



First Aid Policy

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Vision

Pembridge Hall places our girls at the heart of everything. By combining traditional values with an innovative education, girls are prepared for life in an ever-evolving world through an ambitious and aspirational prep school experience. Placing emphasis on each girl as an individual, we recognise that happiness, a love of learning and emotional well-being are intrinsic to academic performance. Pembridge Hall girls are nurtured, challenged and empowered to succeed.

Aims & Values

At Pembridge Hall we aim for all Pembridge girls to:

BE INDIVIDUAL - Pembridge girls are encouraged to strive to achieve their personal best whilst developing their unique character. They are seen as individuals and their interests and talents are nurtured. The girls are encouraged to be articulate and confident, whilst understanding the importance of humility.

BE KIND - Pembridge girls develop the skills to work collaboratively with one another, using their emotional intelligence and a toolkit of strategies to support both themselves and others. The girls are encouraged to develop a sense of self-understanding and empathy for others.

BE CURIOUS - Pembridge girls are stimulated to be intellectually curious, ask questions, and develop a love of learning. They are given a breadth of experience and are encouraged to aim high in all they do.

BE ASPIRATIONAL - Pembridge girls are taught to understand the importance of making mistakes and are encouraged to step out of their comfort zone in their learning. A progressive curriculum embeds a culture of striving for excellence and families are supported to be aspirational in their senior school choices.

BE RESILIENT - girls are given numerous opportunities to reflect on their learning and develop strategies to manage their wellbeing. Girls develop a growth mindset, enjoy challenge and take risks.

BE RESPONSIBLE - Pembridge girls gain an appreciation of wider society and the diversity of nationalities, faiths, beliefs and languages represented by Pembridge Hall families. Girls develop a sense of responsibility to help others, through charitable work and community outreach.



1. Purpose

- To provide the timely and competent administration of first aid and the effective implementation of the policy.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs.
- To provide Pembridge Hall staff with guidelines on how to communicate first aid emergencies.

2. First Aid Provision

- The Head is responsible for ensuring that there is an adequate number of qualified First Aiders.
- In the Early Years Foundation Stage, there is always at least one person on the premises and on outings who has a paediatric first aid certificate.
- The appointed First Aider at both buildings is the school's secretary and Health and Safety Officer.
- There is a qualified first aider in both buildings. Staff are sent on first aid courses when necessary (appendix 1).
- All staff will ensure that they have read the school's First Aid Policy.

3. First Aid Boxes

- No medicine/tablets are to be kept in the first aid boxes.
- At 10 Pembridge Square first aid boxes are situated in the: School Office, Medical Room, Gym, Art Room, Science Lab, 2nd Floor.
- At 18 Pembridge Square first aid boxes are situated in the: School Office, Medical Room, Gym, Staff room.
- Portable First Aid kits are taken on educational visits and are available from the School Offices (No. 10 and 18).
- All staff are responsible for notifying school secretaries or Health and Safety Officer if the supplies in any of the first aid boxes are running low. The appointed First Aider is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock.

4. Procedures

- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff under St. John's Ambulance guidelines. For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a



sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.

- Office staff and playground supervisors, if available, are responsible for dealing with minor incidents.
- During lesson time first aid is administered by the office or a qualified first aider.
- If an accident occurs in the park and first aid is required, then one of the staff on duty will administer first aid as appropriate.
- At lunchtime, first aid is administered by the staff on duty.
- If there is any query about what should be done, then the qualified first aider should be consulted.

4.1. In school

- In the event of injury or medical emergency, if possible, contact the appointed First Aider(s) or another Teacher.
- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided in the First Aid room if needed.
- Parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- All serious accidents should be reported to the Head or First Aider who should call an ambulance and the child's parents immediately (numbers located on SIMS or in the contact books).
- If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to the hospital. Parents are asked to go immediately to the hospital.



4.2. Out of School

- A mobile telephone is always taken on trips.
- Teachers to check that pupils who have asthma take their inhalers. Pupils with severe allergies must take their EpiPens. Teachers are responsible for any medication a child may need.
- On all trips, teachers must take a first aid kit.
- Teachers accompanying children to Avondale, Westway, The Porchester Centre, Holland Park, Sion Manning School or Paddington Recreation ground, should also take a first aid kit.
- Swimming Pool Lessons: Swimming instruction is provided by swimming instructors. We use Porchester Pool for swimming lessons and we ensure that pupils adhere to the swimming pool rules.
- In Reception/Lower School the teacher or teaching assistant is responsible for the emergency medication.
- Girls in Middle/Upper School can carry the emergency medication, but the teacher is ultimately responsible for its safe whereabouts.

