



Trust Wide First Aid Policy

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19 May 2022	1.3	Draft	Updated first aid guidance throughout, including adding information for early years providers
May 2023	1.4	Approved	Legislation, Covid, Reporting to the HSE
May 2024	1.5	Draft	Updated all sections (excluding appendices)

For the purpose of this policy the following representatives need to sign off this document:	
Role/Department & Responsibilities	Name
Trust Board	Phil Shire

Website:	
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Contents

1. Aims	4
2. Legislation and guidance	4
3. Roles and responsibilities	5
4. First aid procedures.....	9
5. First aid equipment	11
6. Record-keeping and reporting.....	13
7. Training.....	14
8. Monitoring arrangements	15
9. Links with other policies	15
Appendix 1: list of appointed person(s) for first aid and trained first aiders.....	16
Appendix 2a: Pupil Accident Record Book	17
Appendix 2b: Staff Accident Book	18
Appendix 3: first aid training log.....	20
Other training.....	21

1. Aims

Impact Education Multi Academy Trust are required under the Health and Safety at Work etc Act 1974 and The Health and Safety (First Aid) Regulations 1981 to have a First Aid Policy and employers are also responsible for providing adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work.

Impact Education Multi Academy Trust have overall responsibility for the provision of first aid to the Headteacher, Teachers, Non-Teaching Staff, pupils and visitors (including contractors). The Trust understands that decisions about First Aid are of paramount importance and will endeavour to ensure that any first aid accidents/incidents are dealt with appropriately and in accordance with this policy.

The aims of our First Aid Policy at Impact Education Multi Academy Trust are to –

- Ensure the health and safety of all staff, pupils and visitors
- To provide an accessible First Aid policy
- Ensure that staff and Governors are aware of their responsibilities with regards to health and safety
- To ensure that the first aid arrangements are based on a risk assessment for each individual Academy
- To ensure that all first aid equipment and facilities are suitable for purpose
- Provide a framework for responding to an accident/incident and recording and reporting the outcomes

2. Legislation and guidance

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

- [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 1999](#), which require employers to carry out risk assessments, make arrangements 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

- [The Health & Safety \(Safety Signs and Signals\) Regulations 1996](#) which define which safety signs and signals are required and these are defined as things like “no entry” signs, acoustic signals etc.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

Impact Education Multi Academy Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

All staff will have access to the First Aid Policy on the Trust website and are required to read it. The Trust undertakes to keep staff informed of any changes to the policy and procedures through formal and informal meetings, communication with Line Managers, staff bulletins, staff meetings and email messages or any other appropriate means.

3. Roles and responsibilities

In Academies with Early Years Foundation Stage provision, at least one person who has a current Paediatric 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 considered the nature of employees' work, the number of staff and the location of the Academy. The appointed person does not need to be a trained first aider.

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

First Aid personnel will be trained to one of the levels listed below –

First Aiders

First Aiders are staff who have had training by an approved organisation and on completion of the training course, were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for three years after which time the first aider must renew their qualification by completing a 2 Day First Aid at Work requalification course. First Aiders are able to administer “first aid” treatment in order to keep the injured person comfortable until the emergency services arrive.

Emergency First Aid at Work

An EFAW trained first aider is a person who has completed a 1 Day Emergency First Aid at Work training course whereby they learn a wide range of skills and techniques for helping someone who is injured or unwell.

Appointed Persons

Appointed Persons will take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons are to have attended an “emergency first aid” course.

3.1 Appointed person(s) and first aiders

All Academies will appoint a person(s) who 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 accidents/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

The Academies Appointed Person(s) and/or First Aiders are listed in Appendix 1. Their names will also be displayed prominently around the Academy through the use of posters with photographs to make them easily identifiable. The posters will be updated as required to ensure they are always current.

3.2 The Trust Board

Impact Education MAT has ultimate responsibility for health and safety matters in its Academies, but delegates responsibility for the strategic management of such matters to the Local Governing Boards. Impact Education MAT carry the key responsibilities for assessing, recording and implementing the correct first aid procedures. They will do this by –

- Leading by example on all matters relating to First Aid
- Promoting and following this First Aid policy
- Dedicating budget to the Academies First Aid provision (including appropriate training)
- Communicating effectively with parents, staff and pupils
- Monitoring and reviewing First Aid procedures and practice and will seek support and professional advice from external advisors as necessary

The Local Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 Health & Safety Lead

The nominated health and safety lead at Impact Education Multi Academy Trust is the Trust's Operations Director.

