ST BENEDICT'S SCHOOL
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First Aid and Accident Reporting Policy and Arrangements

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1 Policy

1.1 Accidents, Incidents and Near Miss 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. These are reviewed by the Health & Safety Coordinator for determining further action.

- Accident records are kept that comply with the UK GDPR and Data Protection Act 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 specified injury are reported immediately to the Health & Safety Executive (HSE) using the Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013 (RIDDOR).

Accidents to pupils (or others e.g. visitors), resulting 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.

Accidents, incidents and near misses are reviewed by the Health & Safety Committee.

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 Nurses in both the Senior and Junior Schools 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.

At least one qualified First Aid at Work first aider will be on site when staff and children are present.

At least one person holding a current full paediatric first-aid certificate, compliant with the current EYFS statutory framework, will be on the premises and available at all times when EYFS children are present. A person holding the appropriate current qualification will accompany EYFS children on outings. Certificates will be renewed at least every three years.

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 Junior School Nurse informs parents or guardians of the cause and the first aid administered on the same day or as soon as reasonably practicable. 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 including the treatment given, parent contact, outcome, person administering treatment and follow up action. These are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

For head injury and concussion protocol – see separate document.

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

Staff must act in accordance with their current first-aid or paediatric first-aid training and current Resuscitation Council UK guidance. Emergency services should be contacted promptly and an AED obtained and used in accordance with the device instructions and the responder's training.

A central register of first-aid qualifications and expiry dates will be maintained. Renewal training will be arranged before expiry, and the School will consider annual refresher training. The School will satisfy itself that training providers are competent and that course content is appropriate to the age of pupils and the risks of the role. This is arranged by the Health & Safety Coordinator.

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	850	Students	310
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	**1,155**	**Total**	**373**
Minimum number of First Aiders required*	12	Minimum number of First Aiders required*	4
FAW* trained as of June 2026 *At least 1 trained member of staff available when children are on site or accompanying children on visits*	24	**FAW*** trained as of June 2026 *At least 1 trained member of staff available when children are on site or accompanying children on visits*	7
NB: *At least one first-aider trained in FAW for every 100 employed (or part thereof)		**FPFA** trained *At least 1 trained member of staff available when children are on site in nursery and early years provision or accompanying children on visits*	22
EFAW trained	41	**EFAW** trained	11

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 First Aid Room Is next to changing room facilities.

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 Junior and Senior School Nurses. First Aid kits for trips are controlled and refilled by the School Nurses.

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. Any member of staff can call an ambulance by dialing 999 if they believe there to be a medical emergency. Our normal arrangements:

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 Head 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 Nurses 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 join the school 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.
- Where a pupil has a diagnosed allergy or is at risk of anaphylaxis, the School will maintain appropriate medical information and, where required, an individual healthcare plan.
- Relevant staff will be informed of the pupil's needs, the location of adrenaline auto-injectors, and the action to take in an emergency.
- In an emergency, treatment for anaphylaxis could be administered by any member of staff. All our staff are offered formal training in dealing with allergies and the use of epi pens.
- Where the School holds an emergency anaphylaxis kit, this will be stored, checked and used in line with current requirements.

10 Accident, Incident or Near Miss Reporting

See attached procedure. Insurers are notified as required.

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

Description of Assessment First Aid		Date of Initial Assessment
People at Risk ▪ Pupils (including SEN needs) ▪ Teaching staff ▪ Visitors ▪ Contractors ▪ Cleaners and caretakers	**Relevant Legislation** ▪ HSE First Aid Regulations: www.hse.gov.uk/firstaid ▪ Health & Safety at Work Act 1974 ▪ Manual Handling Regs ▪ Regulatory Reform (Fire Safety) Order 2005 ▪ Management of Health & Safety at Work Regs1992	▪ Fire Precautions (Workplace) Regs 1997 ▪ Health & Safety (Safety Signs & Signals) Regs 1996 ▪ DfE Statutory Framework for EYFS 2024 ▪ Health & Safety (First Aid) Regs1981 ▪ NHS practices on infection prevention and emergency care in education settings

