

## **First Aid Policy & Procedures (Trust including EYFS)**

### **Related Policies**

- Trust General Health & Safety Policy
- General Medical Care Policy
- Care of Chronic Conditions Policy
- Administration of Medicines Policy
- Confidentiality Policy

### **Related Legislation**

- The Health and Safety (First Aid) Regulations 1981, as amended in 2013
- Health & Safety Executive Guidance L74: First Aid at Work
- Department for Education and Employment: Guidance on First Aid for Schools
- This Document also contains Public Sector Information in accordance with the Open Government License
- RIDDOR – Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995, as amended 2013

#### **1. Introduction**

- I. First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety, legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing First Aid in the workplace. First Aid provision must be available at all times while people are on School premises and off the premises whilst on School visits.

#### **2. Purpose**

- a. To ensure sufficient First Aid facilities are available.
- b. To ensure sufficient First Aid personnel are on hand at all times at both School sites to render assistance to casualties and to summon an ambulance or other professional help.
- c. To ensure that staff have guidance for the provision of First Aid on visits away from the school

#### **3. Organisation & Responsibilities**

##### **3.1 Bede's School Responsibilities**

- I. Bede's School Trust, both as an employer, and in providing appropriate care for pupils/children and visitors, through its Governors, is accountable for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel and for ensuring that the correct First Aid procedures are followed.
- II. The Trust is accountable for ensuring that there is a First-Aider on each site at all times.

##### **3.2 Head of Health and Wellbeing**

- I. The Head of Health and Wellbeing is responsible for ensuring that Bede's has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on all sites at all times to render assistance to casualties and to summon an ambulance or other professional medical assistance as necessary;

- II. The Head of Health and Wellbeing is responsible for ensuring that staff have appropriate and necessary First Aid training and that they have sufficient understanding, confidence and expertise in relation to First Aid;

### 3.3 Bede's School Staff Responsibilities

- I. **All Staff** should be aware of the First Aid policy and procedure and know who to contact in the event of any illness, accident or injury. This information must always be part of the induction training given to new staff and pupils.
- II. **Anyone on Bede's School Premises** is expected to take reasonable care of their own and others safety
- III. **Anyone on Bede's School Premises is encouraged to use an Automated External Defibrillator (AED) in an emergency, with or without formal training.**

### 3.4 First Aiders and Training

- I. At School the main duties of a First Aider are to:
  - a. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.;
  - b. When necessary, ensure that an ambulance or other professional medical help is called.
- II. All School nurses have First Aid training and First Aid cover as part of their contract of employment.
- III. A list of all First Aiders at the Senior School and their departments can be found with the School Nurse and on Mybedes.- Details of appropriate training courses are available from the School Nurse. The First Aid training is a standard First aid at Work course and are run by an approved HSE First Aid trainer however, in some cases (e.g., where there is identification of serious risk of exposure to toxic chemicals or to burns by certain acids) the First Aider may need additional training. Prep School staff must have First Aid paediatric emergency training, including resuscitation procedures for children. At the Nursery, there must be at least one person on the premises at all times, and on all outings, who holds a paediatric first aid certificate.
- IV. Training arrangements for First Aiders will be organised through the Head of Health and Wellbeing team.
- V. First Aiders must complete a training course approved by the HSE.
- VI. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with their Head of Department, Line Manager or the Health & Wellbeing Department. In selecting staff to attend First Aid training consideration is given to the provision of First Aid cover during weekends for boarding pupils and holiday periods for support staff, school clubs and sports summer camps. The school will have at least one named first aider on site during open times during non-school hours.

### 3.5 Assessment of First Aid Needs

- I. The nature of the First Aid provision and arrangements at Bede's School has been risk assessed by the health and safety manager, taking into account in particular:
  - a. The layout of the school premises and campus;
  - b. The nature of activities taking place on site including Sports Fixtures and School Events;
  - c. The likely response time of emergency services;
  - d. Previous accident records;
  - e. Off-site activities
  - f. The number of First Aid trained staff.

