

**SECAT**

*Building strong schools,  
Building strong  
partnerships, Building  
strong communities*

**SOUTHEND EAST COMMUNITY ACADEMY TRUST**

## **Thorpedene Primary School & Nursery**



# **HEALTH AND SAFETY (BEFORE AND AFTER SCHOOL) POLICY APPENDIX**

<i>Review date</i>	<i>September 2023</i>
<i>Reviewed by</i>	<i>S. Moon</i>
<i>Next review date</i>	<i>September 2024</i>

## **Who Can Administer First Aid?**

All BASC staff complete the National College Pediatric first aid course and can administer first aid.

## **Accident Reporting:**

The SECAT Staff Handbook gives details about how to make the report and what actions are taken following the report. The procedure is NOT designed to allocate blame to those involved in the accidents, but to identify recurring trends within accidents to allow effective control and accident prevention measures to be taken.

All first aid incidents are reported and logged by BASC. Additionally, there is a legal duty to report accidents and to maintain accident statistics. This is a useful method of demonstrating continuous improvement in safety performance, BUT it can only work if ALL accidents are reported including pupil, staff and visitors.

More serious accidents require reporting to the Health and Safety Executive and are specified under the Reportable Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR). It is the policy of Southend East Community Academy Trust (SECAT) academy that all personal injury accidents are reported.

This will be done at the first aid point, where appropriate treatment can be arranged. If you receive treatment elsewhere ensure that you notify one of the first aiders. For your own protection in cases of personal injury, ensure an entry is made in the Accident and Incident Policy.