



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 4-18

First Aid and Accident and Incident Reporting Policy

Reviewed March 2022
 September 2024
 January 2026
Next Review January 2027
Owner Premises Manager

The policy covers Mount Kelly Foundation, Mount Kelly Enterprises Limited and Mount Kelly Swimming. Unless specifically stated, these are referred to as 'the Foundation' throughout this document.

Name	Position	Signature	Date
Ian MacQueen	Chair of Governors		09.02.2026
Guy Ayling	Head Master and Principal of the Foundation		09.02.2026
Maddy Carr	Deputy Head (Pastoral)		09.02.2026
Prav Karian	Chief Operating Officer		09.02.2026
Linda Coe	Premises Manager		09.02.2026

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1. Introduction

The policy below sets out the methods in which Mount Kelly Foundation intends to make provision for first aid and accident and incident reporting.

The policy satisfies the requirements under a general duty to provide a safe place of work, with suitable arrangements, including welfare, (Section 2 of the Health and Safety at Work Act 1974); the Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1981.

This policy should be read in conjunction with the Health and Safety Policy, the Health and Medical Policy and the Head Injury Policy.

2. First Aid

The first aid procedures outlined in this policy document are subject to review at periodic intervals by the Governing Body, who as the Employers, have a statutory duty to:

- provide suitable facilities for first aid provision
- ensure appropriate levels of first aid cover at all times. This will be based on the activities being undertaken and the number of persons involved
- ensure first aiders are suitably qualified
- that appropriate equipment and consumables are available and maintained

The day to day management of first aid has been delegated to the Premises Manager and the School Nurse.

Should persons have concerns about the provision of first aid within the organisation, they should inform:

- Their Head of Department
- The Premises Manager
- Deputy Head (Pastoral)
- The Chief Operating Officer
- The Head Master

These concerns will be investigated and an assessment will conclude if any rectification is required.

3. Responsibilities

3.1. Governing Body

- The Governing Body accepts full responsibility for health and safety within the Foundation. This includes the provision of first aid. They will constantly monitor the effectiveness of the implementation of the policy and will revise the policy when necessary
- The Governors will ensure that all changes in policy are drawn to the attention of all concerned.

3.2 Chief Operating Officer (COO)

The COO is responsible to the Governing Body for the implementation of this policy. The COO is to monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Governors any relevant changes in legislation.

The COO, with assistance from the Premises Manager and School Nurse has responsibility for ensuring that suitable and sufficient arrangements are in place to implement the policy including:

- Assessing the nature of activities within particular areas of the Foundation to determine the number of first aiders to appoint
- Ensure sufficient training is provided for all appointed first aiders, and that requalification courses are organised within three years of their original certification, with additional annual refresher training, or as required
- Monitor all first aiders to ensure they are fulfilling their duties
- Encourage as many teaching staff as possible to have some basic first aid training

3.3 First Aiders

First aiders are qualified personnel who have received training and passed an examination in accordance with current legal requirements. Incorporated into this will be requalification training at regular intervals (every three years) and an examination to ensure that their skills are maintained, with additional annual refresher training, as necessary.

It is unlikely that first aid personnel rendering assistance will become subject to legal action because of any deterioration in the injured person's condition. However, Mount Kelly Foundation has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists a person who becomes ill/injured either on or off the Foundations premises but in association with Foundation business.

3.4 First Aid Co-ordinators (The School Nurse and the Premises Manager)

The Premises Manager is responsible for:

- Ensuring a suitable and sufficient risk assessment is carried out and reviewed annually or when there is a change of circumstances
- Keeping a current and up-to-date list of first aiders along with the date of their qualification and a copy of their certificate
- Arranging training for appointed personnel, both initial, requalification and refresher training courses, and be available to provide advice in between formal training
- Collating accident report forms and producing termly feedback to Governors
- Monitoring accidents for evidence of emerging patterns or trends
- Investigateing accidents (where neccasery) and make recommendations to reduce the likelihood of similar accidents occurring
- Ensure accidents that fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) are reported to the HSE