### 3.6 Bede's School First Aid Provision

- I. First Aid boxes (which are marked with a white cross on a green background) can be found in various key places/departments around the school campuses - (See Appendix 1 – Location & Contents of First Aid Boxes Summary Sheet);
- II. Departmental First Aid boxes are kept stocked with the contents described in Appendix 1 Location & Contents of First Aid Boxes Summary Sheet in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 and BS8599 -1. In most situations, departmental First Aid boxes will be stocked with the contents identified for a medium size box.
- III. The School Nurse Assistant who must ensure First Aid boxes are correctly restocked according to the list set out in Appendix 1 monitors contents of the First Aid boxes and items, which have reached their expiry date, are replaced and disposed of safely. The above checks are monitored and recorded via the Health & Wellbeing Centres' The School Nurse will undertake this at the Prep School. The Transport Managers/Transport Assistant is responsible for checking the minibus/school transport First Aid packs at both school sites. The sports department restocks sports First aid bags.
- IV. When a First Aid box or Sports First Aid Bag has been used, the First Aider should take it to the School Nurse Assistant/Health & Wellbeing Centre staff who will ensure that it is properly restocked.
- V. Eyewash stations are positioned in locations where there may be an increased risk of injury to the eye (generally Science Lab's, DT Workshops, and Estates & Grounds Departments). The locations of eyewash stations are identified by signage.
- VI. Expiry dates of first aid stock in first aid bags and Saline eye irrigation stations are checked annually as well as checked when items are being restocked.

### 3.7 Automatic External Defibrillators

- I. Bede's School has a number of automatic external defibrillators sited at strategic places around the school campuses as detailed below:
  - a. Senior School: Sports Complex, Staff Room and Porters Lodge (**Community AED**)
  - b. Preparatory School: Front Reception and Sports Hall
- II. The AEDs must be checked and this is recorded on a weekly basis. This should be undertaken by a member of the Health & Wellbeing Team at the Senior School for the staff room AED. Sports staff and the AED at the Prep School by the Lead Nurse/School Nurse should check the MPH AED. .

### 4. Out of School Activities & School Trips

- I. Bede's School minibuses have a prominently marked First Aid box on board . The First Aid box will be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078).
- II. When activities take place away from school including trips, First Aid requirements will vary according to the nature of the activity and its associated risks. Consideration of First Aid requirements during each trip **must be** included on the trip risk assessment. Where differing risks are to be encountered (e.g. foreign trips) then additional advice may need to be sought from the Head of Health and Wellbeing.
- III. First Aid provision for residential and day trips are signed out from the Health & Wellbeing Centre. A signing in and out sheet must be provided for each numbered bag and the Health &

Wellbeing Team should collate a list of any medical conditions for the pupils on the trip, which should be given to the trip leaders.

- IV. Each individual team, allocated at the beginning of team, keeps First Aid boxes/bags for any sporting activities and those staff are responsible for the monitoring and restocking of those bags.
- V. The school nurse, for staff who may be required to administer medication on day or residential trips, provides administration of Medicine training.

## 5. Sports Fixtures

### 5.1 Duties / Requirements

- I. Sports staff **must** identify the pitch side First Aider or Ambulance Technician before the start of the match.
- II. Bede's School recognises that on certain occasions (e.g. Some sports lessons/fixtures) that it might not always be possible to have a dedicated sole first aider present. On these occasions there **must be** a sports coach/teacher or referee present who is first aid trained and there must be a first aid kit available pitch side.
- III. Matches are not authorised to start until the First Aider (who can be the coach / teacher) or Ambulance Paramedic / Technician arrives.
- IV. Any gates to the sports pitches will have Salto access to allow ambulance access. The Sports Operations Manager (Senior School), Head of Games/Head of PE (Prep School) **must** arrange this with the grounds staff in advance of any matched being played (e.g. Stud Field/The Hollow);
- V. The Sports Operations Manager (Senior School), Head of Games/Head of PE (Prep School) **are responsible for ensuring adequate First Aid cover is available for the fixture;**
- VI. **They must** provide the School Nurse/School Nurse Assistant or Head of Health and Wellbeing with a list of all fixtures, timings and locations.
- VII. The Prep School **must** provide a designated First Aider (who can be the coach/official) for their fixtures and sports training whilst at the Senior School.
- VIII. Accident forms **must** be completed for all injuries.
- IX. The sports complex will have a radio and phone line to the Health and Wellbeing Centre for a quick response. In the rare occasion the Health and Wellbeing Centre is not open or available the Head of Health and Wellbeing will provide a designated matron, who can be contacted in their allocated House.
- X. The Health and Wellbeing Team must assess pupils who have recently sustained an injury or illness that has affected their health / mobility such as concussion, a fracture or ligament damage before returning to physical activity.
- XI. For other events, relevant parties (Sports/marketing/H&W/H&S) will decide on suitable first aid arrangements depending on the size and nature of the event as part of the risk assessment for the event.

