



First Aid and Accident Reporting Policy

1. Introduction

- 1.1 The policy outlines the support provided by Haileybury to ensure that the First Aid needs of pupils, staff and visitors are met. This policy, along with relevant Health Centre policies and procedures provide a framework to facilitate the care of a sick or injured pupil whilst in the care of the School as a day pupil or a boarder or a sick or injured member of staff.
- 1.2 The aim of First Aid is to reduce the effects of an injury or illness. This may or may not have been caused by a situation within the School itself. What is 'adequate and appropriate' will depend on the circumstances and the School is required to assess what its First Aid needs are.
- 1.3 The Health and Safety (First Aid) Regulations 1981 require the School as an employer to provide adequate and appropriate First Aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work. The Independent School Regulatory Requirements demand that the School ensures that First Aid is administered in a timely and competent manner by the drawing and effective implementation of a written First Aid policy.
- 1.4 This policy outlines the procedures that are to be adopted when any employee or contractor experiences an accident, near miss or dangerous occurrence on the school's premises. This policy will also apply to visitors and pupils who are not at work. Procedures are also included for our employees or pupils who may be injured at other sites during external visits.

2. Objective

Haileybury aims to ensure First Aid provision is available at all times.

3. Definitions and clarifications

- A First Aider is someone who has completed the training course in 'First Aid at Work' (three day). First Aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.
- An appointed person (one day course) can provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances, they typically are in charge of looking after First Aid equipment and would be responsible for calling the emergency services in the event of a serious injury or illness.
- The "First Aid at Work" qualification does not include giving tablets or medicines to treat illness. Within Haileybury, this falls within the remit of the Health Centre and only if required.
- Accidents are defined by the school as a unplanned event that has caused:
 - Injury to a person and/or damage to property; or
 - Occupational disease to a person; or
 - A dangerous occurrence, defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Incidents are defined by the school as events that have caused:
 - A near miss, that could have resulted in an accident as defined above.
 - Contamination of an individual or a workplace by a substance that does not result in immediate harm but could have long term health consequences.
 - An environmental incident

4. Legal indemnity of First Aiders

It is unlikely that First Aid personnel giving assistance to a pupil, colleague or visitor will become subject to legal action as a result of the deterioration in the individual's condition. However, the School will guard against this

possibility through its insurance policies. These provide indemnification for any trained member of staff who assists an individual on the School site or in a School activity who becomes ill or is injured.

5. Responsibilities

5.1 Heads of Departments/Managers

- Heads of Departments/Managers should ensure first aid requirements are considered within their risk assessments for regular tasks and all foreseeable risks associated with the work of the department, including identifying staff training requirements and liaising with the Health and Safety Manager on this matter.
- Heads of Department/Managers should ensure they have informed their members of staff of the arrangements for First Aid and details in this policy.
- The Head of Department/Manager should ensure that all internal accident reporting procedures are completed.
- Line Managers must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- Heads of Department/Managers are responsible for ensuring department first aid kits are in place and suitably stocked; this maybe something a technician can assist with, for example.

5.2 All Staff

- All staff must ensure they are aware of the First Aid arrangements at Haileybury.
- The member of staff that a pupil first approaches to inform of an injury is responsible for completing the online accident report form. Even if the pupil attends the Health Centre the member of staff first approached is required to complete the accident report form.
- If an injury occurs to a pupil or a member of the public on the school's premises that results in their removal from site for hospital treatment, this must be immediately reported to the Health & Safety Manger via the accident report form.
- Staff organising events are responsible for ensuring that sufficient provision of First Aid during the event is assessed and that suitable arrangements are in place. This should be done by liaising with the Health and Safety Manager. The event organiser must report all incidents/accident on the Haileybury report form.
- Ensure that contractors report accidents and incidents both to the person in control of their work at the School and their own employer.
- Ensure that non-employees (e.g. visitors) report accidents and incidents to the person hosting them and that these are recorded on the Haileybury Accident/Incident Report Form.
- Report, in the same way, injuries which occur whilst on a school trip or carrying out School duties off-site and ensure that the occupier of the site where the accident happened is advised accordingly.
- If a pupil becomes unwell ensure they are escorted by an adult or another pupil to the Health Centre.
- If they discover an injured person, take responsibility for their care.

