



ST BENEDICT'S SCHOOL
a minimis incipe

First Aid and Accident Reporting Policy and Arrangements

Authorised by: The Board of Governors of St Benedict's School

Date: June 2025

Review Date: June 2026

Circulation: Governors/all staff/volunteers automatically
Parents on request/School Website

Status: Current

Contents Page

	PAGE
1 Policy	3
2 Arrangements Summary	3
3 Trained First Aid Personnel	4
4 Designated First Aid Rooms	5
5 First Aid Kits	5
6 Body Fluid / Sickness Spillages	6
7 Emergency Services – Ambulance.....	6
8 Liaising with Parents / Guardians.....	6
9 Arrangements for Pupils with Medical Conditions or Additional Needs.....	7
10 Accident, Incident or Near Miss Reporting	7
11 Documents to be Read in Conjunction with this policy	7
Appendix 1: Risk Assessment	8
Appendix 2: Accident, Incident and Near Miss Reporting Procedures.....	9

1 Policy

1.1 Accidents and Incidents Policy (from Health & Safety (H&S) Policy, item 3.1)
Accidents, incidents and near misses are reported and recorded in line with legislative requirements. Accidents, incidents and near misses are reported using the Evolve accident reporting system.

- Accident records are maintained in adherence with the Data Protection Act and GDPR 2018.
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements.
- Risk assessments are reviewed in light of an accident, incident or near miss.

Accidents resulting in a fatality or major injury are reported immediately to the Health & Safety Executive (HSE).

Accidents to pupils (or others e.g. visitors), result in the injured person being taken from the scene of the accident directly to hospital, and where the accident was attributable to a defined work activity or arising out of premises or equipment defects are reported to the HSE.

Accidents to staff that fall into the following criteria are reported to the HSE:

- Resulting in a specified injury.
- Resulting in an injury whereby the staff member is off work for more than 7 consecutive days.

1.2 First Aid Policy (from H&S Policy, item 3.15):

The School is compliant with The Health and Safety (First-Aid) Regulations 1981 with respects to general first aid requirements and training, and in particular for the nursery and early years provision appropriate EYFS requirements need to be adhered to with paediatric first aid training for staff.

- First aid is to be administered in a timely and competent manner.
- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, out of hours activities, functions and for educational visits.
- Paediatric first aid training is arranged for the Early Years Foundation Stage.
- First aid kits are checked and replenished regularly.

2 Arrangements Summary

The School Nurse and Welfare Officer are the primary contacts to administer first aid, deal with any accidents or emergencies and if someone is taken ill. To support this function and to ensure there is sufficient cover for all activities on and off site, the School have a number of trained and qualified staff to be available to administer first aid as appropriate.

The School have at least one qualified first aider on site when staff and children are present.

New pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the School. Notices are displayed around the site in communal areas giving the list of first aiders and the location of the first aid boxes.

If a Nursery or Junior School pupil is first aid treated the Welfare Officer informs parents or guardians of the cause and the first aid administered. If a Senior School pupil is first aid treated, then the pupil is expected to inform their parent or guardian. This notification relates to minor first aid treatment. If more major first aid or hospital treatment is needed, then the parent or guardian will be notified as soon as possible.

The School maintains records of accidents and injuries and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

3 Trained First Aid Personnel

The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, out of hours activities, educational visits and for in-house functions. The calculation is based on the suggested number of first aid personnel as required and as detailed in '[HSE First Aid at Work – Your Questions Answered \(INDG214 rev2 03/18\)](#)' Further consideration is given to guidance as provided in [First Aid in Schools](#)

The School will generally fall into the lower risk category, but some activities and/or areas may fall into the medium/high risk category, and additional trained staff will be needed to cover such provisions; science, ADT, off site trips, sporting events, in-house caretaking, maintenance and groundskeeping works.

With respect to activities carried out at the Sports Field, one member of the ground staff has the FAW qualification and sports staff / coaches have FAW or EFAW qualification (to include aspects of sports specific injury management and concussion/head injury protocols) For weekend matches additional external first aid provision is available which meets relevant National Governing Body training requirements for pitch side medical cover.

