



FULHAM PREP SCHOOL



FULHAM SENIOR SCHOOL

**FULHAM PREP SCHOOLS
ACCIDENT AND ILL-HEALTH
RECORDING, REPORTING &
INVESTIGATION POLICY**

Created by LW: 7th February 2016
Adopted: 8th February 2016
Next review by the Head: September 2018

This Policy sits alongside The First Aid Policy and Administration of Medicines Policy.

Accident Procedures

At Fulham Prep Schools, we provide a safe and well supervised learning environment for every child. All members of staff hold the one day Schools First Aid course and the School Welfare Officer holds the 2 day First aid at Work certificate as listed in Appendix 1.

Staff are trained every three years and the School welfare Officer keeps a record of the dates when training is required and will liaise with the Head for suitable times to run the updated courses. Fully qualified First Aiders are on the premises at all times. A First aider will always accompany children off-site for games, school trips and school residential.

The list of staff with current First Aid certificates are found in Reception of each building, the Medical Room, Kitchen, Music block and all floors of our main school buildings. The list of certificates can be found in Appendix 1 of this policy.

The School has two defibrillators, both of which are located in Reception of each building. Staff members are trained on an annual basis. A list of staff with current AED certificates are found in Reception, the Medical Room, Kitchen, Music block and on all floors of the school buildings. It can be found in Appendix 1 of this policy.

The appropriate number of First Aiders and Defibrillator trained staff are identified after all the relevant factors have been taken into account, including layout of building, foreseeable absence of first aid personnel and number of pupils on and off site. The School Welfare Officer maintains a list of First Aiders and defibrillator users.

1. **An accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
2. **A near miss/incident** is an unplanned event that does not cause injury or damage but could do so.
3. **A work-related illness** is an illness contracted by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

Reporting and record keeping

All accidents to staff and those deemed necessary to the children by the School Welfare Officer resulting in personal injury must be recorded in the school's Accident Book which can be found in the Medical Room. Employees must ensure that they are aware of the location of the Accident Book at the site where they are working.

Completed accident forms are kept in the Medical Rooms. These are looked at monthly by the School Welfare Officer and the Bursar to look for patterns, and to ensure appropriate action is taken. A major accident or incident would always trigger an immediate investigation as to the causes and how to prevent it being repeated.

Incidents and work related ill-health needs to be reported directly to the Head, line manager, School Welfare Officer.

All other injuries to the children not requiring the Accident Book will be recorded onto the MiS.

Minor Accidents

During the course of a day at school a child may suffer from a minor accident. If this happens the staff will follow this procedure:

- ✚ Accidents arising within the school environment should be assessed initially by the Class Teacher or staff member on duty. Minor incidents are then to be sent to the School Welfare Officer or the Primary First Aider for treatment to be administered.
- ✚ All staff must follow basic hygiene procedures when dealing with cuts and grazes. Disposable gloves are provided and must be used when dealing with spillages of blood and bodily fluids.
- ✚ In the event of a minor accident (scraped knee, bruised leg) - Class teacher to inform parents/guardians at pick up. The School Welfare Officer or Primary First Aider will notify parents/guardians if deemed to be necessary.
- ✚ When a head injury has occurred, the class teacher initially will be informed and then a call to the child's parents by the School Welfare Officer.
- ✚ All incidents will be recorded on the MiS.

Major Accidents

Occasionally a child may suffer from a major accident that requires professional medical help, if this occurs staff will follow this procedure:

- ✚ The School Welfare Officer or Primary First Aider will attend to the injured party at the site.
- ✚ The School Welfare Officer will assess if the situation requires immediate treatment by an ambulance or if the Parent/Carer can be contacted and take the child themselves. If there is any doubt an **ambulance will be called immediately**.
- ✚ If a child requires hospital attention, the School Welfare Officer or Primary First Aider will call 999 for an ambulance. The School Welfare Officer or Primary First Aider will accompany the child, with medical details and a mobile phone to the hospital. The School Welfare Officer or appointed First Aider will remain with the pupil at the hospital until parents/guardians arrive.
- ✚ If an ambulance is not required a phone call will be made to the child's Parent/Carer and the child will be kept calm and comfortable in the medical room. The School Welfare Officer or Primary First Aider will remain with the child until the parent/carer arrives.
- ✚ An accident form will be filed out either by a witness to the incident or the School Welfare Officer, and details recorded on the MiS.
- ✚ A telephone call will be made to RIDDOR/and Ofsted by the School Welfare Officer AFTER consultation with the Head teacher, Bursar or Site Officer. A follow up by School

Welfare Officer to injured party at the earliest convenient time. All staff involved in incident to be reassured after incident.