4.3. Educational Visits

- All children and staff who go on Educational Visits, both day excursions and residential, are covered by Alpha Plus insurance.
- It is Pembridge Hall's policy that no persons who have not been DBS checked are allowed on residential visits.
- All staff are familiar with the School's Off-Site Visits and Related Activities Policy. When organising a visit, the Head has a responsibility that staff have adhered to the Policy.
- A Risk Assessment must be carried out as part of an educational trip. Particular attention needs to be paid to:
 - The school's Missing Child Policy
 - Off-Site Visits and Related Activities Policy

Please refer to: [Missing Child Policy](#)
[Off-Site Visits and Related Activities Policy](#)

4.4. EYFS

In the EYFS we currently have all members of staff qualified in paediatric first aid.

There is a rolling programme of training for First Aid. Training of staff is updated every three years. At Pembridge Hall, we aim to achieve paediatric First Aid training for as many staff as possible, in particular EYFS staff. There is a paediatric trained First Aider on the school site at all times and the welfare requirements of the EYFS framework mean that a qualified paediatric First Aider accompanies all EYFS children off site visits.



5. Action in an Emergency (To be undertaken by a trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty?
- Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?
IF THERE IS NO RESPONSE:
- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.
- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least.
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation (CPR).

6. Calling the Emergency Services

You should dial **999** or **112** (European Emergency Services) for an ambulance when it is obvious that a child or adult is seriously ill and in need of immediate emergency care for example:

- Someone is unconscious.
- Someone is bleeding a lot.
- You think someone may have broken bones.
- Someone has a deep laceration.
- Someone has bad pains in their chest.
- Someone is finding it difficult to breathe.

In the case of an emergency, if an ambulance needs to be called, please follow the instructions below:

- Know the address and location of the accident and your telephone number.
- Describe the problem and symptoms of the casualty, give as much information as possible e.g. age, number of people involved.
- Give clear concise answers to questions.
- Do not hang up until the Emergency services have all the information they require.
- Listen carefully to the guidance whilst on the telephone.
- If necessary, send an adult or teacher to meet the ambulance.
- Keep your telephone switched on or give an alternative telephone number in case the emergency services need to phone back.

7. Administration of Medicines

In certain circumstances when it is necessary for a child to take medication during the school day, staff will undertake to administer the medicine only if the following procedure is followed:



- Parents must complete the Administration of Medicines Request Form (appendix 2). These forms are kept in the offices in both buildings and must be completed on the day the medicine is brought to school.
- All prescription medicines must be in the original container and labelled by the pharmacy or physician.
- Non-prescription (over the counter) medication should be in the original container and with recommended safe dosage clearly indicated.
- Medicines containing aspirin should only be given if prescribed by a doctor.
- If a child has to be administered a medicine, it must be recorded on The Administration of Medicines Record Sheet (appendix 3).

7.1. Emergency Medication

The exception to this rule is the administration of emergency medicine in the event of a child suffering an acute allergic reaction or in chronic conditions such as asthma and diabetes. The school ensures that medicine is administered immediately.

A record is kept of children who suffer allergic reactions to certain foodstuffs or other substances and is distributed to all staff including kitchen staff. This record and photographs of children with the above conditions are updated regularly and displayed in the dining hall.

Children who suffer from severe allergic reactions and who have been prescribed an EpiPen have three EpiPens at school. Girls must carry two with them at all times, which they will keep in their classrooms, and the third (spare) EpiPen, clearly labelled with their name, must be kept in the school office. The child's teacher must ensure that they have their EpiPens when they go off site, e.g. sport/outings. All staff are responsible for reading the instructions on how to administer an EpiPen, these instructions can be found in the Staff Room.

All children with asthma must bring a ventilator to school. In the event of an asthma attack, the teacher will aid the child with the use of their pump, if necessary.

In the Early Years/Lower School the teacher and teaching assistant are responsible for the child's emergency medication and ensuring that it is carried by a responsible person when the child has to go off site. In the Middle and Upper School children carry their emergency medication with them at all times. The teacher is responsible for ensuring that a child in her care has her emergency medication when she goes off site. If a child has to be administered an emergency medicine, the office will inform parents immediately that emergency medication has been used.

8. Allergies

We aim to cater for children with allergies and arrangements can also be made with the kitchen for home provision of certain items in extreme cases.