Following the pandemic, staff providing first aid should take precautions to avoid infection and must follow basic hygiene procedures. To this end, staff should have access to emergency PPE packs to include:

- hand sanitation
- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering

Staff should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Staff should be aware of the change in CPR practice by chest compressions only and use a defibrillator (if available)

Abbreviations stand for the following qualifications:

FAW = First Aid at Work

EFAW = Emergency First Aid at Work

FPFA = Full Paediatric First Aid

AED = Automated External Defibrillator

First aiders lists are maintained and displayed around the site in communal areas, to include information on location of first aid kits, PPE packs, Emergency Anaphylaxis kits (EpiPen) and Automated External Defibrillator (AED)

Senior School		Junior School	
Students	826	Students	307
Admin staff	24	Admin staff	6
Teachers & Teaching Support	113	Teachers & Teaching Support	53
Music peri's (on site at any one time)	12	Music peri's (on site at any one time)	4
Sports coaches	45		
Exam invigilators (on site at any one time)	27		
Finance Office, Marketing & HR (incl. Development and ICT)	22		
Estates (inc Cleaners)	38		
Catering	24		
Total	1,131	Total	370
Minimum number of First Aiders required*	12	Minimum number of First Aiders required*	4
FAW* trained as of May 2025 <i>At least 1 trained member of staff available when children are on site or accompanying children on visits</i>	19	FAW* trained as of May 2025 <i>At least 1 trained member of staff available when children are on site or accompanying children on visits</i>	4
NB: *At least one first-aider trained in FAW for every 100 employed (or part thereof)		FPFA trained <i>At least 1 trained member of staff available when children are on site in nursery and early years provision or accompanying children on visits</i>	16
EFAW trained	48	EFAW trained	14

4 Designated First Aid Rooms

The School must provide suitable and sufficient accommodation for first aid and for the care of pupils who are unwell during school hours.

Senior School – The First Aid room is located at Pupil Reception on the ground floor of the Cloisters Building.

Junior School – The First Aid room is located on the ground floor of Orchard Dene Building.

Sports Field – The Medical Room is located in the Pavilion.

5 First Aid Kits

First aid kits are available in key areas around the School site and at the Sports Field. First aid kits are taken when groups of pupils go out of school on organised visits or to participate in sporting events.

Two defibrillators are available with one located in the Sports Hall and the other at the Sports Field.

Two anaphylaxis kits are available with one located in the Cloisters and the other at the Sports Field.

Checking of equipment and restocking of the first aid kits is carried out by the School Nurse and Welfare Officer. First Aid kits for trips are controlled and refilled by the School Nurse and Welfare Officer.

6 Body Fluid / Sickness Spillages

These are only cleared up using the kits that the Cleaners / Caretakers hold and these kits include instructions for use.

7 Emergency Services – Ambulance

Arrangements for calling an ambulance are as follows:

7.1 School / Nursery:

- The First Aider in attendance, usually the School Nurse or Welfare Officer, will decide when to call an ambulance and if in any doubt will call an ambulance. They must call 999 and liaise with the emergency services as they will have the information regarding the patient that the London Ambulance Service (LAS) will require.
- The School Office must be informed when the LAS has been called and must arrange for someone to meet the LAS and escort them to the incident.
- The School Office must inform the Deputy Head or Headmaster or if neither are available a member of SMT that the LAS has been called.
- If able to the First Aider will contact a parent or guardian and inform them of the incident and ask them to go to School or to meet at the Hospital Accident and Emergency Department (A&E) whichever is appropriate. If the first aider is busy with the patient, then they must direct the School office to contact a parent or guardian if a pupil is involved. If a member of staff is involved, then the Deputy Head or Head will contact the next of kin.
- In the absence of a parent or guardian a suitable member of staff will accompany the pupil to A&E and wait until a parent or guardian arrives.
- If a member of staff asks for or requires someone to accompany them to casualty, then a suitable member of staff will be allocated.

7.2 Sports Field:

- The First Aider in attendance will decide when to call an ambulance and if in any doubt will call an ambulance. They must call 999 and liaise with the emergency services as they will have the information regarding the patient that the LAS will require.
- The First Aider or their deputy must remain with the casualty until the LAS arrives.
- The Grounds staff must be informed that the LAS has been called, and they will arrange for someone to meet the LAS and escort them to the incident.
- The First Aider or member of staff will contact a parent or guardian to inform them of the incident and ask them to go to the Sports Field or to meet them at A&E, whichever is appropriate.
- In the absence of a parent or guardian a suitable member of staff will accompany the pupil to A&E and wait until a parent or guardian arrives.