Notifiable Diseases

Under the Public health (Infectious Disease) regulations 1988 we are expected to notify our local Health Protection Agency of any Notifiable Diseases. A full list can be found with the School Welfare Officer.

Management of Diarrhoea and vomiting

Pupils are actively encouraged to wash their hands thoroughly as it one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting. Hot water and liquid hand soap are used and hands are dried on hand dryers or paper towels.

Hand gel is found in the corridors. If a child or staff member has been off with a case of diarrhoea and vomiting they should be instructed not to return to school until 48 hours from the last episode of diarrhoea or vomit.

In the case of an outbreak of vomiting and diarrhoea the school will immediately contact Public health England and follow any specific advice on controlling the outbreak.





Pre-Prep only: 'Help card system'

Each Class Teacher has been issued with a Help Card displaying the green first aid symbol for their classroom use. If a staff member is in a situation where no other adult is around when a serious incident arises, the Help Card will be given to a responsible child to take to the nearest staff member, pass on the card along with details as to where the incident is.

These Help Cards should be affixed to the back of the classroom door, at child height, for easy removal. The School Welfare Officer is Responsible for ensuring a Help Card is located within every classroom and other rooms/halls used by staff and pupils around the school premises. A Help Card will also be kept in the playground bag.

Accidents Outside of School

Incidents causing injury or death may be caused by:

-  Natural causes;
-  Traffic accidents;
-  Deliberate acts of violence;
-  Accidents of any sort.

When dealing with an incident causing serious injury or death please follow this procedure:

- ✚ Treat the injured immediately;
- ✚ Contact the ambulance service if necessary 999;
- ✚ Group Leader escorts injured to hospital;
- ✚ Accompanying teacher or responsible parent remains with the group – who should be calmed and reassured;
- ✚ Group Leader contacts the Head teacher or line manager or School Welfare Officer;
- ✚ If unavailable, contact any member of the Senior Management Team;
- ✚ Head, SMT or School Welfare Officer will contact parents and inform them of the situation;
- ✚ Group Leader must keep the Head, SMT or School Welfare Officer updated throughout the event;
- ✚ Make a detailed report of what happened. Ask witnesses to make a note of what they saw and keep it filed with your report.