## 5.2 Phone numbers

Senior School: 01323 356790 – Direct Line or ext. 6798 / 6790 / 6791

Prep School: 01323 356887 or Prep Mobile 07834 792371

Each member of the on-call team has a Bede's School mobile (published in a weekly document)

## 5.3 Emergency Services

- I. Call **999** immediately if it is clear that the casualty requires urgent medical attention, then call the School Nurse if immediate emergency help is required whilst awaiting the arrival of the emergency services;
- II. Make sure you give clear instructions to the emergency services of your exact location within the School; The postcode for the location is included on the Critical Incident Procedure Flow chart, which are displayed in prominent areas throughout the school.
- III. If possible, ensure that a designated person is able to meet the ambulance and if possible notify the front reception desk or Porters Lodge (Senior School) that an ambulance / paramedic has been called;
- IV. Take into account access for the Paramedic, the main school site will need the 'bollard' to descend for paramedic access; gates to Stud field will need unlocking.
- V. If an ambulance is called when away from the school, the nominated senior member of staff must be contacted as soon as possible;
- VI. The Health and Safety Officer will need to be informed of the emergency services being called if the incident was an accident or RIDDOR reportable.

## 5.4 Head Injury/suspected Head Injury/Concussion

- I. In the event of any head injury or suspected concussions, first aiders must follow the FA's Concussion Guidelines and Pocket Concussion Recognition Tool. <http://www.thefa.com/my-football/coach/concussion> <http://bjsm.bmj.com/content/47/5/267.full.pdf>
- II. Copies of the Pocket Concussion Recognition Tool should be laminated and kept in all sports department First Aid Boxes or First Aid Bags.
- III. All head injuries must be reported to the Health and Wellbeing team at the time of occurrence, who will advise if a medical assessment is required.
- IV. First Aiders should also advise the relevant carer (parent/guardian, House staff) of the person who received the head injury or suspected concussion and advise them to seek further medical advice.
- V. Any advice given must be recorded on the Bede's school accident form.

## 6. Specific health needs

- I. Some staff, pupils and visitors may have specific health needs, which require specific/ different first aid procedures. Parents / guardians are responsible for reporting any health care requirements to the Health and Wellbeing Team, who will assess and plan care as required.
- II. Any relevant pupil medical information is recorded on iSAMS (e.g. pupils with asthma, epilepsy, diabetes). Care plans for pupils with complex medical needs are held by the Health and

Wellbeing Centre. Copies of care plans are also kept in the relevant House of the pupil and should be referred to in an emergency.

### **7. Hygiene and infection control**

- I. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to disposable gloves, hand washing facilities and take care when dealing with blood and other body fluids.
- II. The first duties of people at risk of exposure to infection is to ensure their own safety by vaccinations, by use of protective clothing (non-latex gloves, gowns, eye protection etc.) appropriate to the task, and to dispose of waste safely. Safe work practices also include the avoidance of sharps whenever possible.
- III. Those treating blood injuries, for instance on the sports field, should wear a new pair of non-latex rubber gloves for each casualty. Wounds should be cleaned with a fresh supply of water and single use of sponges or gauze squares. (This is included in first aid training).

### **8. Dealing with blood and body fluid spills**

- I. Spillages of blood, vomit, urine and excreta in the School setting should be cleaned up promptly. Other pupils must be kept away from the spillage. (See Appendix 2)