5.3 Health and Safety Manager

- The Health and Safety Manager is to ensure the written process for First Aid is kept up to date and made available to all members of staff.
- The Health and Safety Manager will ensure First Aid training records are kept up to date and accessible.
- In conjunction with the Health Centre, the Health and Safety Manager will make an assessment of First Aid needs appropriate to the circumstances of Haileybury.
- The Health and Safety Manager will provide advice regarding first aid requirements and training, working with the Senior Master to ensure appropriate staff complete the required first aid training.

5.4 First Aiders

- First Aiders and appointed persons (including staff that have completed the 1 day EFAW course) must ensure their nearest First Aid kit is easily accessible and well stocked.
- First aiders are expected to assist in a flexible approach if called upon to provide first aid treatment e.g. they may be required to attend a different location to where they are working, in order to provide first aid.

5.5 Visitors/Contractors

- Any non-employee who is involved in an accident or near-miss incident whilst on the school's premises they must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the Visitor/Contractor must obtain the assistance of a responsible person to ensure that this procedure is adhered to.
- Visitors are provided with details of first aid arrangements when they sign in at reception.
- Contractors are required to include first aid provision in the planning of the work they are undertaking on behalf of Haileybury, such details should be documented in their risk assessments. Haileybury provides details of the nearest hospitals and Haileybury arrangements to contractors for their information, however Haileybury does not provide general first aid cover for contractor activities. If there was an emergency involving a contractor Haileybury would of course assist wherever possible.

6. Pupil welfare and the Haileybury Health Centre

- 6.1 Haileybury has a resident Medical Officer, (School Doctor) together with a skilled nursing staff who all provide access to medical care for pupils 24 hours a day, seven days per week in term time.
- 6.2 Day pupils may be registered with the doctor of their choice. The School will carry out all first aid measures in the event of an accident or emergency. Parents, or the pupil's family doctor, will then take whatever further action is required.
- 6.3 Where a day pupil has a medical condition which may suddenly surface in class, in games, in an activity at school or on a school trip, relevant staff are made alert to this before the problem arises. Obvious examples are epilepsy, severe asthma and severe allergies. Parents are required to provide this information on joining the School. This is especially important where the pupil has to have special medicine close at hand or administered by the Health Centre.
- 6.4 The Health Centre fulfils many roles including:
- An NHS GP practice, where pupils can book appointments with either a male or female GP or nurse. It is a dispensing practice so all medication is dispensed to pupils without the need to visit a pharmacy. There are daily surgeries for routine appointments.
 - Pupils are cared for at the Health Centre if they are unwell and unable to attend lessons. Six nurses provide 24-hour care in term time. If boarders are unwell, they will be nursed in the Health Centre until they have recovered sufficiently to return to school.
- 6.5 The Health Centre has in place a policy for the 'Care of Boarders who are unwell', which links to this general First Aid Policy. Key points covered by the policy are:
- Haileybury Medical Care
 - Protocol For Administering Medication to Boarders
 - Medicines and Treatments Brought to School for Pupils
 - Emergency medical treatment
 - Pupils with particular medical conditions
- 6.6. Infection Control - The Health Centre also has in place a 'Procedure for Managing Spills of Blood and Bodily Fluids', which covers the equipment required and process to follow. This procedure has also been shared with the Domestic department for cleaning staff to follow if required. If the Health Centre treats a number of pupils from the same boarding house for sickness, for example, they will contact the Domestic Services department to request a deep clean of the house and more regular general cleaning, in an effort to prevent the spread of infection.

7. First Aid arrangements at Haileybury

WHAT TO DO IF FIRST AID IS REQUIRED

In a life threatening emergency

Call an ambulance on 999. Haileybury's postcode is SG13 7NU
Term time: Then call the Health Centre on 6494 or 01992 706494
Every time: Then please inform the Porters on 6225 or 07827 344184

If First Aid is required

Contact the nearest qualified first aider.

