



CREATING A CLIMATE FOR GREAT LEARNING,  
SUCCESS AND OPPORTUNITY

Benton Park School

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First Aid Policy

**September 2023**

1.0 Introduction .....	3
2.0 Aims .....	3
3.0 Objectives .....	3
4.0 Responsible Personnel .....	3
5.0 Appointed Persons.....	4
6.0 First Aiders .....	4
7.0 Procedures.....	4
7.1 Risk Assessment .....	4
7.2 Provision .....	5
7.3 First aiders .....	5
7.4 Qualifications and Training .....	5
7.5 First Aid Materials, Equipment and Facilities .....	5
7.6 First Aid Box Locations .....	12
8.0 Procedures for Students Requiring First Aid or Feeling Unwell .....	6
8.1 During lesson time .....	6
8.2 Around School .....	6
8.3 Student Accidents Involving Head Injuries.....	6
8.4 Transport to hospital or home .....	7
8.5 Hygiene/Infection Control .....	8
9.0 Reporting Accidents .....	8
9.1 Statutory Requirements .....	8
9.2 Reporting Procedure.....	8
9.3 Accidents Reportable to the HSE .....	9
9.4 Students with Specific Medical Conditions .....	9
9.5 Monitoring .....	10
Appendix 1 – List of First Aiders .....	11
Appendix 2 – First Aid Box Locations .....	12
Appendix 3 – Responsibilities of First Aiders .....	13
Appendix 4 – Content of First Aid Boxes .....	15
Appendix 5 – CF50 / CF50a.....	15
Appendix 6 – Accident Reporting Procedures.....	19
Appendix 7 – Trip First Aid Record .....	20

## 1.0 Introduction

This policy outlines Benton Park School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and to establish procedures to meet that responsibility.

This policy applies to all students, staff and visitors in the school. A separate policy is held by Meadows Park, part of the Green Meadows Academy. Both policies will be reviewed annually by the appointed person in each setting.

This policy should be used in conjunction with the following documents

Benton Park School – Medication In Schools Policy  
LCC Health and Safety Guidance note – First Aid PG504  
Guidance on First Aid for Schools (DFE)

## 2.0 Aims

- To identify the first aid needs in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while students and staff and visitors are on school premises, and also off the school premises whilst on school visits.

This policy is in line with the [DFE Guidance on First Aid for Schools](#) and [Leeds Children's' Services First Aid PG504](#).

## 3.0 Objectives

- To provide a framework detailing the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and the process by which First aid provision is monitored
- To provide all staff with information regarding their responsibilities in relation to the provision of First Aid.
- To ensure the provision of sufficient and appropriate resources and facilities for staff at all levels to discharge their duties with regard to the provision of First Aid to staff, students and visitors.
- To ensure that First Aid provision meets HSE and DFE requirements.
- To make the School's first aid arrangements available for staff and parents on request.
- To ensure effective recording of accidents and injuries and detail the process by which accidents are reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (*RIDDOR*).

## 4.0 Responsible Personnel

The employer LCC is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher, all staff, students and visitors on site.

Benton Park School must ensure that a risk assessment of the School is undertaken and that training and resources for first aid arrangements are appropriate and in place.

The employer LCC should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher has overarching responsibility for oversight for the policy and practice within school and ensuring detailed procedures are available to staff. Policy development, monitoring of

practice and provision of approved procedures will be carried out by the nominated appropriate person within school

The Headteacher, through the appropriate person, should ensure that the policy and information on first aid is available for parents on request.

Staff have a duty to do all they can to secure the welfare and safety of their colleagues, students and visitors on the premises.

## **5.0 Appointed Person**

The appointed person need not be a First Aider, but should have undertaken emergency first aid training. The appointed person is Jordan Clough, Safety and Facilities Manager. They will;

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment eg. re-stocking the first aid boxes
- Arrange for an ambulance to be called in an extreme emergency  
(For procedure please refer [Point 8](#))

As part of the School's monitoring and evaluation procedures:

- The appointed person will reassess first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The appointed person will monitor the number of trained first aiders, alert them to the need for refresher courses and organise their training sessions.
- The appointed person will also monitor the emergency first-aid training received by other staff and organise appropriate training
- The responsible person will carry out termly accident/incident monitoring.

Casualties with suspected fractures or back or neck injuries must not be moved unless or ambulance or fully trained medical personnel are present.

## **6.0 First Aiders**

First Aiders must have completed and keep up-dated, a training course approved by the Health and Safety Executive. They will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Have the ability to cope with stressful and physically demanding emergency procedures.
- Record any First Aid treatment or refusal to receive treatment appropriately
- The First Aider on duty should be able to leave to their normal duties to go immediately to an emergency.

## **7.0 Procedures**

### **7.1 Risk Assessment**

Reviews are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks will be forwarded to the Headteachers for approval. The

appointed person will ensure the implementation and monitoring approved provision or control measures.