Appendix One

Current list of First Aiders

Name	Expiry	Qualification	Provider	Site
Alex Helsby	Feb 2020	Schools First Aid	St John Ambulance	Prep
Alice Gent	Feb 2019	Schools First Aid	St John Ambulance	Prep
Angus McDonald	Feb 2020	Schools First Aid	St John Ambulance	Prep
Becky Cotter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Ben Milburn	Feb 2020	Schools First Aid	St John Ambulance	Prep
Bill Roberts	Feb 2020	Schools First Aid	St John Ambulance	Prep
Brendan O'Keefe	Jul 2018	Schools First Aid	St John Ambulance	Prep
Bridget Potgieter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Carmel Martin	Feb 2020	Schools First Aid	St John Ambulance	Prep
Carolyn Parrish	Feb 2020	Schools First Aid	St John Ambulance	Prep
Claire Hardwick	Feb 2019	Schools First Aid	St John Ambulance	Prep
Corine Auld	Feb 2020	Schools First Aid	St John Ambulance	Prep
Dianne Bonnet	Feb 2020	Schools First Aid	St John Ambulance	Prep
Ed O'Brien	Feb 2019	Schools First Aid	St John Ambulance	Prep
Emma Lewis	Feb 2019	Schools First Aid	St John Ambulance	Prep
Hannah Scott	Feb 2019	Schools First Aid	St John Ambulance	Prep
James Marshall	Feb 2020	Schools First Aid	St John Ambulance	Prep
Joel Wardle	Feb 2020	Schools First Aid	St John Ambulance	Prep
Jonty Stewart	Feb 2019	Schools First Aid	St John Ambulance	Prep
Karen Coles	Dec 2018	Outdoor Emergency First Aid	BASP UK LTD	Prep
Kate Sanderson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Katherine Ffrench Constant	Feb 2019	Schools First Aid	St John Ambulance	Prep
Kylie Bezzina	Feb 2020	Schools First Aid	St John Ambulance	Prep
Laura Rodgers	Feb 2019	Schools First Aid	St John Ambulance	Prep
Lesley Warrington	Oct 2018	Schools First Aid	St John Ambulance	Prep
Lisa Garson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Lucy Prior	Feb 2019	Schools First Aid	St John Ambulance	Prep
Mary McGavin	Feb 2020	Schools First Aid	St John Ambulance	Prep
Matt Arthur	Feb 2019	Schools First Aid	St John Ambulance	Prep
Michael Russell	Feb 2020	Schools First Aid	St John Ambulance	Prep
Nancy Meyrick	Feb 2020	Schools First Aid	St John Ambulance	Prep
Neil Brooks	Feb 2020	Schools First Aid	St John Ambulance	Prep
Nicole Thrower	Feb 2020	Schools First Aid	St John Ambulance	Prep
Pam Hanratty	Feb 2020	Schools First Aid	St John Ambulance	Prep
Paul Roberts	Feb 2020	Schools First Aid	St John Ambulance	Prep
Philippa Stevenson	Feb 2019	Schools First Aid	St John Ambulance	Prep
Piers Young	Feb 2020	Schools First Aid	St John Ambulance	Prep
Rebecca Buckham	Feb 2020	Schools First Aid	St John Ambulance	Prep
Richard Abbott	Feb 2019	Schools First Aid	St John Ambulance	Prep
Roberto Cacciaglia	Feb 2020	Schools First Aid	St John Ambulance	Prep
Sarah Coyte	Feb 2020	Schools First Aid	St John Ambulance	Prep
Sarah Kelly	Feb 2020	Schools First Aid	St John Ambulance	Prep
Steve Watson	Feb 2020	Schools First Aid	St John Ambulance	Prep
Storm Porter	Feb 2020	Schools First Aid	St John Ambulance	Prep
Tony Mills	Feb 2020	Schools First Aid	St John Ambulance	Prep
Wayne Bolton	Feb 2020	Schools First Aid	St John Ambulance	Prep

Name	Expiry	Qualification	Provider	Site
William Hanna	Feb 2020	Schools First Aid	St John Ambulance	Prep
Zak Siva	Feb 2020	Schools First Aid	St John Ambulance	Prep
Di Murphy	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Di Steven	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Fiona Dunkley	May 2020	Paediatric First Aid	St John Ambulance	Pre-Prep
Fiona Dunkley	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Jackie Mitchell	June 2020	Paediatric First Aid	St John Ambulance	Pre-Prep
Julie Cummings	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Lisa Kockott	Feb 2019	Emergency First Aid	St John Ambulance	Pre-Prep
Arabella Northey	Jan 2020	Schools First Aid	St John Ambulance	Senior

Current List of AED & CPR Trained Staff

Provider: EDIP Training services

Expiry: January 2018

Lesley Warrington

Carole Ellis

Sarah Kelly

Paul Roberts

James Marshall

Karen Coles

Hannah Scott

Victoria Sanchez

Jonty Stewart

Alice Gent

Lisa Garson

Alexandra Helsby

Di Steven

Jackie Mitchell

Carrie Piper

Ali Henderson

Maggie Hamilton

Di Murphy

David Haggar

Lisa Kockott


Appendix Two

The locations of the First Aid kits:

Pre-Prep

-  The medical room
-  Reception
-  Staffroom
-  New Playground
-  Sports office
-  School vehicles

Prep School

-  The medical rooms
-  School vehicles
-  School office
-  Staff room
-  Library
-  Science Laboratories
-  Art
-  DT
-  The music block