If there is no First Aider in the immediate vicinity, ring the emergency First Aid number, operational 24 hours a day:

Externally: 01992 706494 or Internally: 6494.

Please note: this number is only to be used when emergency First Aid is required, i.e. a pupil, colleague or visitor is significantly injured. If they need a plaster or very basic First Aid please contact the nearest First Aider, the list is displayed in each office, department, and with HMs in each boarding house.

7.1 During Term Time

- The above emergency first aid number will go directly to the nurses in the Health Centre. The nurses undertake a triage to decide on the best course of action. The Health Centre operates 24 hours a day during term time.
- If the injured person cannot move or walk then the nurse will attempt to attend to such First Aid requests. If the injured person can move or walk then a member of staff should escort them to the Health Centre. If helpful, a member of staff can drive a pupil to the Health Centre in their car as this is covered by the insurance policies held by Haileybury.
- If the nurse is unable to leave the Health Centre to attend the injured person, the nurse will advise the best course of action e.g. the member of staff should try to find a First Aider or use their own first aid skills or contact the ambulance service on 999 and then advise the Porters Lodge and Health Centre of the situation.
- The Health Centre, HM or an appropriate member of staff are responsible for escorting a pupil to hospital, depending who is overseeing the situation. All staff are advised in their induction training that if the Health Centre is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a pupil in hospital as appropriate, and until further arrangements are implemented.
- Within the Health Centre there are six nurses and one resident doctor, all nurses are qualified to a minimum of the three day 'First Aid at Work' certificate; many have previously worked in Accident and Emergency departments. A minimum of one nurse is always present in the Health Centre, 24 hours a day when pupils are onsite.

7.2 During School Holidays

- The above emergency first aid number will go directly to the Duty Porter.
- The Duty Porter will contact the First Aider nearest to the injured person and arrange for the First Aider to attend the incident. Although the Duty Porter is not required to attend the incident s/he will liaise with the First Aider and be responsible directing the ambulance to the location of the injured person.

7.3 Access to First Aid Kits

- There are a number of First Aid kits around the School; a full list is available in Appendix 4. Each appointed First Aider will also have easy access to a First Aid kit and keep it suitably stocked. Each department is responsible for maintaining their First Aid kit. House Matrons are responsible for ensuring first aid kits are suitable stocked in their boarding house, details are recorded via their monthly H&S checks.
 - If additional First Aid kits or stock is required this is available via the book-room.

7.4 First Aid on school trips

- Planning and arrangements for all school trips require a risk assessment to be completed via the Evolve system, this must include first aid provision; either from Haileybury staff or identify the provision at the site being visited. The risk assessment should identify any specific hazards requiring dedicated first aid provision e.g. a teacher that has completed first aid training may be required to attend the trip if a pupil has a particular medical need.
- The teacher responsible for the trip must liaise with the Health Centre to ensure that, before departure, pupils identified as requiring special medical items have got them (e.g. asthma inhalers, allergy epipens). Tablets or medicine is likely to be kept in First Aid kits whilst on school excursions. Details of pupil medical needs are also found on the EVOLVE system for planning trips.
- A supply of rucksacks specifically for use on general school trips is kept in the Porters Lodge, which contain a general first aid kit, the Health Centre is responsible for ensuring these are suitably stocked. All School minibuses carry a small First Aid kit, all School minibus drivers (who operate the transport routes for day pupils), have completed basic First Aid training.

7.5 First Aid on overnight or adventurous activity trips

Overseas trips, overnight trips, trips involving adventure training and any trip involving swimming in open water or boating must have specific Risk Assessments completed and submitted to the EVC for approval. As part of the above Risk Assessment process, the teacher must ensure sufficient trained First Aiders are attending the trip or there is first aid provision to cover the pupils at the activity centre/venue. The teacher should ensure basic First Aid equipment is taken on the trip.