Hazard	Risk	Risk L.M.H	Control Measures/Best Practice	Revised Risk
Blood-Borne Viruses	• Exposure to blood or bodily fluids during first aid treatment may transmit	**M**	▪ Staff trained in universal precautions: assume all bodily fluids may be infectious. ▪ All first aiders wear disposable gloves during any incident involving blood. ▪ Eye protection and aprons available in first aid kits where higher risk (e.g., science labs, PE). ▪ Spill kits or disinfectant wipes provided to clean surfaces after incidents. ▪ Waste disposed of safely in clinical bags for hazardous waste collection (not regular bins). ▪ Handwashing is mandatory after any contact with blood or other body fluids. ▪ Staff are aware of the post-incident protocol (e.g., cleaning, reporting, occupational health referral if exposure occurs).	L
Infection from Wounds or Illness Transmission	• Poor hygiene during first aid or using unclean materials may lead to infection for pupils or staff.	**M**	▪ First aiders receive infection prevention training (e.g. DfE/Teacher agreed protocols). ▪ First aid rooms cleaned and disinfected after each use. ▪ Separate sick bay or isolation space available for suspected infectious illness. ▪ Pupils with open wounds covered before activities like PE or swimming. ▪ First aiders advised to update tetanus vaccinations where applicable.	L

Inadequate or Inappropriate Treatment	• Lack of competent staff or misapplication of first aid may worsen an injury or create legal liability.	**M**	• School maintains sufficient qualified First Aiders on-site daily per HSE ratios: • At least one Paediatric First Aider for Early Years/Foundation stage • 1 First Aider per 100 people on site as a rule • Additional first aiders or Appointed Persons available near high-risk zones (labs, kitchens, playgrounds, PE). • Training is refreshed every 3 years or sooner for high-risk staff (sports, SEN, off-site trips). • Appointed Persons trained to: Take charge during incident Maintain kits Call emergency services Sports, PE and trip leaders trained in sports-specific first aid (e.g. CPR, sprains, concussion signs). • First aid cover remains available during staff absence, including holidays, sickness and off-site commitments. • Competent first aid assistance is provided for off-site activities, out-of-hours activities and when staff are on site while the School is closed to pupils.	**L**
Lack of Access to Equipment or Facilities	• Delay or inability to respond to injury due to inaccessible or insufficient first aid supplies.	**M**	• First aid kits: • Accessible in key areas (playgrounds, labs, sports, kitchens, admin) • Inspected monthly by nominated staff and restocked after use • Marked with green cross symbol / mobile kits available for trips and playgrounds • Minibuses and pupil-transporting vehicles carry stocked kits • No medications stored in kits (meds managed under separate policy with parental consent) • First Aid Room available, near WC, has sink and washable surfaces • Clear signage of first aiders and locations throughout the school	**L**
Off-Site or After-Hours Activities Without First Aid Cover	• Staff or pupils are injured during clubs, matches, or trips without access to trained responders.	**M**	• After-school clubs, trips, and off-site events must have nominated first aiders with kits. • Trip Risk Assessments include medical needs (allergies, EpiPens, asthma, etc.) • Emergency contacts and access to NHS 111 and 999 are pre-agreed • All school staff are aware of accident reporting procedures for trips/events	**L**
Comments	• *Please add any risk that should be considered*		• *Please add any control measure or adjustment you wish to be considered for the risk assessment*	

Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print:	Date:

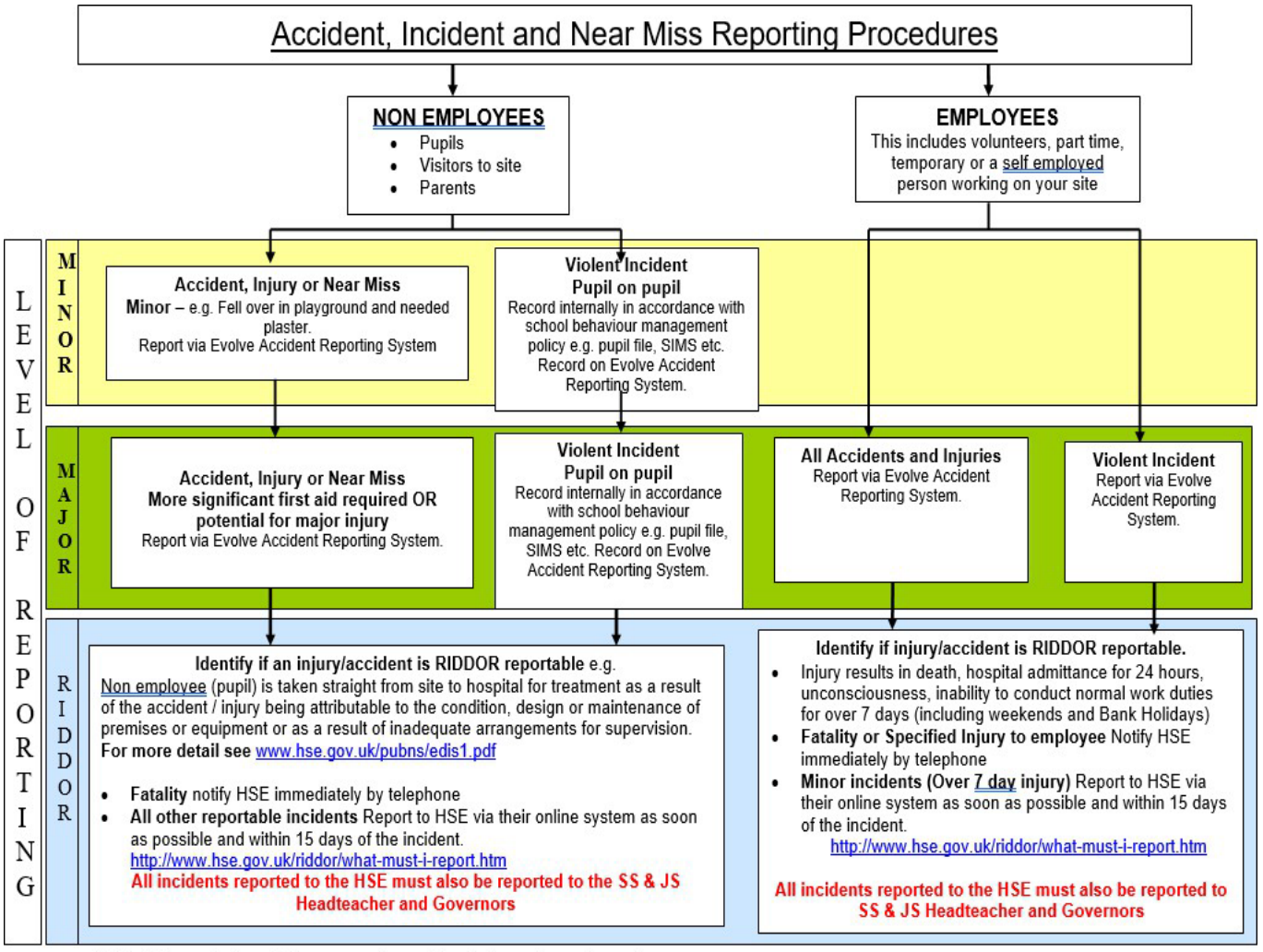
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print:	Date:

☑	☑

Appendix 2: Accident, Incident and Near Miss Reporting Procedures

Reporting:	Serious accidents or incidents must be immediately verbally reported to Senior Managers (Head, 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**): • 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 Injured person, School Nurses, First Aider or any staff member who dealt with the initial accident / incident. Accidents to staff can be completed by a first aider or the staff member themselves. 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	• 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 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 Nurse 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.**