The Trust Operations Director will:

- As the designated 'competent person' for health and safety, maintain an oversight of Health & Safety across The Trust Estate.
- To ensure that the relevant Legislation and good practices are in place and continually observed.
- To develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the MAT and to provide regular reports to the Executive Team and Trustees where required.
- Ensure that a competent H&S person is available to advise the Trust where appropriate for further information and advice

To actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.

3.4 The Headteacher

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

- Leading by example on First Aid at all times
- Ensuring that an appropriate number of Appointed Persons and/or trained First Aid personnel are present in the Academy at all times
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff and pupils are aware of their first aid responsibilities, including what to do in case of a fire, emergency or medical emergency and that all those taking part in any given activity are given proper training
- Ensuring that any Academy activity, either on or off site is appropriately risk assessed and consideration has been given to first aid in terms of the wider Academy policy
- Keeping up to date with any changes to arrangements surrounding activities and the implications of these on first aid
- Undertaking or ensuring that Managers undertake, first aid 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 (see section 6)
- Ensuring the competency of contractors that come into the Academy
- Managing their particular budgets to cover First Aid maintenance, checks and provision for activities under their Department

3.5 Staff

Academy staff are responsible for:

- Ensuring they are familiar and up to date with Academy's First Aid policy and standard procedures
- Keeping their Managers informed of any developments or changes that may impact on the first aid of those undertaking any activity, or any incidents that have already occurred
- Ensuring that all the correct provisions are assessed and in place before the start of any activity
- Co-operate fully with the Senior Leadership Team to enable them to fulfil their legal obligations such as ensuring that items provided for first aid purposes are never abused and that equipment is only used in line with manufacturer's guidance.
- Ensuring they know who the First Aiders within the Academy are
- Completing accident reports (see appendix 2) for all accidents/incidents they attend to where a First Aider/Appointed Person is not called
- Informing the Headteacher or Senior Leadership Team of any specific health conditions or first aid needs
- Co-operate in the implementation of the requirements of all relevant legislation, related codes or practice and safety procedures/ instructions

3.6 Pupils

Whilst Academy staff carry the main responsibility for the first aid provision and the correct implementation of Academy policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to the whole Academy and themselves in order for staff to be able to carry out their roles effectively. As members of the Academy community and allowing for their age and aptitude, pupils are expected to –

- Take personal responsibility for themselves and others
- Observe all the first aid rules of the Academy and in particular the instruction of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their first aid
- Behave sensibly around the Academy site and when using any equipment
- Report first aid concerns or incidents to a member of staff immediately
- Act in line with the Academy code of conduct / Academy behaviour policy

3.7 Contractors

All contractors working on Trust premises or elsewhere on their behalf, are required to comply with the relevant rules and Regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

4. First aid procedures

4.1 Risk Assessments

An appropriate and effective risk assessment needs to be undertaken to assess what procedures need to be in place. Impact Education MAT will take steps to ensure that a risk

assessment is carried out by a competent person, or persons and that the risks are recorded and communicated.

Risk assessments are stored on the Every system and will be reviewed –

- at regular intervals
- after serious accidents, incidents and/or near misses
- after any significant changes to workplace, working practices or staffing
- following any identified trends or accident statistics

Risk assessments will be based on the size and location of the individual Academy, any specific hazards or risks on-site, specific needs and accident statistics. Specific needs will include hazardous substances, dangerous machinery, staff or pupils with special health needs or disabilities. Temporary hazards such as building or maintenance work will also be considered and suitable short term measure put in place as appropriate.

A First Aid risk assessment will determine the minimum number of trained first aiders required and the Headteacher will monitor this to ensure that these standards are being met. First aiders will be recruited on a voluntary basis and Impact Education MAT will seek to advertise the position of first aiders to members of staff.

4.2 In-Academy 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 First Aider judges that a pupil is too unwell to remain in the Academy, 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 Academy 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
- All first aid equipment used to deal with the accident/incident or illness that has occurred will be thoroughly cleaned as part of the Infection Control procedures and all first aid consumables such as plasters, bandages etc. that are used will be replenished as soon as possible

4.3 Off-site procedures

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

- An Academy mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing

- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the Academy will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by The Academy's nominated person/s prior to any educational visit that necessitates taking pupils off Academy premises.

There will always be at least one First Aider on Academy trips and visits.

5. First aid equipment

Impact Education MAT will ensure that there is suitable room that may be used for medical treatment when required and for the care of pupils during Academy hours. The area will contain a wash basin and be reasonably near to a toilet, it need not be used solely for medical purposes but it should be appropriate for that purpose and readily available for use when needed.