The Health Centre will provide First Aid kits for school trips; the trip leader must:

- give the Health Centre 2 weeks' notice of when a specific First Aid kit is required
- include a pupil list for the excursion to ensure specific medical needs for individuals can be catered for

7.6 First Aid during outdoor sporting events organised by the School

- First Aid for sports during the school day will be covered by the Health Centre staff, sports teaching staff and qualified First Aiders. Indoor sports taking place in the sports complex will have First Aid provided by the Sports Complex Staff, who are fully qualified First Aiders (3 Day FAW).
- The emergency First Aid number, 01992 706494 should be used to directly contact the nurses or the Health Centre. The Health Centre, where possible, will attend the incident and if required use the school ambulance to transport the casualty to the Health Centre. If the School Doctor is not present during a sports event, she will be on call and serious injuries are communicated immediately by a member of staff via a phone/radio. The Emergency Services will be contacted by the Health Centre if required.

7.7 Arrangements for home weekend sports fixtures

First Aid cover for weekend sports fixtures is overseen and arranged by the School Doctor. The Health Centre will be open during fixtures to receive injured pupils if required and for administration purposes; however immediate First Aid treatment will be given pitch side. The First Aiders use a golf buggy for access and radios for communication. If a serious injury occurs the pitch side First Aider will contact the School Doctor directly.

The First Aid cover provided pitch side:

- Rugby matches (all ages) – the School Doctor is present, along with a Health Centre nurse, one member of staff with a Pitch side First Aid qualification and a sufficient number of “spotters” to report incidents/injuries to the School Doctor.
- Hockey, netball, lacrosse, football – one nurse, the school Physiotherapist and one member of staff with a Pitch side First Aid qualification are pitch side. The School Doctor will be contacted immediately if required.
- Lower School Rugby Matches – School Doctor is pitch side

7.8 First Aid provision at Haileybury Social Events

The person organising a large scale event (100+ people) on School premises will ensure that First Aid provision (i.e. appropriate trained first aiders and equipment) is considered as part of the overall event Risk Assessment. The organiser will be responsible for ensuring sufficient provision is available during the event, it is recommended that the Health Centre is advised of such events and requirements. If any support or guidance is required please contact the Health and Safety Manager.

7.9 First Aid in the Science Department

- The School is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). CLEAPSS is an advisory service providing support and guidance in science and technology for schools.
- The HSE recommends that “Special additional training may be necessary to cover less common risks so that First Aiders can cope with particular problems.” (The HSE Approved Code of Practice Regulation 3). There will be good liaison between the Science Department and the First Aiders to help avoid confusion arising from differing advice. Science staff will be able to hand over relevant science-specific information to any First Aider who is called to attend a casualty in the Science Department. Science technicians will complete the necessary training to be qualified first aiders, using their specialist knowledge to provide suitable first aid treatment in the science department.
- The Head of Science must ensure that all staff in the department are trained to provide immediate remedial measures and that risk assessments for activities include the need to ensure that any emergency materials are provided as appropriate. This training should comprise part of induction for all new members of the department and brief drills held regularly to remind staff of them.
- Please see the Science Department Health and Safety Policy for full details of the Haileybury Science Department First Aid arrangements, including a list of immediate remedial actions and liaison with First Aiders.

8. First Aid Training

Haileybury will ensure that school specific First Aid training is provided for:

- key personnel in high risk departments, for example outdoor adventure activities, contact sports and the Science Department
- All House Masters and Mistresses (HMs) and House Matrons - a minimum of the ‘Emergency First Aid at Work’ (EFAW one day course) course, in order to equip them with the skills and knowledge to deal with an emergency situation in their boarding house
- Appointed First Aiders - approved ‘First Aid at Work’ training (three day course)
- an ‘Emergency First Aid at Work’ (one day course) for appointed persons and for sports coaches using an external trainer
- Porter/Security team - a minimum of the one day ‘Emergency First Aid at Work’ course and defibrillation training

