



Marches Academy Trust

Date of last review: January 2022

Approved: July 2021

Date of next review: September 2022

# First Aid Policy

## Contents

1.	Aims .....	4
2.	Legislation and guidance .....	4
3.	Roles and responsibilities .....	5
4.	First aid procedures .....	6
5.	Indemnity & Insurance .....	7
6.	First aid equipment .....	8
7.	Record-keeping and reporting .....	8
8.	Training.....	10
9.	Monitoring and review arrangements .....	10
10.	Links with other policies .....	10
11.	Appendix 1: list of appointed person(s) for first aid and/or trained first aiders .....	11
12.	Appendix 1 - First Aid Risk Assessment Template .....	12
13.	Appendix 2 – Accident Report Form .....	15

**Copies of this report form to:**

White: Health & Safety Manager

Pink: For inclusion in secure site accident file



Marches Academy Trust

(Please see guidance overleaf)

**Accident, Violence & Near Miss Report Form**

Please print details clearly:		<b>RIDDOR</b>	
Serial No. <b>454</b>		Fatality <input type="checkbox"/>	Dangerous Occurrence <input type="checkbox"/>
		Major Injury <input type="checkbox"/>	Over 7 day Injury <input type="checkbox"/>
		Minor Injury <input type="checkbox"/>	Near Miss <input type="checkbox"/>
<b>Person Involved</b>	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Service User <input type="checkbox"/> Contractor <input type="checkbox"/> Pupil <input type="checkbox"/> Agency <input type="checkbox"/> Volunteer <input type="checkbox"/> W/Exp <input type="checkbox"/> Trainee <input type="checkbox"/>		
	Surname: _____ Forename(s): _____ Home Address: _____  Tel: _____ Signature: _____ Data Protection Act. Employee Consent <input type="checkbox"/>		Date of Birth: / / Male <input type="checkbox"/> Female <input type="checkbox"/> Employee No: _____ <small>Mandatory if person involved is an employee</small>
	Known As: _____  Post Code: _____		Directorate: _____ Team _____ Job Title _____ Post No: _____ <small>Mandatory if person involved is an employee</small>
	Activity at the time of incident: _____  With supervision/authority YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Location</b>	Workplace address: _____ Tel. No. _____		Exact location of accident/incident _____
			Date & Time of incident: Date: / / Time: am/pm
<b>Witness</b>	Surname: _____ Forename(s): _____ Tel. No. (work): _____ Tel. No. Home: _____		Form completed by
	Surname: _____ Forename(s): _____ Tel. No. _____ Job Title: _____		
<b>Incident</b>	State briefly what happened, include details of injury/violence/near miss dangerous occurrence and any treatment given: _____		Further investigations Yes <input type="checkbox"/> No <input type="checkbox"/>
			By whom _____
			By when _____
			First aid given: Yes <input type="checkbox"/> No <input type="checkbox"/>
		Name of First Aider: _____	
		Referred to GP: Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Sent to Hospital: Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Name of Hospital: _____	
<b>Medical</b>	Part of body affect: _____	Type of injury: _____	
<b>Manager or Responsible Officer's Actions</b>	Basic Causes: _____		Returned to pre-accident job: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Steps taken to prevent a re-occurrence: _____		Risk Assessment Reviewed: Yes <input type="checkbox"/> No <input type="checkbox"/>
			Work Procedure Reviewed: Yes <input type="checkbox"/> No <input type="checkbox"/>
			<b>Violence:</b> Name of Aggressor: _____
			Physical Abuse Major <input type="checkbox"/> Minor <input type="checkbox"/>
			Abusive behaviour, intimidation, harassment <input type="checkbox"/>
		Behavioural issues of pupil/service user <input type="checkbox"/>	
		Employee to employee <input type="checkbox"/>	
		Non-employee to employee <input type="checkbox"/>	
		Non-employee to non-employee <input type="checkbox"/>	
		Do you consider this a hate crime? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Were Police involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Estimated Absence _____ Weeks _____ Days			
Name (print): _____		Reported under RIDDOR Yes <input type="checkbox"/> No <input type="checkbox"/>	
Job Title: _____		If YES: Date / /	
Signature: _____ Date / /		Incident Reference No. _____	
Tel. No. _____		Were HSE involved? Yes <input type="checkbox"/> No <input type="checkbox"/>	

..... 15

## 1. Aims

The academy is committed to providing first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. Anyone on Marches Academy Trust premises is expected to take reasonable care for their own and other's safety and every reasonable precaution will be taken to ensure the wellbeing of everyone on site.