### **9. Accident Reporting & Record Keeping**

- I. All injuries, accidents and illnesses, however minor, and any First Aid treatment provided (including the name of the First Aider involved) must be reported to the School Nurse/Health & Wellbeing Centre.
  - a. When complete Bede's School Accident Forms are either handed or emailed in to the Health & Wellbeing Centre, which maintains all accident records.
  - b. All accident forms including Early Years Foundation Stage (EYFS) are stored digitally and emailed to the Head of Health and Wellbeing and Trust Health & Safety (Fire Safety) Coordinator.
- II. Parents, carers and/or guardians / House staff must be contacted and informed as soon as possible of any accident/incident involving their child. This is undertaken by the School Nurse/School Nurse Assistant, duty matron or by the relevant House staff if the incident was dealt with in School.
- III. For accidents outside the School the member of staff in charge should ensure that parents, carers and/or guardians are informed and inform the relevant House staff and the Health and Wellbeing Centre, as necessary.
- IV. Records of accidents where a person is injured will be kept until they are at least 25 (the academic year in which they turn 26).
- V. Otherwise, records of accidents will be kept for at least 3 years, or, if the injured part is under 18, until they are 21.
- VI. Accident Statistics are collected by the Health and Wellbeing Team and reviewed termly during the trust Health and Safety meeting

- VII. Bede's School uses an online (Bede's Staff Resources) Accident Reporting Form and Accident Statistics Summary Sheet (**Restricted access in accordance with Data Protection**) to record any accidents involving pupils, staff, or visitors etc.
- VIII. Serious accidents, injury or illness must be reported to the School/Head of Health and Wellbeing and / or Trust Health & Safety (Fire Safety) Coordinator as soon as practicable. As well as the Head Master and DSL if appropriate.

### **10. Early Years Foundation Stage (EYFS) record Keeping**

- IX. For all EYFS pupils' accidents, staff must complete an accident form, which includes a witness signatory and parent signature as well as the basic details included on all Bede's accident forms. These forms must then give to the Nursery manager who should add details to the school accident spreadsheet. Forms are scanned and sent to the Health and Safety Coordinator and the hard copy is saved in an accident file kept in Holywell reception.

### **11. Information on Pupils**

- I. The Health & Wellbeing Team will collate up to date medical information in regards to each pupil. This involves reviewing Pupils' medical records and providing essential medical information regarding allergies, recent accidents or illnesses or other medical conditions, which may affect a pupils functioning at the school to School Staff on a "need to know basis".
- II. Basic medical information is provided on Mybedes under Staff resources, Medical conditions. GDPR guidelines are followed for personal information and consent sought to share basic information. Medical information will be kept confidential but may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the school community.
- III. Each relevant member of staff should read this information at least termly. The Health & Wellbeing Team are responsible for keeping this information up to date and for updating staff more frequently if necessary, for example where a pupil develops a severe allergy.

### **12. RIDDOR**

- I. Bede's School has a legal obligation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to report certain workplace injury, illness and dangerous occurrences involving staff, pupils or visitors.
- II. The Trust Health & Safety (Fire Safety) Coordinator ensures that accident forms are filled in correctly and that the HSE are kept informed as necessary.

### **13. Monitoring and Review**

- I. Accidents, Incident and Near Misses occurring at each school are reviewed at the relevant Schools' Termly Health & Safety Committee Meetings and Annual Health & Safety Management Committee.
- II. Actions to prevent reoccurrence are discussed. These reviews also consider any patterns of reoccurrence in accidents identified.

### **14. Review of this Policy**

- I. The review and re-issue of this Policy and procedures will be carried out on changes in Legislation, Health & Safety Executive Guidance, changes in Bede's Organisational arrangements, and Risk Assessment as necessary in accordance with the Health & Safety at Work Act 1974.

<b>Policy Owned by:</b>	Head of Nursing / Sports Operations Manager
<b>Authorised by:</b>	School Medical Officer
<b>Date:</b>	January 2019
<b>Review Date:</b>	January 2020
<b>Circulation:</b>	All Staff, Published on Website



## Appendix 1

### Location and Contents of First Aid Boxes Summary Sheet including Eyewash Stations

#### First Aid Box Locations

First Aid Materials and equipment all containers are clearly signed with a white cross on a green background and are located in the following areas:

#### Senior School

All Boarding Houses	The Old Nursery
All Day Houses	Ceramics
Support Departments	Drama Studios
School Office	Science Block
Front Reception	Pottery
Facilities Dept. Rest Room	Catering (maintained by Holroyd Howe)
Facilities Dept. Vehicles	Legat
	Sports dept. (maintained by themselves)
Health & Wellbeing Centre	MPH-front desk-poolside-gym
School Shop	The Cricket Pavilion
Matrons Car Kits	Legat School of Dance
Finance Department	Summer School
Estates Office	Cedars
Academic Departments	Summer School Office
Art Dept.	Porters Lodge
DT Dept.	Transport –all mini buses
Food & Nutrition	Grounds Vehicles
Staff Room	Transport Drivers Rest Room and Workshop
Media & Film Dept.	All Minibuses (maintained by themselves)
Ceramics	Information Technology
Animal Management	Aviary
Learning Enhancement	Astro – waterproof bag
The Old Nursery	Drama Studio
Science Block	School Office

<b>Eye Wash Stations</b>
Science Block
Cedars
Catering
Pavilion
Estates Office
Facilities Rest Room
Transport Rest Room

## Prep School

Support Staff	Dance Studio
H&W Centre and Emergency Kit	Transport
Staff Room	School Minibuses
Headmaster's PA	Pre-Prep
Front Desk	Holywell Office
Learning Support	Adventure Playground
Holywell Flat	Rooms x 4
Maintenance	Bum Bags x 2
Cleaners' Bum Bags	Staffroom
Maintenance	Downs House
Kitchen	Box x1 Baby Room
Academic Departments	Baby Unit Buggy Bag
Music Dept.	Jellyfish
Science Labs	Garden
Year 3&4 Classrooms	Staffroom
Ceramics	Meads End Boarding House
DT	1 <sup>st</sup> Floor
Art Room	2 <sup>nd</sup> Floor
Kitchen	Kitchen/CR
Cookery Centre	Trip Bag
Sports	Eye Wash Stations
Sports Hall and Office	Art Dept.- Bottles of Solution
Multiple Bags for Sport	3 x Science Labs

## First Aid Box Contents

Signs are displayed throughout the Schools indicating the location of the nearest First Aid box.

As recommended by HSE, each box contains, as a minimum, the following:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 medium sized approximately 12cm x 12cm) individually wrapped sterile wound dressings
- 2 large (approximately 18cm x 18cm) individually wrapped sterile wound dressings
- 2 triangular bandages
- 2 safety pins

- 8 individually wrapped moist cleansing wipes
- 3 pairs of disposable gloves
- 1 x 5pack sterile gauze
- 2 irripods
- 1 rebreathe mask
- 1 foil blanket
- 1 x conforming bandage
- 1 x finger dressing
- 1 x micropore tape
- 1 x scissors

Additional items may be necessary for specialised activities. Equivalent or additional items are acceptable, if advised by the school nurse.

The School Nurse Assistant, will carry out annual checks of First Aid kits and restock as required, departments are then responsible for any further top ups required. The School Nurse will undertake the annual checks at the Prep School.

The Transport Manager/Transport Assistant is responsible for checking the minibus/school transport First Aid packs.

### **Travelling First Aid containers**

Before undertaking any off site activities, an assessment will be made of what level of First Aid provision is needed. In accordance with HSE recommendations, where there is no special risk identified, the minimum stock of First Aid items for travelling containers is:

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 1 large (approximately 18cm x 18cm) individually wrapped sterile wound dressings
- 2 triangular bandages
- 2 safety pins
- 8 individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

### **Minibuses**

Transport regulations require that all minibuses have on board a First Aid container with the following items:

- 10 antiseptic wipes, foil packaged
- 24 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 3 large sterile ambulance dressings
- 2 triangular bandages
- 12 safety pins
- 1 pair of disposable gloves
- 1 conforming disposable bandage
- One pair blunt ended scissors

## Appendix Two

### Dealing with blood and body fluid spills

Spillages of blood, vomit, urine and excreta in the School setting should be cleaned up promptly. Other pupils must be kept away from the spillage. The following general actions must be taken immediately by the person dealing with the spill:

- Gloves are to be worn;
- First, clear the immediate area of people. Hazard signs and cordoning may be necessary, according to circumstances.
- Ensure that any cuts or abrasions on the hands are covered with an occlusive waterproof dressing; and
- Disposable Personal Protective Equipment (PPE), including non-latex gloves (or equivalent) and a disposable plastic apron must be worn.