9. List of trained First Aiders (see Appendix 3)

- There are currently 44 members of staff that have undertaken the three day ‘First Aid at Work’ course and are appointed First Aiders at Haileybury, each First Aider should have an easily accessible First Aid kit. The list of staff can be found in Appendix 3 and 4. The ‘First Aid at Work’ Certificate is valid for 3 years, after this time First Aiders will undergo the 2 day requalification course.
- The First Aid assessment of need, made in line with HSE’s recommendations to include pupils and public in the equation, suggests that there should be a minimum of 27 First Aiders during term time. However this does not take into account additional First Aiders to cover annual leave/absences, therefore it is recommended that a minimum of 40 First Aiders are in place during term time. This requirement drops to 10 during school holidays when there are no pupils or teachers at work, to cover leave/absences it is recommended there are at least 10 first aiders on site during school holidays.
- Support staff will receive a small remuneration for their role as a First Aider at Haileybury.

10. Defibrillators

Automated defibrillators are located in the Post Room, Sports Complex, Music School Atrium and in the Health Centre. Although a number of staff have received the appropriate training in using the defibrillator, automated defibrillators are designed to be used by anyone (trained or not), therefore all staff are encouraged to use the defibrillator if it is required. Haileybury will provide staff training in the use of defibrillators, to ensure all staff are confident to use the Automated External Defibrillators (AED) around the school campus.

11. Incident Recording Requirements: legal requirements and informing parents

- All staff have a responsibility to record incidents to ensure the school is aware of any injuries to pupils or staff, this information is particularly important should a parent contact the school about their child's injury.
- Haileybury needs to ensure there has been no failing in how we manage H&S matters, which may have contributed to an incident. Investigations are required to determine the causes and aim to prevent recurrence.
- Incident records are required to fulfil our duty of care to staff and pupils by monitoring incidents and learning lessons to manage and reduce the risks causing the incidents.

WHO?

The first person a pupil/member of staff/visitor reports an injury to should ensure the accident form is completed.

HOW?

Online incident/accident report form via the Intranet, click [HERE](#).

WHAT TO RECORD?

- **Incidents** = e.g. pupil has an allergic reaction or a vehicle hits a lamp post.
- **Accidents** = "discrete, identifiable, unintended incident which causes physical harm".
- **Near misses** = an event not causing harm, but has the potential to cause injury, ill health or damage.
- **Pupil/visitor is taken directly to A&E** = whatever caused the injury requiring A&E admission, this must be reported.
- **Occupational diseases** = written diagnosis from GP that employee has a reportable disease linked to occupational exposure.
E.g. carpal tunnel syndrome, occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach, hand-arm vibration syndrome, occupational asthma, e.g. from wood dust and soldering using rosin flux.
- **Sports related injuries requiring first aid attention =**
Sports injuries may not be connected to how we manage the risks from the activity, merely due to the nature of the sport. However, we must recorded to establish whether the injury was caused by:
 1. the condition, design or maintenance of the premises or equipment, or
 2. because of inadequate arrangements for supervision of an activity

Responsibility to record a sports related injury = member of staff in control of the activity.

- The Haileybury electronic Accident/Incident Report Form is accessed via the intranet and will automatically email a copy of the report to the Health and Safety Manager, the Health Centre and HM (if the form is being completed for an injured pupil). The Health and Safety Manager will make the Bursar and Deputy Head aware of any reports received of serious injuries involving pupils.

- Upon receipt of an Accident/Incident Report Form relating to a pupil, the HM should, where appropriate, consult with the Health Centre, inform the pupil's parents and make a note in CPOMS of action taken.
- It is a legal requirement that certain information about accidents is recorded and kept by Haileybury to ensure that they are reviewed regularly and to minimise the likelihood of recurrence. All accidents or incidents will be logged by the Health and Safety Manager so as to identify trends and areas of high risk.
- The Health and Safety Manager will carry out an investigation for significant accidents or incidents. SLT are made aware of accident statistics and trends, as are Governors via the Finance & General Purpose Committee.
- Records and details of injuries, conditions, dangerous occurrences and occupational disease must be kept to at least 3 years.