- Regularly assess and report back departmental first aid requirements and identify any suitable volunteers for first aid training
- To liaise with the Swimming Pool Manager to ensure training needs are being met and the Pool Safety Operating Procedures (PSOP's) are being adhered to
- To liaise with the Swimming Pool Manager to ensure accidents are being appropriately reported

The School Nurse is responsible for:

- Keeping up-to-date all information regarding the location of first aid kits
- Regularly check that the appropriate lists and signs showing the location of first aid equipment, facilities and first aid personnel are updated and clearly displayed
- Carry out an audit of all first aid kits at the start of every term to ensure they are appropriately stocked
- Order replacement provisions when requests are made from designated personnel
- Ensuring medical records for pupils are up to date and relevant staff are informed of serious medical issues
- Ensure adequate first aid and medical cover is in place depending on the nature of the planned activities

4. Arrangements and Guidance

4.1 First Aid Kits

First aid kits are located in key areas around the Foundation. First aiders should familiarise themselves with the location of kits within their areas. Replacement stock is available from the School Nurse and should be replenished every time an item is used.

The majority of first aid boxes will contain the minimum supplies that are recommended by the *Health and Safety (First Aid) Regulations 1981*, and the newly implemented BS8599 Standard. However, some First Aid boxes will rely on a risk assessment within that area to determine if any extra items are required.

Only specified first aid supplies will be kept; no creams, lotions or drugs, however seemingly mild, will be kept in these boxes. Only members of the Health and Wellbeing Team can administer medication, creams or lotions to members of staff, pupils or members of the public. Other members of staff should not administer any medication unless appropriately trained to do so. All medication for pupils will be kept in appropriate, locked cabinets. As part of their agreement with the school, parents agree to the administration of medication to pupils, both those prescribed and taken on a regular basis, and also non-prescription over the counter type medicines such as paracetamol and cough medicine.

Bleed kits for catastrophic injuries, emergency diabetes kits, adrenaline auto injectors and emergency asthma kits are also found in key locations around the school.

4.2 First Aid Provision – School Nurse and The Health and Wellbeing Team

First aid and support for medical emergencies is provided by the School Nurse and the Health and Wellbeing Team. If assistance is required, staff should contact Reception who will call for

assistance from the Team. Pupils are not to be sent directly to the Health and Wellbeing Centre but must first report to Reception.

If any member of staff feels that the injury or illness requires an immediate ambulance response, it is their duty of care to call 999. Assistance from the Health and Wellbeing Team should also be summoned and a member of the SLT alerted immediately.

4.3 Requirements for Off-Site Activities

First aid provision for off-site activities will be covered in the risk assessments completed by staff prior to any educational visit, off-site sporting or outdoor activity. These are approved by the EVC (Educational Visits Co-ordinator) to ensure all arrangements, including those for first aid, are sufficient. Please refer to the Off-Site Risk Assessment Policy for further information.

- There must be a suitably qualified first aider accompanying the trip and the qualification should reflect the nature of the trip
- There are first aid kits in all school-owned minibuses. The trip leader is responsible for checking this prior to departure
- Hired mini buses and hired coaches with driver should have first aid kits on board. It is the responsibility of the provider to ensure appropriate arrangements are in place
- If attending the premises of a third party, the trip leader should be provided with relevant information of the first aid arrangements on this site, and, if not appropriate, or they do not feel in a position to make their own arrangements, then the excursion should be cancelled;
- For outdoor education trips such as hiking/camping, a suitable outdoor first aid kit must be available
- First aid kits and any other necessary first aid equipment for trips must be collected from the Health Centre by a member of staff accompanying the trip. All kits must be returned to the Health Centre once the trip has arrived back at school

4.4 Requirements for Rugby Matches

At least one representative from an appropriately qualified provider must be present pitch side during all U12 and above on-site rugby matches. The number of attendees will be dependent on the number of matches in progress and will be informed by the risk assessment carried out by the external provider. The external providers will be supported by member/s of the Health and Wellbeing Team as required.