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.
- Promote effective infection control.

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all Marches Academy Trust academies.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the Academy site.

## 2. Legislation and guidance

*Schools with Early Years Foundation Stage provision insert:*

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

*Schools without Early Years Foundation Stage provision insert:*

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

*All schools add:*

- The Health and Safety (First Aid) Regulations 1981, 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 1992, which require employers to assess the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, 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;
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records; and

- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

This policy complies with our funding agreement and Articles of Association.

### **3. Roles and responsibilities**

In schools with Early Years Foundation Stage provision, at least one person who has a current pediatrics first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you do not have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

#### **3.1 Appointed person(s) and first aiders**

The school's appointed [person(s) is/are] [insert name of your appointed person(s)]. They 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.

First aiders are trained and qualified to carry out 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;
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2);
- Keeping their contact details up to date.

Our school's [appointed person(s) and/or first aiders] are listed in appendix 1. Their names will also be displayed prominently around the school.

#### **3.2 The Local Governing Body**

The Local Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

#### **3.4 The Headteacher**

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of [appointed persons and/or trained first aid personnel] are present in the school at all times;

- Ensuring that an appropriate number of first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary.

### **3.5 Site Managers**

Site managers are responsible for:

- Ensuring that adequate stocks of first aid equipment is available at all time;
- Arranging training for staff members to become/remain qualified First Aiders;
- Ensuring adequate signage is provided to enable people to easily recognise and locate both First Aiders and first aid equipment.

### **3.6 Staff**

School staff are responsible for:

- Ensuring that they are aware the local procedure to summon first aid assistance when required;
- 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/appointed person] is not called;
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

## **4. First aid procedures**

### **4.1 In-school procedures**

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;
- 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 student is moved to the Medical Room they must not be left unattended at any time;
- Spillages of blood, vomit, urine and excreta should be cleaned up promptly, either with disposable absorbent paper towels or with an appropriate sanitising product.

- 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 [job title of relevant member of staff] will contact parents immediately;
- The [first aider/relevant member of staff] will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. See page

#### **4.2 Facilities**

The Academy Premises (England) Regulations 2012 state that academies must have a room that is fit for use and readily available to use for caring for sick or injured Students. It must also be reasonably close to a W.C and contain a washbasin.

#### **4.3 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone;
- A portable first aid kit;
- Information about the specific medical needs of pupils;
- Parents' contact details.

Risk assessments will be completed by the [job title of relevant individual] prior to any educational visit that necessitates taking pupils off school premises.

*Schools with Early Years Foundation Stage provision add:*

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

*Schools without Early Years Foundation Stage provision add/amend if appropriate:*

There will always be at least one first aider on school trips and visits.

#### **4.4 Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the academy, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

### **5. Indemnity & Insurance**

Where an employee acting in the course of their employment administers First Aid assistance to another employee or other person in the charge of the Academy, such as a student, they will be indemnified by the liability insurance for a claim of negligence relating to injury or loss caused by their actions, provided that:

- They are an Academy officially designated First Aider with a current valid First Aid at Work Certificate and have attended relevant refresher training;
- The relevant protective equipment (PPE) is used;
- The First Aider is adhering to protocols and acting within the limitations of their training and the First Aider is acting in good faith.

## 6. First aid equipment

A typical first aid kit in our 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; and
- Burns dressings.

There must be no medication of any kind, for example aspirin, paracetamol, antiseptic creams, etc within the First Aid kit/box.

First aid kits are stored in:

*The following are suggestions only. Adapt this section to reflect your school's first aid arrangements.*

- The medical room.
- Reception (at the desk).
- The school hall.
- All science labs.
- All design and technology classrooms.
- The school kitchens.
- School vehicles.

The appointed person/designated First Aider will check all containers each month.