12. Reporting of Injuries, Disease & Dangerous Occurrence Regulations (RIDDOR)

If the accident falls within the reporting requirements of the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR), the Health and Safety Manager will notify the Bursar and complete the report for the HSE. The accidents detailed below are those which are reportable under the RIDDOR Regulations:

- The death of any person: all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Specified injuries to workers or pupils (regulation 4):
 - 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) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
- Over-seven-day incapacitation of a worker: Accidents must be reported where they result in a pupil, employee or self-employed person being away from work or the School, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Occupational diseases: As an employer, Haileybury must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work: These diseases include:
 - carpal tunnel syndrome
 - severe cramp of the hand or forearm
 - occupational dermatitis
 - hand-arm vibration syndrome
 - occupational asthma
 - tendonitis or tenosynovitis of the hand or forearm
 - any occupational cancer
 - any disease attributed to an occupational exposure to a biological agent.

13. Dangerous occurrences reporting: Gas incidents

- The Maintenance Department is responsible for the gas boilers throughout the School; such equipment is serviced and maintained by an employed Gas Safe registered gas engineer. The gas engineer must provide details to the Estates Bursar of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment, to enable reporting to the HSE. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:
 - an accidental leakage of gas
 - incomplete combustion of gas or
 - inadequate removal of products of the combustion of gas
- Unsafe gas appliances and fittings will be reported using the HSE's online form (F2508 G1).

14. Staff taking medication

Staff should notify their line manager or Head of Department if they are required to take medication that may affect their ability to do their job safely, for example if taking medication which may cause drowsiness the member of staff should not operate machinery or be driving. Teaching staff should also consider their duty of care for pupils and ensure their ability to fulfil this duty is not effected by medication. The School Codes of Conduct provide further guidance on sick leave arrangements and alcohol consumption whilst at work.

15. Policies and forms associated with this procedure

- Haileybury Accident/Incident Report Form
- Haileybury Accident Investigation Policy (inc Investigation form).
- Procedures for managing spills of blood and bodily fluids
- Health Centre infection prevention and control policy
- Policy for care of pupils with specific health needs

16. References and Bibliography

- Health and Safety (First Aid) Regulations
- Approved Code of Practice for the Health and Safety (First Aid) Regulations
- Health and Safety at Work etc Act 1974
- Department for Education – Guidance on First Aid for Schools: A Good Practice Guide.
- Contents of a First Aid Kit: <http://www.hse.gov.uk/firstaid/faqs.htm#First Aid-box>
- ISI Handbook for the Inspection of Schools: The Regulatory Requirements (Effective January 2010)
- MOSA Guidance: "First Aid Provision and Training in Schools" October 2006.
- HSE's leaflet "Incident-reporting in schools - accidents, diseases and dangerous occurrences,"
- MOSA "Protocol for the Administration of Medication, including OTC, in Schools February 2007"