Pembridge Hall is a Nut Free School. No nut-based products are used in the kitchen and all food is freshly prepared daily. Parents are informed and reminded of this, and they do not send cakes/biscuits/sweets with nuts into the school.

Details of allergies are displayed in the dining hall at No.10 and 18.

9. Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Offices (No. 10 and 18).
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillage's (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections is to be reduced.
- Gloves should be worn when contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage powder in the Caretaker cupboard) are suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry.
- Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.
- Absorbent powder should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillage's and is kept in the Caretakers Cupboard. Wash the affected area with warm water and detergent and leave to dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the Offices (No. 10 and 18)).
- Once spillages have been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal. Once spillages have been disposed of, gloves must be removed and hands washed and dried.

10. Accidents and Incidents

At Pembridge Hall the reporting of accidents and incidents falls into four categories:

- Minor accidents
- Major accidents
- Near miss accidents
- Accidents reportable to RIDDOR

11. Recording Accidents

- All accidents must be recorded on SIMS and all details need to be filled in correctly, including any treatment given (Appendix 4).



- In the case of a serious accident, an Internal Accident Investigation Report Form must be completed (Appendix 5), signed by the parent/guardian, then saved on SIMS and a copy is sent home.
- The person completing the accident form or report is responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent a recurrence.
- Staff should record the accident on SIMS if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

12. Accident Reporting

- If the accident is more than a minor one for child or adult, it is reported immediately to the member of SLT who sends for an ambulance, if needed and contacts the parents.
- Parents are informed of a head injury on the day of the incident. If they cannot be contacted on the day then a letter is written. The letter outlines the injury, how it happened and symptoms.
- First Aiders/office staff contact parents by phone if they have concerns about the injury.
- If the accident happens off-site the group leader will send for an ambulance, if necessary, then report it immediately to the member of SLT who will contact the parents.
- Certain accidents arising out of, or in connection with work are reportable to the Health and Safety Executive and Alpha Plus Head Office under the requirements. Any accident that requires a RIDDOR report will be completed correctly and in the required time.

13. Minor Injuries

These are the accidents which more commonly occur in school.

Procedure to follow:

- The injury is assessed by a First Aider and, if necessary, the Head or Person in Charge.
- A First Aider treats the injury.
- The child is resettled into their classroom and observed.
- Complete the accident form on SIMS for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- ***If a child has a bump on the head you must make contact with the parent/guardian. If the head injury is severe parents will be asked to collect their daughter to seek medical advice.***
- If a child is sent home for any medical reason this must be recorded in the accident form and the time of leaving recorded in the 'Day Book'.



14. Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Dislocation of the shoulder, hip, knee or spine
- Amputation
- The loss of sight of an eye
- Any penetrating injury to the eye
- Loss of consciousness caused by asphyxia or exposure to a harmful substance
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

14.1. Child's Major Accident

If a major accident occurs the procedure is as follows:

- The Head or a member of SLT must be contacted immediately,
- The member of SLT, will assess the situation with another First Aider and decide whether the child needs immediate hospital attention or whether the child can wait for the parent to come.
- A member of staff must be with the child at all times. If it is decided to wait for the parent then the parent will make the decision as to whether or not to take the child to the hospital.
- As soon as possible the accident is recorded on SIMS and the 'Internal Accident Investigation Report Form' will be completed.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

14.2. Employee Major Accidents

(This applies to all Education employees and self-employed persons on school premises).

The Person in Charge is notified who will, with another First Aider, assess the situation and decide whether the adult needs immediate hospital attention or whether the situation can be dealt with by the adult concerned.

Staff Accident Form (SIMS) and Internal Accident Investigation Report Form (A2) will be completed.



Any accident to an employee resulting in a fatal or major injury must be reported to the HSE by telephone or form F2508 has to be filled in online (<http://www.hse.gov.uk/index.htm>) within 10 days. We seek advice from Law at Work before any accident is reported to the HSE.

The Health and Safety Executive
St Dunstan's House
Borough High Street
London SE1 1G2
Tel: 020-7556-2100

15. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE) and Alpha Plus Head Office. ***Before any report to the HSE is made, Law at Work must be contacted for advice.***

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable to RIDDOR this can be done via the RIDDOR Incident Contact Centre (ICC). Before this stage Law at Work will have been contacted for advice.