## 7. Record-keeping and reporting

### 7.1 First aid and accident record book

- An accident form will be completed by the [first aider/relevant member of staff] on the same day or as soon as possible after an incident resulting in an injury;
- As much detail as possible should be supplied when reporting an accident, each school should use the Marches Academy Trust Accident, Violence & Near Miss Report Form;
- A copy of the accident report form will also be added to the pupil's educational record by the [job title of relevant member of staff];
- 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, and then securely disposed of.



## 7.2 Reporting to the HSE

The [job title of relevant member of staff] will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The [job title of relevant member of staff] will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes;
  - Amputations;
  - Any injury likely to lead to permanent loss of sight or reduction in sight;
  - Any crush injury to the head or torso causing damage to the brain or internal organs;
  - Serious burns (including scalding);
  - Any scalping requiring hospital treatment;
  - Any loss of consciousness caused by head injury or asphyxia; and
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment;
  - The accidental release of a biological agent likely to cause severe human illness;
  - The accidental release or escape of any substance that may cause a serious injury or damage to health;
  - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

### **How to make a RIDDOR report, HSE**

<http://www.hse.gov.uk/riddor/report.htm>

*Schools with Early Years Foundation Stage provision add sections 7.3 and 7.4 below:*

## 7.3 Notifying parents

The Business Manager or Tutor will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **7.4 Reporting to Ofsted and child protection agencies**

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

The Headteacher will also notify The Local Authority Designated Officer (LADO) and First Point of Contact (FPOC) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **8. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff must renew their first aid training when it is no longer valid.

Schools with Early Years Foundation Stage provision insert:

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **9. Monitoring and review arrangements**

This policy will be reviewed by the Operations Manager every three years.

At every review, the policy will be approved by the Board of Trustees and Chief Executive Officer.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

## **10. Links with other policies**

This first aid policy is linked to other Trust policies:

- Supporting Children with Medical Conditions;
- Health and safety policy; and
- Risk assessment policy.

## 11. Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Contact details
Holly Wainwright	Assistant Head	<a href="mailto:Holly.wainwright@wdl.mmat.co.uk">Holly.wainwright@wdl.mmat.co.uk</a>
Lisa Dugmore	Business Manager	<a href="mailto:Lisa.dugmore@wdl.mmat.co.uk">Lisa.dugmore@wdl.mmat.co.uk</a>
Kevin McGarvey	Teacher	<a href="mailto:Kevin.Mcgarvey@wdl.mmat.co.uk">Kevin.Mcgarvey@wdl.mmat.co.uk</a>
Suzanne Hollinshead	Teaching Assistant	<a href="mailto:Suzanne.hollinshead@wdl.mmat.co.uk">Suzanne.hollinshead@wdl.mmat.co.uk</a>
Lydia Shipley	Teaching Assistant	<a href="mailto:Lydia.Shipley@wdl.mmat.co.uk">Lydia.Shipley@wdl.mmat.co.uk</a>
Gareth Lewis	HLTA	<a href="mailto:Gareth.lewis@mmat.co.uk">Gareth.lewis@mmat.co.uk</a>
Elly Downing	Teacher	<a href="mailto:Elly.downing@wdl.mmat.co.uk">Elly.downing@wdl.mmat.co.uk</a>