Infection control and hygiene are of paramount importance and all staff and pupils will be reminded to follow basic hygiene procedures at all times. Disposable gloves and handwashing facilities will be made available.

At Academy locations where medication is to be administered under written consent from the pupil's parent/guardian, the medication will be kept in a suitably locked cupboard an/or fridge (dependant on storage instructions) with only nominated personnel having access to the key(s).

See separate "Supporting pupils with medical conditions" policy.

A typical first aid kit in in the Academy will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings

- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Antiseptic wipes
- Scissors

The above may be added to dependant on the First Aid Needs Assessment and the size of the Academy.

No medication is kept in First Aid kits under any circumstances.

First aid kits are stored in:

First Aid Kit Location	Additional kit information
Every classroom	Lockable first aid cabinet in each classroom for any medication that needs to be administered. Emergency medication stored in a box with the child's photograph and name on in their classroom

Where an Academy has a Defibrillator on-site it is to be used as required. The locations of each device are detailed below.

Defibrillator signage will be clearly displayed to denote the location of the defibrillator and all staff will be made aware of its location during their induction process. Access to defibrillators must be kept clear at all times and not blocked by equipment, clothing etc.

Each device is checked regularly by a nominated member of staff, batteries and pads are replaced as required or every 2 years. These checks are also recorded on the EVERY system.

Defib Locations
Outside the school office

First Aid Kit Locations

6. Record-keeping and reporting

6.1 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
- All sections of the accident reporting form must be completed. As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the relevant member of staff
- Records held in the first aid and accident book will be retained by the Academy for a minimum of 3 years, in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed. All accident books and entries are to be stored in accordance with GDPR and therefore must be kept in a lockable location with nominated persons permitted only to having access. Records can be held electronically, however GDPR still applies.

6.2 Reporting to the HSE

The Headteacher or nominated 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 relevant member of staff will report these to the Health and Safety Executive and Kirklees MBC 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
 - 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 counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident
- 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 academy's 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

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence. Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the pupil assaults them whilst on Academy premises. This is reportable because it arises out of or in connection with work.

Work related stress and stress related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an “accident” arising out of or in connection with work. In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress related conditions usually result from a prolonged period or pressure, often from many factors, not just one distinct event.

Impact Education MAT recognises the duty regarding Academy based infections and will follow the guidance issued by the HSE.

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

Incidents involving contractors working on Academy premises are normally reportable by their employers. Contractors could be builders, maintenance staff, cleaners or catering staff. If a self-employed contractor is working in Academy premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises Headteacher will be the responsible person.

6.3 Notifying parents

The relevant staff member 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.

6.4 Reporting to Ofsted and child protection agencies

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

The Head Teacher or DSL will also notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the Academy’s care.

7. Training

All Academy 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 Academy will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 3).

The Academy will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the Academy will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Paediatric first aid (PFA) now covers provision from infancy to the age of 18 covering Primary and Secondary requirements. A risk assessment must be completed to determine the number of PFA trained members of staff there are in each Academy. (Updated as per current guidance).

8. Monitoring arrangements

This policy will be reviewed by the Trust every 12 months. At every review, the policy will be approved by the CEO.

9. Links with other policies

This first aid policy is linked to the
Health and safety policy
Risk assessment policy
Policy on supporting pupils with medical conditions

Appendix 1: list of appointed person(s) for first aid and trained first aiders

Staff Member's Name	Role	Contact Details
Charlene Armstrong	Teaching Assistant	carmstrong@berrybrow.co.uk
Catherine Doyle	Childcare Officer	cdoyle@berrybrow.co.uk
Amanda Wormald	Teaching assistant	awormald@berrybrow.co.uk
Annette Hodgson	Teaching assistant	ahodgson@berrybrow.co.uk

Appendix 2a: Pupil Accident Record Book

This is the accident book for pupils.

Location –**main office.**

Staff should record first aid treatment provided to students. Parents should be informed where appropriate.



How to use this book

It is essential that all personal information entered in accident books remains confidential. In order to comply with the General Data Protection Regulations (GDPR), ensure that individual record sheets are removed following completion and stored securely, as documented in your school's GDPR policy.

It is important to keep a record of people reporting accidents. They will be able to help assess possible dangers or risks and first aid requirements and provisions.

Describe how and where the accident took place, what activity the pupil was doing at the time, any equipment, machinery or other pupils involved, the cause plus details of any injuries sustained.