8 Liaising with Parents / Guardians

8.1 Illness or Sickness.

- The School Nurse, Welfare Officer or in their absence another designated person will contact a parent or guardian if they are concerned regarding the condition of a pupil and if they feel that the pupil is too unwell to be at school, they will ask for them to be collected.
- When the parent or guardian arrives, the pupil's condition and advice where appropriate (maybe to obtain medical advice) will be given.
- The procedure for pupils who are ill or infectious is detailed in the parental handbook.

- 8.2 Accidental Injury not requiring an Ambulance:
- The First Aider will contact a parent or guardian if they are concerned regarding an injury sustained that does not warrant the LAS to be called.
 - The First Aider will request that the parent or guardian collect the pupil if they feel it necessary.
 - The First Aider must stay with the pupil until they have been collected by the parent or guardian and will discuss the pupil's condition and offer advice where appropriate (maybe to obtain medical advice).

9 Arrangements for Pupils with Medical Conditions or Additional Needs

- When pupils start their parents or guardians complete a medical form.
- Any medical conditions or additional needs are logged with relevant staff made aware as required.
- The School Nurse or Welfare Officer oversee this process, including making the relevant staff aware and hold details of these pupils and liaise with parents or guardians as required.
- Parents or Guardians are required to keep the School updated as to any change in the pupil's condition.

10 Accident, Incident or Near Miss Reporting

See attached procedure.

11 Documents to be Read in Conjunction with this policy

- School First Aid Risk Assessment – Appendix 1
- Accident, Incident and Near Miss Reporting Procedure – Appendix 2

Definitions:

- Accident** – An occurrence where an injury is sustained e.g. someone falling over and cutting their arm after tripping on a paving slab.
- Incident** – An occurrence that is to be recorded so that it can be reviewed at a later date e.g. vandalism is witnessed.
- Near Miss** – An occurrence where an accident or incident could have occurred and it is recorded and reported with the aim of preventing a reoccurrence e.g. a roof tile falling off a building but not hitting anyone.
- Medical** – An occurrence where a person has personal sickness or illness e.g. an epileptic fit.

Appendix 1: Risk Assessment

First Aid for Schools Risk Assessment		
Typical hazards associated with this activity		
Blood-borne viruses Infection	Inappropriate or inadequate treatment Legal liability	
Good practice risk control measures to consider		
<p><input checked="" type="checkbox"/> There is at least one person available who holds a valid certificate of competence for first aid (First Aid at Work) when the School is open for pupils (<i>see HSE website link - www.hse.gov.uk/firstaid - for current requirements on numbers of trained people</i>).</p> <p><input checked="" type="checkbox"/> The first aider(s) who work in areas of care for children in an early years setting have a valid paediatric first aid qualification.</p> <p><input checked="" type="checkbox"/> There is at least one additional first aider available for every 100 people (or part thereof) on site.</p> <p>N/A Staff (known as an 'Appointed Person' in the regulations) are chosen to look after an injured person whilst awaiting first aid or medical attention in circumstances where you have decided you do not need a trained first aider due to the low hazard or low number of people on site.</p> <p><input checked="" type="checkbox"/> Additional first aiders/appointed persons are provided close by areas/activities of a greater risk such as science, technology, home economics, swimming pool, physical education & gymnasium.</p> <p><input checked="" type="checkbox"/> Competent first aid assistance is provided where the School site is on more than one level or has remote classrooms & remote sports fields.</p> <p><input checked="" type="checkbox"/> Competent first aid assistance remains available even when first aid personnel are absent due to holidays, off site commitments & sickness.</p> <p><input checked="" type="checkbox"/> Competent first aid assistance is provided for off-site activities when assessed as necessary.</p> <p><input checked="" type="checkbox"/> Competent first aid assistance is provided for out of hours activities such as before & after school clubs & activities.</p> <p><input checked="" type="checkbox"/> Competent first aid assistance is provided for when teachers & support staff are at work when the School is closed to pupils.</p>	<p><input checked="" type="checkbox"/> Competent first aid assistance is close by to playground areas used at break times.</p> <p><input checked="" type="checkbox"/> First aid arrangements are agreed with on-site contractors, such as caterers & with people who use the School buildings for community use.</p> <p><input checked="" type="checkbox"/> Games staff, matrons & school nurses have been trained in the correct first aid requirements for sports injuries.</p> <p><input checked="" type="checkbox"/> Specific emergency aid training is provided to staff who are required to administer emergency treatment for pupils with special needs.</p> <p><input checked="" type="checkbox"/> First aid kits are marked with a white cross on a green background.</p> <p><input checked="" type="checkbox"/> First aid kits are examined frequently by nominated members of staff & restocked soon after use.</p> <p><input checked="" type="checkbox"/> First aid kits are sited close to where they may be needed & where possible, near to hand washing facilities</p> <p><input checked="" type="checkbox"/> Leaders of off-site visits & trips carry a small first aid kit when assessed as necessary.</p> <p><input checked="" type="checkbox"/> Minibuses are provided with a first aid kit.</p> <p><input checked="" type="checkbox"/> A first aid kit is available in vehicles (organisation owned & privately owned) used to transport pupils whilst on school business.</p> <p><input checked="" type="checkbox"/> Tablets & medicines are kept separate from the first aid kits.</p> <p><input checked="" type="checkbox"/> Signs are displayed so that staff know who is responsible for providing first aid assistance, where the first aid kits are located in their work area, & who are responsible for monitoring first aid supplies.</p> <p><input checked="" type="checkbox"/> A room is provided on the premises that can be used for emergency medical treatment. This room can be easily cleaned & disinfected, has a washbasin & is reasonably near to a WC.</p>	
Having reviewed the above in the context of the activity you are assessing, use the space below to record any actions that are needed for safety – (also state if OK & no action needed)		Responsibility & target date
OK & no action needed		
Groups/people affected: Pupils / Staff / Visitors / Contractors		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed:  Print: Richard Ferrett	Date: June 2025
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed:  Print: Catherine Bedwin	Date: June 2025

