



Accidents and First Aid Policy ***Ulykker og førstehjelp***

Prepared by: Head Teacher
Approved by: The Governors
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We are required by the **Health and Safety (First Aid) Regulations 1981** to ensure that there is adequate First Aid provision in school for employees.

Schools have a continuing duty to pupils in their charge (“in loco parentis”) to provide adequate First Aid for the pupils and any visitors on the premises.

Accidents

Accidents fall in to four categories:

1. Fatal
2. Major injury
3. To employees resulting in more than three days consecutive absence
4. Other minor accidents requiring general First Aid

Accidents to employees, pupils and visitors not working at the School in the two first categories should be reported immediately to the Health and Safety Executive (HSE) by telephone (0845 300 9923) and then confirmed in writing on form F2508 within seven days of the occurrence of the of the incident.

The Guidance for Incident Reporting in Schools by Designated Safeguarding Lead (DSL) should be followed if a pupil is seriously hurt.

For minor accidents, follow the guidelines for the administration of First Aid.

Employee accidents

If the employee is incapacitated from their normal work due to an accident for more than three days (excluding the day of the accident) there is no need to phone the HSE but a form from the Accident Book must be completed within seven days of the accident.

It is a legal requirement, under regulation 24 of the **Social Security (Claims and Payments) Regulation 1979** that employees advise their employer, either verbally or in writing, if they are injured by a work-related accident. Under regulation 25 the employer must investigate the accident. The more



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serious the accident, the more intensive the investigation should be in order to discover:

- What happened?
- The lessons which can be applied to similar circumstances in the future
- What changes are necessary to risk control in order to prevent its repetition?

Pupil accident

Fatal or major injuries must be reported in the same way as to those of employees. However, injuries during play activities in play areas arising from collisions, slips etc. are not reportable unless they are caused by:

- The condition of the premises (e.g. potholes, ice, damaged or worn steps)
- Plants or equipment on the school premises
- Lack of proper supervision

Fatal or 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.

First Aid

Lars Gunnar Kalvenes is our First Aider at Work appointed person. In addition there are two members of staff with in depth First Aid Training (Mathias Indregard and Lars Otterbu). All teachers, admin and assistants are required to take a First Aid in Schools certificate.

Accidents requiring First Aid

Children are taught to look after themselves and each other, but in a school environment, accidents do occur. Most accidents are of a minor nature and can be dealt with by any member of staff. A fully equipped First Aid Box is located in the school office, and the Schools Accident Book can be found in the Secretary's Office.

All minor injuries requiring special attention or first aid are reported in the School Accident Record, kept in the Secretary's Office.

If the accident is serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance is sent for. Incidents of head injuries are always reported to parents by the responsible adult or the school secretary



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and recorded on an accident form. Everyone can access the defibrillator which is located in the shower block if needed.

A Safe Environment

The Head Teacher is responsible for ensuring that the building provides a safe and healthy environment for children. The caretaker and the cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker, or through the use of authorised contractors/ capable people. Any equipment/ hazardous substances are kept locked away from pupils. All equipment is to British Standard and is maintained regularly.

Allergies /Long Term Illnesses

A record is kept in the Teams, and in the DSL's office paper information of any child's allergy, any form of medication (if notified by the parents) any long term illness (eg asthma) and details on any child whose health may give any cause for concern. Class teachers should be aware of any pupil with such allergies/ illnesses who is in their class. Class teachers should pass on any such information they deem relevant to other staff.

Safety /HIV Protection

Disposable gloves should always be worn when treating any accidents/ incidents involving body fluids. Make sure any waste (wipes. Pads, paper towels etc.) are placed in a disposable bag (on top of First Aid Cabinet in the Secretary's office) and fastened securely, before thrown in a sanitary bin. Any pupil's clothes should be placed in a regular plastic bag and fastened securely, ready to take home.

First Aid Boxes

The locations of First Aid Boxes are marked with a green cross.

The contents of the boxes are:

- 1 pair of scissors
- 1 pair of tweezers
- 2 pairs of disposable gloves
- 1 mouth to mouth cover
- 2 safety pins
- 1 emergency foil blanket
- 2 sterile washes
- 3 first aid dressings in different sizes
- 1 triangular bandage
- 1 surgical tape
- 3 adhesive dressings in different sizes
- 5 cleansing wipes
- 1 ice pack
- 2 blister plasters



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- 1 first aid guidance leaflet
- 1 first aid content list
- 1 emergency number list
- up to date medical information for all students
- Band-Aids in abundance

The school secretary is responsible for checking the contents of the first aid boxes on a regular basis and placing orders to replenish stock. All staff are responsible for notifying the school secretary if supplies in any of the first aid boxes are running low.

If a Child falls ill at School

Should a child fall ill during school hours, the staff will ensure that parents are contacted, and arrangements made for the child to be picked up as soon as possible. If the parents are not contactable, the adults named by the parents on the emergency contact form will be contacted.

The Schools First Aid room is the front office and a sign will be put up to indicate no entrance while the child is there if needed. This sign is on the back of the door. The School Library can be used as an additional sickroom in emergencies.

Should a child need immediate hospital care, a member of staff will call for an ambulance. In less serious incidents, two members of staff (one to drive and one to watch the child) may take the child to A & E with the parent's approval, or if needed "in locus parentis."



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