Certain accidents must be reported to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information visit www.hse.gov.uk/riddor. All information in this book is for guidance only and should not be treated as a complete or authoritative statement of the law.

About the pupil who had the accident

Name Form
Year Form

About you, the person filling in this record

Teacher Pupil Other
Name
Department/Form

Accident Details

Date Time
Place

Description of Accident and Cause

.....
.....
Pupil treated by
Position

Action taken

Parents informed? Yes No How?

Tick if risk assessment required
Signed Date

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).		
How was it reported?		
Date reported	Print Name	Signature
This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.		
Signed.....	Dated.....	

Fill out one form for each injured; fill in their full name year and/or form.

Fill in the date, time and place that the accident occurred information may be important if the pupil is hospitalised.

Record any first aid treatment given, if an ambulance was called, if the pupil was sent home with parents or returned to class.

This report should be signed by the person reporting the accident.

Appendix 2b: Staff Accident Book

First Aiders should record any accidents or first aid treatment provided to other staff members in this book.

Location –main office.



How to use this book

Accident books contain personal data. Remember that it is essential in order to comply with General Data Protection Regulation (GDPR) that the details of employees are kept confidential and in accordance with your GDPR policy. The wishes of those who want to remain anonymous to safety representatives should be adhered to. Ensure that after correct completion, pages are removed and stored in a safe location as specified by your Data Protection Officer or relevant individual. You must also keep the cover of this book for 3 years after completion, or for the time specified in your data retention policy.

It is essential that the Book Number, Page Number, Date Completed and Person Completed sheet handed to matches on each row - this is to allow the records to be identified correctly.

Book Number	Page Number	Date Completed	Person Completed sheet handed to
Book Number	Page Number	Date Completed	Person Completed sheet handed to

A SEPARATE SHEET SHOULD BE COMPLETED FOR EACH PERSON INVOLVED IN THE ACCIDENT. Once completed, the sheet should be removed and passed to the person or department on the front of this book for secure safekeeping. The employee who had the accident, may wish to make a copy of this form for their own records before handing it in.

ACCIDENT REPORT FORM

Details about the person who had the accident

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Department: _____

Details about you, the person completing this record - Please complete if you are not the person who had the accident

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Department: _____

About the accident - Please use the back of this form if you require more space

Time when the accident occurred: _____ Date of accident: / /

Where the accident occurred - Please include department / room / area _____

How the accident took place - Include the cause if known _____

Details of any injury suffered by the person involved _____

Please tick if a risk assessment is required

The person involved in the accident should tick the box and sign and date below if they consent to their details on this form being disclosed and made available to safety representatives and representatives of employee safety when requested.

Signature _____ Date: / /

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

How was it reported: _____

Date reported: / / Print Name _____ Signature _____

This section should be signed by the data protection officer (DPO) or a relevant contact to acknowledge receipt of the record and that it has/will be stored as per GDPR documentation.

Signed: _____ Dated: _____

This is to be completed in the event that you are not the person involved in the incident but are filling out the form on their behalf.

Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For more information please visit: www.hse.gov.uk/riddor

One form must be completed for each person involved in the accident. This section should include information on the individual. If you are the person involved complete as instructed. If you are completing on behalf of the injured person please fill out with the information that is available to you.

Enter here as much information about the incident as possible. Give an accurate description of the event as you understand it. If you require more space please use the back of this form.

The employee should tick the box and sign and date the form if they agree for their information to be available to safety representatives. If they wish to remain anonymous then they should not tick and sign this section.

All the information given within this book should be used for guidance only and should not be treated as a complete or authoritative statement of the law.

Appendix 3: first aid training log

First Aid Certificates

Name	Role	Training Course Title	Training Course Date	Renewal Date

Other training

Additional training is available to all first aiders:

- Epi-pen training
- Asthma & Epi-pen training (Locala)

- Diabetes Awareness certificate - type1diabetestraining.co.uk & <https://www.digibete.org/essentials/> .
- Paediatric Diabetes in schools (Locala)
- Anaphylaxis Certificate - Allergywise.org.uk
- Epilepsy Awareness Certificate (learn.epilepsy.org.uk/courses/epilepsy-for-school-staff/)
- Asthma (<https://www.asthma.org.uk/advice/resources/#schools>)

Sign off	
Adopted by IMPACT Education Trust Board on:	June 2024
Chair of IMPACT Education Trust Board:	Phil Shire
Next Review Date:	June 2025