## 12. Appendix 1 - First Aid Risk Assessment Template

Activity First Aid Provision

Location Marches Academy: NAME OF SCHOOL

Hazard #	Hazard Description	Persons at Risk	Current Mitigation	Severity / Impact	Likelihood	Risk Score	Future Mitigation	Severity / Impact	Likelihood	Residual Risk	ACTION		Comments/linked documents/Actions
											WHO	WHEN	
R1	Inadequate First Aid Equipment	Staff Students Visitors Contractors Hirers	First Aid Containers in all departments, these are monitored each half term to ensure contents are suitable and sufficient  Contents compliant with guidance set out in the DfEE Guidance on First Aid for Schools  Access to automated external defibrillator (AED)	5	1	5				0			<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf</a>
R2	Medium risk school activities e.g. secondary science, DT (machinery), swimming pool on site etc.	Staff Students	All first aiders trained to First Aid at Work standard (FAW)  PE staff trained to Emergency First Aid At Work level (EFAW)	5	2	10	Activity specific risk assessments reviewed	5	1	5	Annual	Faculty Director or appointed deputy	Refer CLEAPSS
R3	Ratio of First Aiders to staff/students not adequate to provide first aid for risks to staff also provide sufficient cover for the student population / need	Staff Students Visitors Contractors	Ratio of first aiders-staff/students in line with guidance provided by GOV.UK (see link found in comments R1)  Suitable and sufficient provision for lunchtimes and breaks □ Suitable and sufficient provision for leave and in case of absences e.g. sickness/holiday/training  First-aid provision for off-site activities i.e. school trips.  Suitable and sufficient provision for practical departments, such as science, technology, home economics and physical education;  Suitable and sufficient provision for out	5	1	5				0			The HSE recommends that if you work in a company with 5-50 workers, there should be at least one person trained in first aid.  Another first-aiders should be in place for every 50 workers after that. Accidents can happen, even in low risk organisations with few employees. <b>16 Mar 2017</b>  Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. Schools should base their provision on the results of their risk assessment.  An appointed person is someone to take charge when someone falls ill or is injured at work, including calling an ambulance if needed; look after the first aid box and other first aid equipment, including restocking the box; and. keep records of treatment given.

R4	Community use of school facilities (le	Staff Hirers	Hirers are aware of emergency procedures and what first aid arrangements are in place. (access to phone / first aid kit / automated external defibrillator (AED))	5	1	5			0				
R5	Site Staff working outside normal scho	Staff	Access to a first aid kit and mobile phone is sufficient for the level of risk	5	1	5			0				
R6	Underlying health conditions such as eczema, asthma, diabetes and severe allergies or prescribed medication on a temporary or long-term basis.	Staff Students	Managing medical needs Policy appropriately reviewed and communicated	5	1	5			0				
R7	Insufficient record of incidents leading to non-compliance with Managing Health & Safety Regulations 1999	School management	Key personnel trained in specific health First Aid Reports completed by first aiders following minor scrapes.  Accident, Incident and Near Miss Reports Forms completed by Operations Manager following serious incidents e.g. violence, head injuries, bone fractures.  RIDDOR completed by Operations Manager following RIDDOR reportable	5	2	10	Collate accident, incident and near miss statistics for review by local health and safety committee and report to governing bodies	5	1	5	School H&S Committee	Spring Term Summer Term Autum Term	<a href="https://www.hse.gov.uk/riddor/">https://www.hse.gov.uk/riddor/</a>

Date	Assessor	Review Date	Signature	Version

SEVERITY			PROBABILITY		
Outcome	Example	Score	Outcome	Example	Score
<b>MINOR</b>	Small cuts, grazing Slight inconvenience	<b>1</b>	<b>UNLIKELY</b>	No previous history No reason to believe likely outcome	<b>1</b>
<b>SERIOUS</b>	Bumps to head Procedures not understood	<b>2</b>	<b>POSSIBLE</b>	Similar event happened in the past "may exist or happen, but is not certain or probable"	<b>2</b>
<b>MAJOR</b>	Broken or fractured bones Procedure deliberately ignored	<b>3</b>	<b>PROBABLE</b>	Same event happened in past "likely to happen or be the case"	<b>3</b>
<b>CATESROPHIC</b>	Fatal accident School closure	<b>5</b>	<b>HIGHLY PROBABLE</b>	Same event has happened regularly Certainty of outcome	<b>5</b>

**Probability score x Severity score = Risk Rating total**

Risk rating total	
<b>1-5</b>	<b>Low Risk</b>
<b>6-15</b>	<b>Medium Risk</b>
<b>25</b>	<b>High Risk</b>

# 13. Appendix 2 – Accident Report Form

Copies of this report form to:

White: Health & Safety Manager

Pink: For inclusion in secure site accident file



Marches Academy Trust

(Please see guidance overleaf)

