

## Accidents, Injuries and Emergency Medical Treatment Procedure

This policy has been written following the guidance from:

- Cambium Sustainable
- Health and Safety Executive (HSE)

For the purpose of this Policy the following phrases refer to:

- Minor Accidents/Injuries – (this list is not exhaustive)  
Minor accidents/injuries refers to small bumps, cuts and grazes that can be treated by a trained First Aider. Minor accidents could also be when no visible bumps/cuts/grazes have occurred.
- Major Accidents/Injuries – (this list is not exhaustive)  
Major accidents/injuries refers to broken bones, head injuries, falls from height and anaphylactic reactions that will required treatment by a medical professional.

Bus Stop Forest School Training First Aid trained members of staff will deliver first aid treatment to individual students when they are injured and or become unwell whilst they are on the woodland site and when out at the Forest School site.

Bus Stop Forest School Training understands that at least 1 member of staff with a current First Aid certificate must be present when working with students on the woodland site and when out at the Forest School site. New staff members qualified/unqualified complete First Aid training after the successful completion of their probationary period. The Bus Stop Trainers update their First Aid training every 3 years.

### Named Paediatric First Aiders and Forest School First Aiders

Kate Rice – Lead Forest School Trainer

Kelly Haines – Forest School Trainer

Hayley Lewis

Julia Delamare

Julie Wilson

Bus Stop Forest School Training has three First Aid Kits. One First Aid kit remains on the woodland site at all times and is located on a shelf in the Lockdown shed, the second First Aid kit is stored in the Lockdown shed and is taken out on every Forest School training day and is placed in the Forest School trolleys/or carried in a rucksack by a Trainer and the third First Aid kit is located in the Fire lighting bag.

### Accident/Incident Reports

If a student is involved in an accident and first aid treatment has been given, Trainers will complete an Accident/Incident Report form on the same day and ask the student to read and sign the form on the day or when reasonably possible. Best practice is for the member of staff who witnessed and or administered treatment to complete the form, however this may be dependent upon the individual circumstances.

The Accident Report forms contain the following information:

- Students 's full name,
- Date and time of accident/incident,
- Place where the accident/incident took place,
- Description of the injury,
- Treatment given,
- Trainers signature and date,
- Students signature and date.

Accident/Incident Report forms are regularly reviewed by Bus Stop Forest School Trainer's Health and Safety Officer – Kelly Haines. This is to identify any trends or recurring causes of injuries. Risk Assessments are updated in response to trends/recurring accidents/incidents that take place. Please see Accident Review Log.

If a First Aid trained staff member makes the decision that an accident was minor and treatment is not required for example, in the event a student trips on the bark, landing on their knees and has no visible injury, the Trainer will not be required to complete an Accident form. However, they will continue to monitor the student for any signs of delayed injury/shock.

If a student has had a major accident for example, a fall from a height/ bump to the head/hard fall to the ground, however no wound is visible and the student presents as being well an Accident/Incident form must be completed and Trainers must continue to carry out first aid treatment and monitor the student.

In the event that a major accident requires immediate medical treatment, Trainers will do the following; telephone 999 and request an ambulance, whilst referring to the students Registration form, for student's emergency contact details and information relating to any health conditions.

In the event that a Trainer requires medical treatment whilst out at the Forest School site, the students will be instructed to use the Bus Stop mobile to telephone for the emergency services and to telephone the Pre-School team for assistance.

### Emergency Medical Treatment

On joining Bus Stop Forest School Training, students must complete a Registration form, giving details of an any health information and an emergency contact to call in the event of an emergency. In the event of an emergency for a student, their emergency contact will be contacted as soon as reasonably possible. If student's emergency contacts cannot be reached, their employer will be contacted instead.

In the event of an emergency during a training day and or if the Trainer is required to travel to the hospital with the student, the other students present will be sent home and their training rearranged.

A full report will be written on an Accident/Incident Record form and will be available for students to sign when possible and available for inspection if required.

### Existing Injuries

Students are asked to telephone the Bus Stop Training team before arriving for training if they have suffered a major injury at home, this is to enable the Trainers and students to discuss the potential risks to the student and to discuss the medical advice given to them. Also, it allows the Training team to discuss and make any alterations to the provision/practice and put in place a risk assessment before the student returns to training. If after discussions with the students and after listening to the medical advice, it is believed that there is a high risk of further injury to a student, training can be postponed and new dates arranged. Please see the Emergency Closure and Contingency Plan policy and procedure.

### Handling Body fluids

During training, Trainers ensure good hygiene practices are carried out when handling body fluids such as blood and or vomit when supporting a student who has had an accident or injury. Trainers wear protective gloves and an apron (where possible). Trainers will wash their hands with warm water and soap as soon as possible, in the event they were unable to put gloves on in time. Student's soiled clothing (if required) is placed into a plastic bag to be taken home and students are advised to wash soiled clothing separately, wash on a high temperature and or dispose of it at home. If a Trainers clothing are soiled when supporting a student who has had an accident/injury the Trainer will put their clothing into a plastic bag and be advised as above. Spare clothes for Trainers and students are available, enabling them to change if required. All resources/equipment used to treat a student for example tissues, bandages, wipes will be placed into a plastic bag and disposed of in the general waste.

### Reporting Accidents and Incidents

Bus Stop Forest School Training understands that as an employer and Training company we have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report accidents, injuries, death, work related diseases, dangerous occurrences and injuries that last more than three days to the Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923.

As training is delivered alongside the Pre-School group, Ofsted and the Surrey's Early Years Educational Effectiveness team will also be contacted about any incidents involving staff or children within 14 days of the incident happening or when reasonably possible.

### Tick Bites

During training students are made aware of the risk of Ticks.

In the event that a tick is identified during training, students can be given a tick removal tool to remove it themselves and or give permission for a First Aider to remove the tick, following the correct procedure. Students are advised to seek medical advice, as ticks can carry Lyme diseases.

In the event that a student finds a tick on themselves whilst at home, they are asked to inform the Bus Stop Trainers as soon as possible. The Bus Stop Trainers will send an information email to all students within the cohort, explaining that a tick has been found and it is advisable for them to check their bodies. Included in the email is information on how to find medical advice on the safe removal of a tick and the information that should be recorded in the event that they become

unwell; Date found and the location of tick. A tick information sheet is given to students during their training.

If a tick is identified on a Trainers body during the day the above procedure applies, where appropriate. In all the above circumstances an Accident/Incident record form will be completed and students will be asked to sign and date the form.

#### Useful Resources and Websites

- [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) - A guide to reporting injuries to employees.
- Reporting an incident/injuries: call Health and Safety Executive (HSE) Incident Contact Centre on: 0345 300 9923, Mon- Fri – 8.30am – 5pm. **COVID-19 – ‘To make your workplace COVID secure call: 0300 790 6787, Mon – Fri – 8.30am – 5pm**
- [www.surreyscp.org.uk](http://www.surreyscp.org.uk) - Surrey Safeguarding Children’s Partnership.
- [www.ofsted.gov.uk](http://www.ofsted.gov.uk), Tel: 0300 123 1231, Piccadilly Gate, Store Street, Manchester, M1 2WD.
- [www.gov.uk](http://www.gov.uk) - Health Protection Guidance in Schools and other childcare facilities, 2018, updated 2021.
- [www.gov.uk](http://www.gov.uk) – Supporting pupils at School with Medical conditions, 2015, updated August 2017.

This policy was reviewed May 2025 to be reviewed September 2025.

Signed by Lead FS Trainer \_\_\_\_\_ FS Trainer \_\_\_\_\_