The law requires the following work-related incidents to be reported:

- Deaths
- Major injuries
- Over 7-day injuries
- Work related diseases
- Dangerous occurrences

Reportable over 7-day injuries are those related to an accident connected with work where the employee suffers an over-7-day injury. The incident must be one that is not major but results in the injured person being away from work.

Please refer to: Alpha Plus Health and Safety Files

15.1. Pupils Accidents Reportable to RIDDOR

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:



- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

15.2. Employee Accidents Reportable to RIDDOR

Any accidents to an employee resulting in a fatal or major injury must be reported immediately to the Head of Human Resources at Alpha Plus Head Office. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than seven days (excluding the day of the accident) there is still a requirement to contact the HSE.

The member of SLT will report any accidents that are reportable to the HSE via the RIDDOR Incident Contact Centre. This can be done via telephone or by completing an on-line form. Copies of these can be found in the School Office in the Accident Folder and Health and Safety Files.

16. Near Miss Incidents

Pembridge Hall is aware that some accidents could potentially have been more serious had a child been injured.

If a near miss incident occurs the procedure is as follows:

- All near miss incidents must be reported to the member of SLT
- 'Internal Investigation Report Form' will be completed
- The member of the SLT will sign the form
- Head Office will be contacted



Appendix 1 – First Aiders

Name		First Aider First Aid (experience)	Emergency first Aider First Aid	First Aid at Work (experience)	EYFIS staff
Sophie Banks	Head	29.04.2025			
Himata Manning	Deputy Head	6.12.2026			
Elizabeth Smeade	SIT	19.03.2025			
Rosekelle Larkinsell	SIT		4.2024		
Himata Wright	SIT				
Himata Lee	SIT	19.03.2025			
Hannah Jackson	Admin	6.12.2026			
Katarina Bewbald	Admin	25.11.2024			
Danielle Fuller	Admin	11.2024			
Anna Karakalona	Admin	19.10.2025			
Tanya Jewell-Akaja	Admin	6.12.2026			
Akhi Thomas	EYFIS	19.03.2025			✓
Tara Drai	EYFIS	16.12.2026			✓
Georgia Gaffney	EYFIS	20.03.2024			✓
Hania Rahman	EYFIS				✓
Luqy Akberlia	EYFIS	6.12.2026			✓
Jadil Sander	EYFIS				✓
Fuel Doyle	EYFIS				✓
Yasmin Ours	EYFIS				✓
Laura Wood	Y1				
Yasmin Aiden	Y1				
Haley Luqman	Y1				
Emily Pirie	Y1				
Dalena Dusan	Y1				
Ahquill Duan	Y1	19.03.2025			
Emma Toney	Y1				
Laura Cinali	Y1				
Hana Farah	Y2				
Leanne Brady	Y2				
Sophie Halderson	Y2				
Harish Harada	Y2				
Diana Fitzgerald	Y2				
Auril Richardson	Y2	19.03.2025			
Jennifer Sharfker	Y3				
Jessica Miller	Y3				
Amy Lee-Wilson	Y3				
Georgia Kirk	Y3				
Alice Fisher	Y4				
Kiran Chohan	Y4				
Charlie Tanswell	Y4				
Hollie Prosser	Y5	6.12.2026			
Francesca Ede	Y5				
Olivia Bellak	Y5				
Bekkie Young	Y6				
Daniel Pranslein	Y6				
Allan Ross	Y6				
Amy Greenwood	PE			29.04.2025	
Luqy Casper	PE	6.12.2026			
Gilabel Balasani	PE	6.12.2026			
Lily Jones	PE				
Lauren Hinkala	PE				
Shelby Williams		6.12.2026			
Julia Popel		19.03.2025			
Frances Varshun			8.2024		
Asha Gil		6.12.2026			
Yasmin Le Thomas					
Serena Srafia					
Saman Rendes					
Pala Tomiculrunks					
Mhairi Pallas					
Alyssa Skillinglow					
Talay Karahaga					
Colby Wolk					
James Ansell					
Jessica Peary					



Appendix 2 - Administering Medicines Request Form



Pembridge Hall School

Pembridge Hall School
18 Pembridge Square
London
W2 4EH
Tel: 020 7229 0121
contact@pembridgehall.co.uk

ADMINISTERING MEDICINES – PARENTAL REQUEST FORM

Medicine will never be given without prior written permission from a girl's parent or guardian and any such medicine or over the counter remedy supplied to the school must have been dispensed by a UK licensed pharmacist.