17. Appendices

Appendix 1 – First Aid what to do flow chart

Appendix 2 – Copy of the Haileybury Accident/Incident Report Form

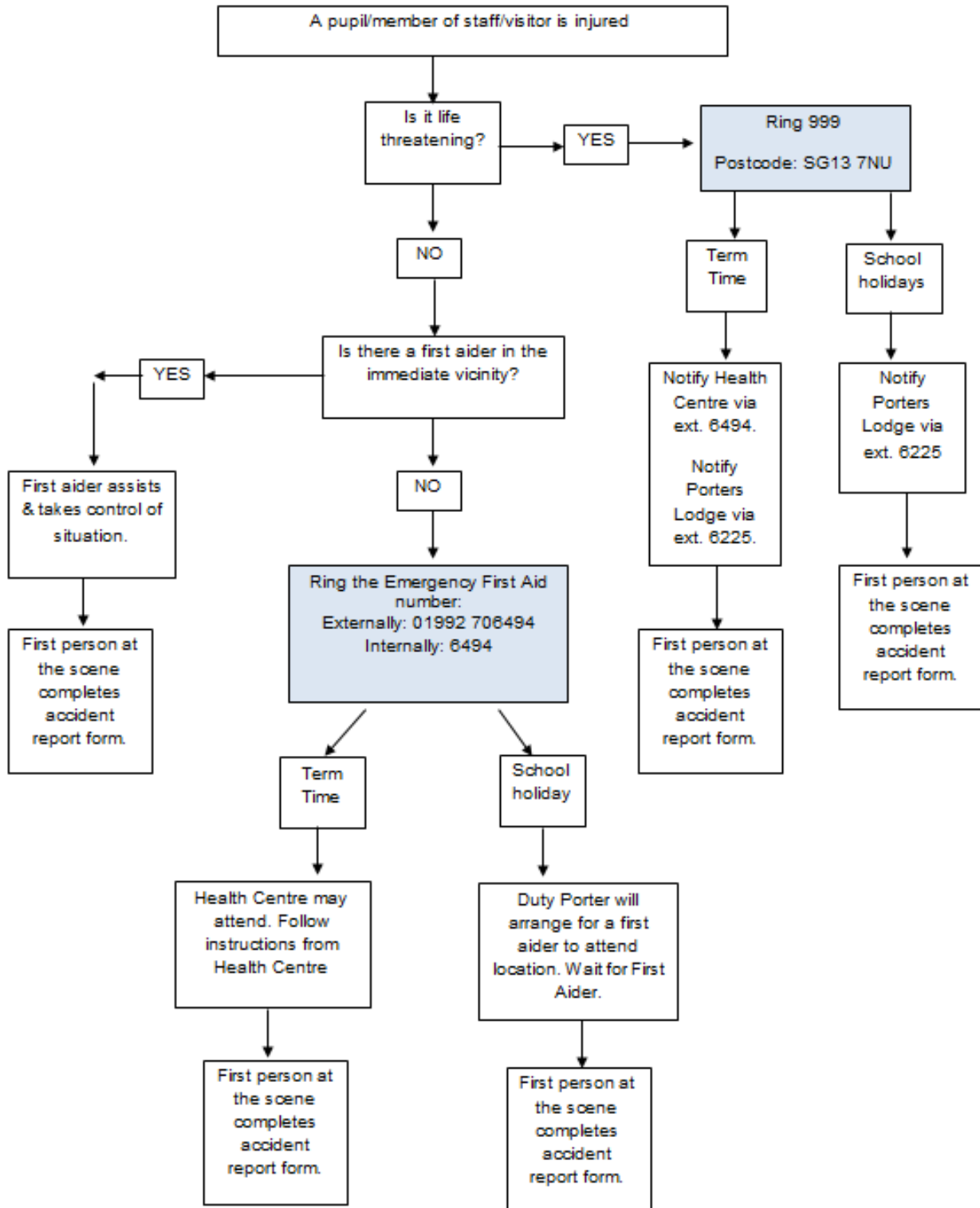
Appendix 3 – Haileybury First Aiders Poster

Appendix 4 – First Aid Kit locations

Reviewed & approved by H&S Committee – June 2019

Appendix 1: First Aid “What to do” Flow Chart

First Aid “What To Do” Flow Chart



Appendix 2: Accident/Incident Report Form

1. Every accident must be recorded on this form.
2. Forms should be completed by the first person at the scene, listing others as “witnesses”
3. Please complete all boxes as this will enable the form to be automatically emailed to the Health Centre/HM/Health and Safety Manager.

Part A: Accident / Incident details

Incident type:

Date: Time:

Location:

Address:

Precise location on site:

Part B: Details of injured person (IP)

Status: Staff Pupil Contractor Other

Name:

Occupation:

Employer:

Address:

Tel:

Part C: About you, the person filling this record

Name:

Occupation:

Address:

Date of completion:

What was IP doing at time of incident:

Say how the accident happened. Give the cause if you can:

Where was the injured person sent after incident:

Part D: Nature of injuries: State left/right, etc. If possible check with hospital / first aid (do not make assumptions)

Part E: Witnesses: Enter 'none' if no witnesses

None

Part F: For an injured employee or other adult

By ticking this box I am signing to give consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the Health & Safety functions given to them by law. Date:

You are not the injured person, please ask for their consent and record their answer here:

Part G: For Health & Safety Manager:

Is this accident form approved for distribution?