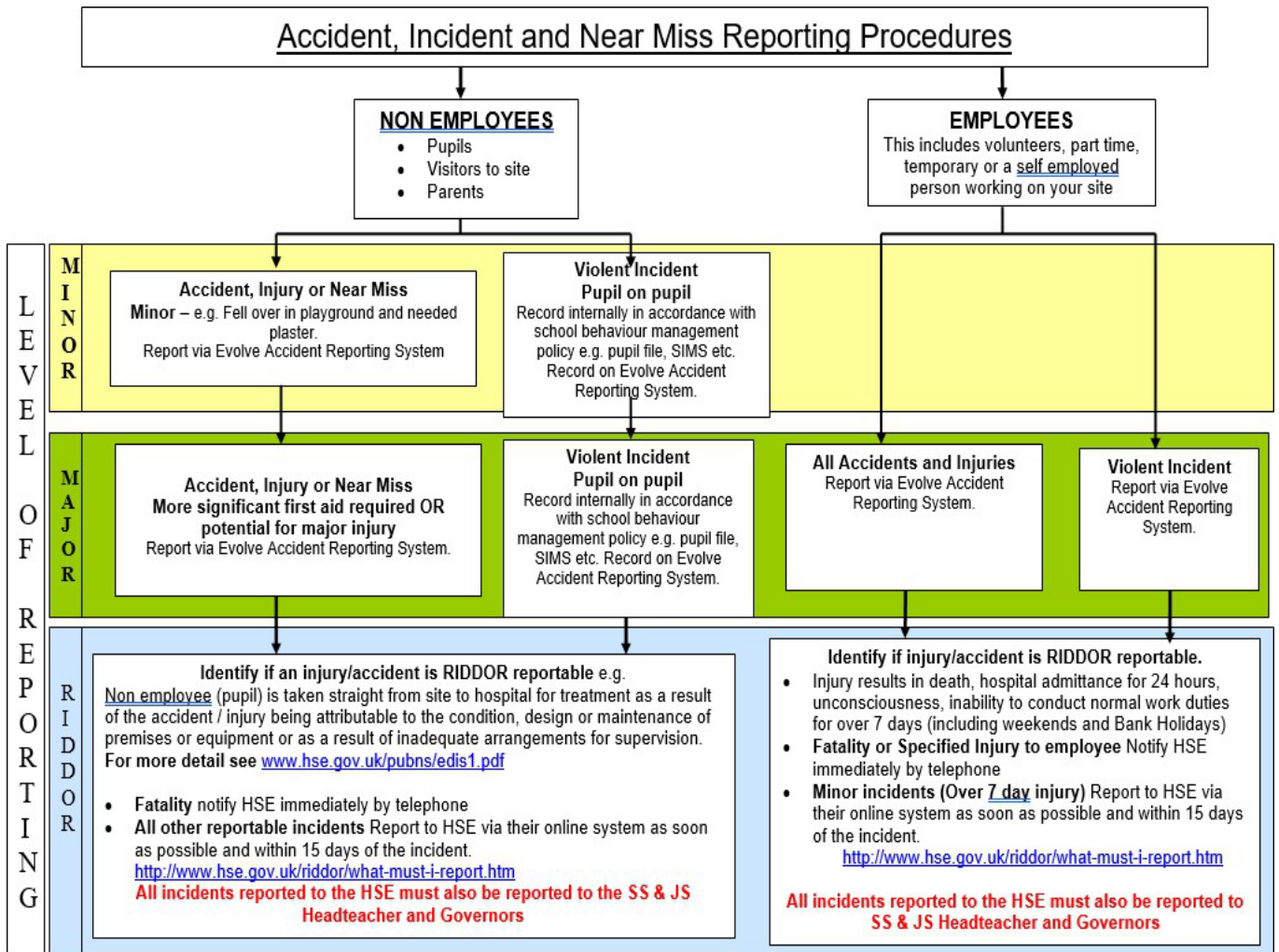
Appendix 2: Accident, Incident and Near Miss Reporting Procedures