- a. All medication must be handed over to the office or class teacher and a permission slip filled out.
- b. Any non-prescription (over the counter) medication should be in the original container and administered in requested (recommended safe) dosage by or in the presence of a responsible adult as per the written instruction by parent or guardian. The medicine should have the pupil's name and year group written on the bottle/container/packet.
- c. Medicines containing aspirin should only be given if prescribed by a doctor.
- d. Any prescription medication must be in the original container, labelled by the pharmacy or physician, and administered by or in the presence of the responsible adult as per the written instruction by the custodial parent or guardian and by the physician.
- e. All medication should be handed over to the office and a record of when medication is to be administered should be shown clearly on the form below.
- f. The school will make every effort to comply with a parent's request but cannot accept responsibility should it fail to do so.

TO BE COMPLETED BY PARENT/GUARDIAN:

Full name of child (in capitals) _____ Class: _____

Name of parent/guardian _____

Full name of prescribed medicine/lotion (in capitals) _____

Starting Date: _____ Date for last dose(s): _____

Number of daily doses required: _____

First dose due: _____ Time: _____ Quantity: _____

Second dose due (if applicable): _____ Time: _____ Quantity: _____

Third dose due (if applicable): _____ Time: _____ Quantity: _____

Any other relevant information e.g. side effects:

I request the school to administer the doses of the medicine(s) as shown above, supplied, I confirm, by a UK licensed pharmacist.

I further agree not to hold The Pembridge Hall Preparatory School for Girls and any individuals giving the medication/treatment responsible in any and all claims arising from the administration of this medication or treatment.

Parent/Guardian Signature

Date

Appendix 3 – Administration of Medicines Record Sheet



Pembridge Hall School

Administration of Medicines Record Sheet

For Office use only

Name of Pupil: _____ Class: _____

FIRST WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
1 st dose (staff initials)					
Time					
2 nd dose (staff initials)					
Time					
SECOND WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time					
1 st dose (staff initials)					
Time					
2 nd dose (staff initials)					
Time					

1. Enter time of dose in the box.
2. Initial clearly in the box as appropriate, each time a dose is administered
3. At end of course place in pupil's file.

Appendix 4 – Accident Form

SUMMARY:
Log the **PLACE** e.g., where it happened and **TIME**

ENSURE YOU LOG:

- Description of Accident and Cause:
- give details of how the accident occurred with a cause
- give details of any injury suffered by the person involved
- Action Taken
- Signature: Your full name

AFTERWARDS click 'OK'



Appendix 5 - A2 Internal Accident Investigation Report Form

ACCIDENT/INCIDENT INVESTIGATION REPORT FORM

Alpha Plus
GROUP
the Gold Standard in education

1. ACCIDENT/INCIDENT INFORMATION			
Accident Location:		Date:	Click or tap to enter a date.
Address:		Time:	
Tel. No.	+44 (0) 20 7229 0121	Sex:	Choose an item.
Reported to:	Sophie Banks - Head		
Date Reported:	Click or tap to enter a date.		

2. INJURED PERSON			
Forename:		Surname:	
Form:		Sex:	Choose an item.
Age:		Status:	Choose an item.
<i>Only for completion if injured person is an employee:</i>			
Occupation:			
Work Location:			
Contact Tel. No.			

3. DESCRIPTION OF ACCIDENT/INCIDENT

- Condition of the immediate area in which the accident took place.
- Details of any equipment involved.

4. FIRST AID RESPONSE	
First Aider:	
First Aid provided:	

5. WITNESS INFORMATION	
Name/Address Contact No.	
Name/Address Contact No.	
Name/Address Contact No.	

ACCIDENT/INCIDENT INVESTIGATION REPORT FORM

Alpha Plus
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the Gold Standard in education

6. ACTION TAKEN			
Signature:		Date:	Click or tap to enter a date.

7. RIDDOR	
Is the accident reportable to HSE under RIDDOR? (See guidance below)	Choose an item.

8. RESPONSIBLE PERSON			
Name:	Sophie Banks - Head	Location:	Pembridge Hall School
Date Report Received:	Click or tap to enter a date.	Tel No.	+44 (0) 20 7229 0121
Signature:		Date:	Click or tap to enter a date.

Parents Signature:		Date:	Click or tap to enter a date.
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RIDDOR GUIDANCE: A RIDDOR Report will be required in the event of:

Workplace Fatality: within 24 hours

Specified Injury
The following specific injuries require to be reported within 7 days: -

- 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 scalding 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 an employee or self-employed person being away from work, 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.