4.5 Requirements for Other Sporting Activities

All members of the PE department are to be certified to at least the minimum qualification of Emergency First Aid at Work and will provide immediate first aid as required. An appropriate first aid kit is to be pitch side at all times or available for indoor activities. At least one member of the Health and Wellbeing Team will be on school site to assist in an emergency. For away matches, an appropriate first aid kit is to be collected from the Health Centre before departure.

4.6 Requirements for Early Years Foundation Stage (EYFS)

In line with the EYFS Statutory Framework a Paediatric First Aider will be available at all times where children up to the age of 5 are on site and will be in attendance for all relevant trips and off-site activities.

All accidents and incidences for EYFS should be reported on Smartlog in line with the Foundation's reporting procedure.

The School will always contact parents if a child suffers anything more than a trivial injury, if they become unwell, or if there are any other concerns about their health.

5. Reporting of Injuries and Incidences

The definition of an accident is:

"An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap"

The definition of an incident is:

"An individual occurrence or event."

The Governing Body, as the Employer, will ensure, so far as is reasonably practicable, that all accidents and "near-miss" incidents are reported internally and, where appropriate, to the enforcing authority. In addition, all incidents will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, incidents and near misses, however minor, must be logged on the Smartlog compliance software as soon as possible after the incident has occurred and applies to all staff, students and visitors. Where the injured person is unable to complete the on-line form, i.e. students or visitors, the entry must be made by the member of staff with that person at the time of the incident, or the person to whom the incident was reported to. Members of the Health and Welfare Team will complete the form if they are the first point of contact.

Any person who suffers an injury off site whilst representing the Foundation, should log the incident on Smartlog as above. In addition, accidents occurring on a third party's property should be logged in line with their procedures.

Where an accident results in a person being taken to hospital, or in an inability to continue to attend or subsequently becomes absent from work as a result of the accident, then the Head Master, Premises Manager and School Nurse should all be notified immediately.

It is important that the accident/incident form is completed in full and as a minimum the record should include:

- Date, time and place of the incident
- Name of the person affected
- Details of the injury or illness, and what first aid was given
- What happened after the incident - for example, whether the pupil went home or returned to class
- The name and signature of the first aider or person who dealt with the incident

The Premises Manager may request additional information from persons involved, any witnesses or the first aider.

Records for accidents and incidents involving pupils should be kept until the pupil involved is 21 years old. Records for staff, visitors and contractors must be kept for a minimum of 3 years.

6. Sports Injuries

Accidents and incidents that occur during curriculum sports activities and result in pupils being taken to hospital for treatment are reportable internally; this includes any visiting pupil or visiting staff member to our premises. The visiting team may choose to complete their own accident form but it must also be logged on Mount Kelly systems.

7. Head Injuries

All head injuries, including injuries to the face, are to be logged on the Return2Play portal as well as on the Smartlog Accident and Incident reporting system. This will allow an agreed and measured return to sports after a head injury. Head injuries not associated with sport must also be logged on Smartlog and Return2Play.

On-line advice and diagnosis of concussion via zoom or telephone consultation will be sought for all head injuries via the Return2Play facility. Please see the Head Injury Policy for more detail on this.

8. Reporting of Notifiable Injuries and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a legal duty on employers, self-employed people, and people in control of premises to report certain injuries to the Health and Safety Executive:

- Deaths
- Major injuries; this includes fractures and dislocations
- Over-seven-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.

The Premises Manager is responsible for making contact with the authorities in the first instance and will lead the investigation. An online report will be submitted as soon as possible after the event. Where a person is absent for more than 7 days, the report must be made within 15 days. In the event of a fatality or major injury, the HSE's Incident Contact Centre must be notified the same day.

Further information on what is reportable can be found on the HSE website.