## **7.2 Provision**

Benton Park School is a low-risk environment in normal operating circumstances, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision. In particular they should consider;

- Off-site PE
- School Trips
- High Risk Curriculum Areas including PE / Art / Science / Technology
- Adequate provision in case of absence, (including trips)
- Out-of-hours provision (e.g. clubs/events)

Arrangements should be made to ensure that the required level of cover of first aiders is available at all times when people are on school premises.

## **7.3 First Aiders**

The recommended number of certified first-aiders is one per 100 students/staff.

Benton Park School has approximately 1500 students.

The following provision for trained First Aiders will be in place

There will be a minimum of 3 First Aiders who have a First Aid at Work Qualification.

There will be a minimum of 15 first aiders who have a 1-day Emergency First Aid Certificate

The list of current First Aiders is at Appendix 1

## **7.4 Qualifications and Training**

First aiders hold a valid certificate of competence, issued by an organisation approved by the HSE.

Designated members of staff hold either a 1-day first-aid certificate especially designed for schools entitled "Emergency First Aid at Work" or a "3-day First Aid at Work". Each staff member in the P.E. Department holds an appropriate first aid qualification.

## **7.5 First Aid Materials, Equipment and Facilities**

The appointed person will ensure that the appropriate numbers of first-aid containers are available on site.

First aid containers locations are detailed in Appendix 2

All first aid containers must be marked with a white cross on a green background.

- The school minibus must carry a first-aid container.
- First aid containers must accompany PE teachers off-site.
- First aid containers should be kept near to hand-washing facilities.

- Spare stock should be kept in school.
- Responsibility for checking and re-stocking the first-aid containers is that of the appointed person.

## **8.0 Procedures for Students Requiring First Aid**

If a student requires First Aid during the school day, the following procedure should be followed;

### **8.1 During lesson time**

- a designated First Aider will be called for by the class teacher by telephoning student reception or by sending another student to student reception.
- the First Aider will
  - assess the student's needs
  - complete the first aid incident form in Student Reception
  - inform parent/carer/nominated contact as appropriate
  - log all details in SIMs in the medical notes area; including date/time of arrival, nature of illness and action taken and/or accident form if appropriate
  - a note should be made in SIMS if a student refuses first aid
  - in extreme circumstances an ambulance may be called and the student accompanied by a member of staff.
  - Students may return student to lesson if/as appropriate, student should have a note signed by a First Aider before returning to lesson.
  - or students will be regularly monitored whilst awaiting the arrival of parent / carer.

**NB Medicine may only be dispensed if already stored with parental consent. (Refer [Medication In School Policy](#))**

### **8.2 Around School**

If a student becomes ill or requires First Aid outside of lesson time;

- they should go directly to their Key Stage Office.
- if the student is unable to go to the Key Stage Office, then a member of staff should be alerted and a designated First Aider will attend.
- If the student cannot be moved, further medical assistance will be sought from a first aider and parents informed.
- All other procedures outlined in 8.1 above must be followed

Staff have a responsibility for all students on school site or under the schools care and supervision. Students in need of First Aid should always be directed towards First Aid provision even at the beginning and end of the school day. Where a student refuses to access First Aid provision a note of the details and refusal of First Aid care should be logged on SIMS and parents/carers should be contacted.

### **8.3 Student Accidents Involving Head Injuries.**

Accidents involving a student's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a Head Injury of any kind must be reported on SIMS and the parent/carer telephoned and notified. A head injury letter will be issued to the student to give to their parent/carer.
- Where the student is referred to Hospital a [CF50](#) accident form must be completed. (refer to Reporting Accidents [Point 9](#) below)
- a note should be made in SIMS and on the CF50 if a student refuses first aid.

#### **8.4 Students who are unwell.**

An unwell student is not the same as a student needing first aid in most cases.

Students who become unwell in class and are unable to remain in class should be escorted to their Key Stage Office either by a fellow student escorting them to the Key Stage Office or, if this is not practical, possible or safe, by a member of staff being called to the classroom to assist them. Once at the Key Stage Office if the student is clearly too unwell to remain in school then parents/carers will be contacted immediately by pastoral staff and arrangements made for the student to go home. In all cases pastoral staff must check SIMS to see if there is a relevant medical note for that student.

During break and lunchtimes unwell students should be escorted or assisted to Student Reception. if the student is clearly too unwell to remain in school then parents/carers will be contacted immediately by Student Reception staff and arrangements made for the student to go home. Student Reception staff must check SIMS to see if there is a relevant medical note for that student. If there is doubt regarding whether the student is too unwell to remain in school then Student Reception staff will liaise with the relevant pastoral team to make a judgement regarding that student.