Reporting:	Serious accidents or incidents must be immediately verbally reported to Senior Managers (Headmaster, Deputy Head, Estates Director, School Nurse and H&S Coordinator) in case further urgent action is required.
	Accidents, Incidents or Near Misses are to be recorded whether they occur on or off site on the Evolve accident reporting system. These include the following:
	Minor Accident / Injury / Illness / Issue of Medicine
	Major – more significant first aid required or potential for major injury
	Accident – including where a person is sent home, to the doctor, to hospital, is off school or work for three or more days, or where the accident is repeating and / or requires further investigation
	Incident – where there is an occurrence that is to be recorded and / or requires further investigation
	Near Miss – where a possible accident or incident could have occurred so that measures can be taken to avoid recurrence.
	All PE and Games accidents, injuries, incidents, near misses and medicals are to be reported to allow for investigation and analysis
	Certain occurrences need to be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) : <ul style="list-style-type: none"> • Death - reportable • Over seven-day injuries - reportable • Specified injuries (see HSE listing) - reportable
Evolve accident reporting system	
This online system is available 24/7 and permits staff to report and record accidents / incidents on any device.	
Reports can be completed by the School Nurse, Welfare Officer, First Aider or any staff member who dealt with the initial accident / incident. <u>Accidents to staff need to be completed by their Line Manager.</u>	
A user guide and training are available in the use of the Evolve Accident Book system – please contact Linda Brown (email – lbrown2@stbenedicts.org.uk for further details and login queries.	
Online input is straightforward	<ul style="list-style-type: none"> • Person involved (Pupil, Staff, Visitor, Contractor or Other) – pupil and staff details are linked to the system from SIMS • Type of incident (Accident, Incident, New Illness, Pre-existing Illness, Behaviour or Near Miss) • Severity of incident (Minor, Specified injury or RIDDOR) • Action Taken after incident (First Aid, referred to GP, Sent Home, Taken to hospital) • Day of the week • Time of Day (e.g., Period 1, Break, Lunch etc.) • Subject/activity the incident occurred during • Activity taking place when incident occurred • Location of incident – drop down menu for ease of reporting
Once completed the form will be live on the system and notification emails will be sent to the School Nurse and H&S Coordinator for investigation and further action if required.	

Certain accidents/incidents will need further prompt investigation in order to prevent a recurrence, to review risk assessments and associated safe systems of work as required, and to advise insurance company with respects to any potential claims. There will be on-going liaison with relevant Managers to ensure appropriate follow up.

Termly reports will be produced and presented to the H&S Committee to identify trends and for relevant analysis of sporting accidents/incidents.

For general queries concerning accident/incident reporting please contact Aine Yue, Senior School Nurse ayue@stbenedicts.org.uk or Donna Burke, Junior School Welfare Officer dburke@stbenedicts.org.uk



- Adult (18yrs plus) accident records need to be kept for at least three years.
- Pupil accident records need to be kept for three years from their 18th birthday, therefore, until they are 21.