#### Cleaning blood and body fluid spills on **hard surfaces**:-

- Gloves are to be worn;
- The spillage should be cleaned up using disposable absorbent paper towels;
- The area should be washed with detergent and hot water, using disposable paper towels; and
- The area should then be washed again using an appropriate disinfectant, which is effective against viruses, using manufacturer's instructions;
- All PPE and waste generated when mopping up body fluid spills must be disposed of into a plastic waste bag which should then be sealed and stored safely for final disposal as per the School's extant waste disposal policy; and
- On completion of the cleaning procedure, and after disposal of waste and PPE, hands must be thoroughly washed.

#### Cleaning blood and body fluid spills on **soft surfaces**:-

- Gloves are to be worn;
- Spillages on carpets or upholstery should be initially cleaned up using disposable absorbent paper towels;
- The area should then be washed with detergent and hot water and dried thoroughly;
- A second cleaning should then be carried out using a steam cleaner;
- Spills on clothing should be sponged with lukewarm soapy water and washed as soon as possible in the hottest wash the fabric will withstand. Heat from tumble-drying will also help to eradicate pathogens from fabric, as will ironing;
- All PPE and disposable paper towels and cleaning cloths etc should be disposed of into a plastic waste bag which should then be sealed and stored safely for final disposal as per the School's waste disposal policy

- On completion of the cleaning procedure, and after disposal of waste and PPE, hands must be thoroughly washed.

**Needle stick injuries.** Take immediate action – make the wound bleed, if possible. Clean well with copious amounts of soap and running water. Apply occlusive dressing. Identify the source of the sharp and report to the medical centre.

MOSA encourages the promotion of immunisation against hepatitis B. School nurses and matrons working in School medical centres should be immunised against hepatitis B, and antibody titres checked 1-4 months after completion of primary course. First Aiders and games staff should be advised on immunisation.

Casual and Household contact is not associated with transmission of blood borne viruses.

## Appendix 4 EYFS ACCIDENT FORM

Name of child	
Class of child	
Date of accident	
Time of accident	
Where the accident happened	
How did the accident happen	
Details of injuries received	
Treatment given (inc. if parent contacted)	
Staff member giving treatment	
Signature	
Staff member witness	
Signature	
Parent/Guardian signature	
Date	
Signature of Nursery Team Leader	
Date	

Risk Assessment/Investigation required.		Reportable under RIDDOR	
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**APPENDIX 5 Accident reporting form**

**ACCIDENT (INJURY) RECORD**

Name of child and class / year Or name of staff and department Specify if a visitor or contractor			Child age	
Date of accident			And time	
Which School site and where on site did the accident happen?				
How and why did the accident happen?  Be clear about the cause of the injury if this is known at the time				
Name(s) of and how to contact any witness(es) Continue overleaf if necessary				
Details of injuries sustained  Be specific about details like left or right				
Cat 1 – Major (life threatening)		Cat 2 - Severe		Cat 3 - Moderate
				Cat 4 - Minor
Details of treatment given and monitoring  Be clear about the items used, medication given and monitoring, especially in relation to concussion  Head injury form completed.				
Treatment given by who?				
If taken directly from School, details of onward hospital				
Parent/guardian (P/G) informed. Who?		P/G signature on collection		
Transport informed.		Form Tutor and/or Hm informed.		
Name of staff member reporting				

Signature		Time		Date	
Follow on info					

**Those in receipt of this form to act where applicable and necessary:**

- Report EYFS incidents to Ofsted
- Report RIDDOR incidents to HSE
- Risk assessment owner to review the RA
- Carry out an investigation to better understand the incident

**Category examples**

**Cat 1: Death, asphyxiation, limb amputation, internal organ punctured, comatose / brain damage, major vein or artery severed, spinal cord damage (paralysis), electrocution, severe burns, permanent sensory loss, permanent disability, incurable disease, toxic shock**

**Cat 2: Multiple bone fractures, skull fracture, digit amputation, significant blood loss, internal bleeding, a period of unconsciousness, needle stick, spinal injury, temporary sensory loss, electric shock burns, significant burns, airway significantly impeded, seizure, suspension trauma**

**Cat 3: Deep cut requiring stitches, bone fracture, bone dislocation, broken teeth or nose, concussion, torn muscle / ligament / tendon, eye puncture**

**Cat 4: Cuts, bruising, grazing, head bump, muscle / ligament strain, joint twist, localised swelling or tenderness, blister, splinter, eye scratch, nose bleed, chipped tooth**