive

19. The headteacher must keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (Regulations 4, 5, 6 and 7). These incidents must be reported to both the Trust and the Health and Safety Executive (HSE) as soon as is reasonably practicable, and in any event within 10 days of the incident.

20. Where pupils are involved, RIDDOR reporting requirements apply only if the incident arises out of or in connection with a work activity. This includes:

- Incidents caused by defective equipment or poor supervision
- Accidents during curriculum activities (e.g. PE, science experiments)
- Injuries resulting from the condition or maintenance of the premises

21. Reportable injuries, diseases, or dangerous occurrences include:

- Death
- Specified injuries such as:
 - Fractures (excluding fingers, thumbs, toes)
 - Amputations
 - Permanent loss or reduction of sight
 - Crush injuries to the head or torso
 - Serious burns or scalping requiring hospital treatment
 - Loss of consciousness due to head injury or asphyxia
 - Injuries from enclosed space incidents requiring resuscitation or hospital admission over 24 hours
- Injuries resulting in an employee being unable to work for more than 7 consecutive days (excluding the day of the incident)
- Any accident leading to hospital treatment
- Near-miss events that could have caused serious harm, such as:
 - Collapse of lifting equipment
 - Release of harmful biological agents
 - Electrical faults causing fire or explosion

22. In addition to reporting, the headteacher must ensure that a formal incident investigation is conducted for all reportable events. This includes:

- Identifying root causes
- Documenting findings
- Implementing corrective actions
- Sharing lessons learned with relevant staff and, where appropriate, across the Trust

For further guidance, refer to the Accident and Incident Reporting and Investigation Guidance CR009, available on the Carstens & Robinson portal.

Notifying parents

23. A member of staff will inform parents of any accident or injury sustained by a pupil of a Bourne Education Trust school, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

24. The headteacher and the Trust will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in their school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

25. The headteacher will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

26. All school staff within Bourne Education Trust schools can undertake first aid training and the Trust can provide information to schools on appropriate courses and training provides on request.

27. All first aiders must have completed a training course and must hold a valid certificate of competence to show this. Bourne Education Trust schools 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.

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This policy is written with reference to:	Health and safety policy; Risk management policy Policy on supporting pupils with medical conditions
Next review:	Autumn 2028
Changes to this policy:	Title change; First aid needs risk assessment; Smartlog integration; Off site procedures clarification; Record retention; Incident Investigation; expanded guidance on reporting to external bodies.