## Accident, Violence & Near Miss Report Form

Please print details clearly:		<b>RIDDOR</b>					
Serial No. <b>454</b>		Fatality <input type="checkbox"/>		Dangerous Occurrence <input type="checkbox"/>		Major Injury <input type="checkbox"/>	
				Over 7 day Injury <input type="checkbox"/>		Minor Injury <input type="checkbox"/>	
						Near Miss <input type="checkbox"/>	
<b>Person Involved</b>	<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Service User <input type="checkbox"/> Contractor <input type="checkbox"/> Pupil <input type="checkbox"/> Agency <input type="checkbox"/> Volunteer <input type="checkbox"/> W/Exp <input type="checkbox"/> Trainee <input type="checkbox"/>						
	Surname: _____			Date of Birth: / /		Directorate: _____	
	Forename(s): _____			Male <input type="checkbox"/> Female <input type="checkbox"/>		Team _____	
	Home Address: _____			Employee No: _____ <small>Mandatory if person involved is an employee</small>		Job Title _____	
Known As: _____			Post Code: _____		Post No: _____ <small>Mandatory if person involved is an employee</small>		
Tel: _____			Activity at the time of incident: _____				
Signature: _____			With supervision/authority YES <input type="checkbox"/> NO <input type="checkbox"/>				
Data Protection Act. Employee Consent <input type="checkbox"/>							
<b>Location</b>	Workplace address: _____			Exact location of accident/incident _____		Date & Time of incident:	
	Tel. No. _____					Date: / / Time: am/pm	
<b>Witness</b>	Surname: _____			<b>Form completed by</b>	Surname: _____		
	Forename(s): _____				Forename(s): _____		
Tel. No. (work): _____			Tel. No. Home: _____		Tel. No. _____		
					Job Title: _____		
<b>Incident</b>	State briefly what happened, include details of injury/violence/near miss dangerous occurrence and any treatment given: _____					Further investigations Yes <input type="checkbox"/> No <input type="checkbox"/>	
						By whom _____	
						By when _____	
						First aid given: Yes <input type="checkbox"/> No <input type="checkbox"/>	
						Name of First Aider: _____	
					Referred to GP: Yes <input type="checkbox"/> No <input type="checkbox"/>		
					Sent to Hospital: Yes <input type="checkbox"/> No <input type="checkbox"/>		
					Name of Hospital: _____		
<b>Medical</b>	Part of body affect: _____			Type of injury: _____			
<b>Manager or Responsible Officer's Actions</b>	Basic Causes: _____			Returned to pre-accident job: Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Steps taken to prevent a re-occurrence: _____			Risk Assessment Reviewed: Yes <input type="checkbox"/> No <input type="checkbox"/>			
				Work Procedure Reviewed: Yes <input type="checkbox"/> No <input type="checkbox"/>			
				<b>Violence:</b> Name of Aggressor: _____			
				Physical Abuse Major <input type="checkbox"/> Minor <input type="checkbox"/>			
				Abusive behaviour, intimidation, harassment <input type="checkbox"/>			
			Behavioural issues of pupil/service user <input type="checkbox"/>				
			Employee to employee <input type="checkbox"/>				
			Non-employee to employee <input type="checkbox"/>				
			Non-employee to non-employee <input type="checkbox"/>				
			Do you consider this a hate crime? Yes <input type="checkbox"/> No <input type="checkbox"/>				
			Were Police involved? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Estimated Absence _____ Weeks _____ Days			Reported under RIDDOR Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name (print): _____			If YES: Date / /				
Job Title: _____			Incident Reference No. _____				
Signature: _____ Date / /			Were HSE involved? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Tel. No. _____							

**Document Control**

Policy Owner	Operations Managers & CFOO
Scope	All staff, Trustees and Governors
Last Updated/Reviewed	January 2022
Effective from	July 2021
Next planned reviewed date	September 2022
Status	Approved
Date of approval	07.07.21 by Executive Lead Team & reviewed by CFOO in January 2022
Summary of last revision	No changes in January 2022
Related Policies/Documents	<ul style="list-style-type: none"><li>▪ Supporting children with medical conditions policy.</li><li>▪ Health &amp; Safety Policy.</li><li>▪ Safeguarding and Child Protection Policy.</li></ul>
Policy control survey	Please complete this survey and provide feedback if you have had to use this policy <a href="https://forms.office.com/r/HMeZtB29Si">https://forms.office.com/r/HMeZtB29Si</a>