Is this accident RIDDOR reportable? Yes No

Tick when final:

Appendix 3: List of qualified First Aiders ('First Aid at Work')

Haileybury



QUALIFIED FIRST AIDERS

EMERGENCY FIRST AID NUMBER: 6494 / 01992 706494



Lynn
Aldrich

Library



John
Taylor

Porters



Mel
Carrigan

Porters



Graham
Trundell

Maintenance



Peter
Edmonds

Maintenance



John
Beck

Maintenance



Christian
Bath

Grounds &
Gardens



Ian
Mackay

Grounds &
Gardens



Geoff
Caslake

Grounds &
Gardens



Michael
Hughes

Sports
Complex/
Domestics



Barry
Osman

Domestics/
CCF



Stephane
Fiorentino

Domestics
Manager



Gemma
White

Nurse



Donna
Sartain

Nurse



Rebekah
Scott

Sports
Complex

Haileybury



Neil
Whitman

Sports
Complex



Sarah
Samuels

Sports
Complex



Harry
Claridge

Sports
Complex



Jack
Ward

Sports
Complex



Lauren
Comben

Sports
Complex



Brian
Eales

CCF



Sue
Roomans

Science



Gwen
Norris

Science



Richard
Blunt

Science



Alex Sadler

Head of
Spanish



William
Irving

Trevelyan
HM



Graham
Mitchell

Technology



Katie
Parkinson

School
Doctor



Cara Sear

Nurse



Gillian
Brook

Nurse



Sam
Chaloner

Edmon-
stone Hse
Matron



Jennifer
Feather-
stone

Trevelyan
Hse
Matron



Hayley
Rason

Highfield
Hse
Matron



Sarah
Banks
Thomason
Hse
Matron



Roxanne
Giles
Albans Hse
Matron



Amanda
King
Lawrence
Hse
Matron



Anita Moy
Hailey
House
Matron



Roger
Lapidge
D&T
Technician



Anthony
Durkan
Transport



Amanda
Ruggeri
Nurse



Diane
Davidson
Nurse



Carmella
Scibetta
Catering



Roy
Batten
Domestics



Chris
Larke
Computer
Support



Denise
Barnett
Melvill Hse
Matron



Jackie
Ponton
Domestics



Mandy
Burrows-
Spooner
Colvin Hse
Matron



Valerie
Allen
Kipling Hse
Matron

Appendix 4: Location of First Aid kits

Department/Location	Contact
Boarding House – HM Study	HM
Boarding House – Cleaners Cupboard	House Domestic Team
Health Centre	Health Centre Reception ext:6288
Dining Hall – Tray Clearing Area	Catering Mgr ext: 6322
Grubber	Grubber staff ext: 6469
Catering Office	Catering Mgr ext: 6322
Chefs Office	Catering Mgr ext: 6322
Sports Complex – Reception desk	Sports Reception ext: 6299
Porters Lodge	Porters Lodge ext: 6225
Old Studies/SLT corridor	Helen Speller ext: 6205
Ayckbourn Dressing Room (inc eyewash)	Toby Everett ext: 6421
Ayckbourn lighting bay	Toby Everett ext: 6421
Bradby Hall - Drama Classroom 6	Toby Everett ext: 6421
Bradby Hall - Drama classroom 7	Toby Everett ext: 6421
Drama Office – for theatre trips	Toby Everett ext: 6421
Art School	Gina Davidson ext: 6274
Science Block – each prep room	Gwen Norris ext: 6207
Chemistry Labs	Gwen Norris ext: 6207
Biology Building – Each Lab	Gwen Norris ext: 6207
Design and Technology – Staff office	Rodger Lapidge ext: 6268
CCF Store – Office area	Brian Eales ext: 6256
Maintenance Dept – work vans	John Williams ext: 6214
Grounds and Gardens Dept – mess room	Richard Rooke ext: 6436
Grounds and Gardens Dept – all work vehicles	Richard Rooke ext: 6436
Health and Safety Office (Summer Palace)	Fiona Russell ext: 6324
Computer Support Dept	Duncan Spooner Wells ext: 6296
Domestics Dept – main office	Stephane Fiorentino ext: 6330