Whilst in some cases pastoral staff may feel able to make the decision that a student who has arrived at Student Reception at break or lunchtime should go home without needing to see the student, the decision for a student to remain in school should not be made without a member of the pastoral team seeing the student.

Consideration should be given as to whether the student can remain in the medical room at student reception until they are collected and what supervision is appropriate.

#### **8.4 Transport to hospital or home**

The Headteacher / Appointed Person will determine reasonable action to take for each individual case.

- Where the injury is an emergency an ambulance will be called, following which the parent/carer will be called.
- Where hospital treatment is required but it is not an emergency, then the parent/carer will be contacted to take over responsibility for their child.
- If the parent/carer cannot be contacted then the Headteacher/Appointed Person may decide the appropriate action is to transport the student to hospital.

Where the Headteacher/Appointed person decides it is appropriate to make arrangements for transporting a student then the following points will be observed;

- Only staff cars insured to cover such transportation will be used.

- No individual member of staff should be alone with a seriously injured/unwell student in a vehicle. Individual staff may transport students with minor injuries but only with SLT permission.
- Where appropriate a second member of staff will be present to provide supervision for the injured student.

## 8.5 Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment.

PPE should be disposed of after each use. In the event that a First Aider is required to treat an individual exhibiting signs of Covid and cannot assist from a safe 2 meter distance they should wear single use mask, gloves and apron while administering first aid. PPE should be disposed of in the yellow wheelie bin and stored for 72 hours before moving to the main external waste bins in line with our infection control risk assessment.

## 9.0 Reporting Accidents

### 9.1 Statutory Requirements

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE.

For reporting and recording purposes a CF50 Accident Form or CF50a Violent Incident / Assault Form must be completed.

### 9.2 Reporting Procedure

- Statutory accident records:
  - The school will ensure that readily accessible accident records, written or electronic, are kept **for a minimum of three years**.
- School's central record:
  - This can be combined with the CF50/a Form and SIMS records, providing all legislation requirements are met. Benton Park School's central record is stored on the SIMS system.
- A record must be kept of any first aid treatment given by first aiders or appointed persons. This should include:
  - the date, time and place of accident / incident.
  - the name (and class) of the injured or ill person.
  - details of their injury/illness and what first aid was given.
  - If the student refused first aid
  - what happened to the person immediately afterwards.
  - whether parents/carers were contacted
  - name and signature of the first aider or person dealing with the incident.
- Recording forms will be taken on trips/visits/fixtures to ensure that the above details are recorded for any accidents. The hard copy will be retained by the First Aider and must be transferred onto the SIMS system on the next working day in school.

## Accidents/Assaults

- The First Aider attending the accident or incident must ensure the relevant CF50/a form is completed in full and signed.
- If deemed necessary by the responsible person or first aider, the parent/carer will be informed of an accident immediately by telephone.
- A note must be made in SIMS and on CF50/a form if a student refuses first aid
- The completed form will be given to the appointed person who will log the form and pass to the Headteacher to be signed.
- The form will then be scanned and sent to LCC Health, Safety & Wellbeing Team who will decide if it is a RIDDOR reportable accident
- A copy of the accident form will also be attached to the student medical record in SIMS by the appointed person.
- If required an accident investigation will be completed by the Health Safety and Facilities Manager, advice will be taken from LCC Health, Safety & Wellbeing Team depending on the nature of the accident/incident.
- This record will be combined with other information regarding the accident.

### 9.3 Accidents Reportable to the HSE

Involving employees or self-employed people working on the premises,

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days. (For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A)).

Involving students and visitors:

- Accidents resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work i.e. if it relates to;
  - Any school activity, both on or off the premises
  - The way the school activity has been organised and managed
  - Equipment, machinery or substances
  - The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone and be followed up in writing within 10 days on HSE form 2508.

Leeds Health, Safety and Wellbeing Team are responsible for ensuring this happens.

### 9.4 Students with Specific Medical Conditions

Parents are asked to ensure their child's medical records are updated via Edu-link to ensure we have accurate and current information.

Medical information is additionally requested for offsite Educational Visits and is available to the Trip Leader. Every class teacher has access to the medical conditions information on SIMS with all the relevant/important details.

Any regular medicines are named and controlled by staff. These are stored in a cabinet in Student Reception.

It is the responsibility of the nominated member of staff to carry out routine checks on expiry dates of medication held in school including Epi-Pens.

The school has 2 x spare Epi-pens on site stored in Student Reception – these are spare Epi-pens available if a Students current Epi-pen has recently gone out of date and they require an adrenaline shot.

Details of medicines dispensed are kept in the cabinet with the medication.

Further procedures are outlined in the Benton Park School -[Medication In School Policy](#)

## **9.5 Monitoring**

A regular review and analysis of accident records will be carried out on a termly basis by the appointed person to help the school identify trends and areas for improvement and identify training needs. Records should also be kept for insurance or investigative purposes.

## Appendix 1 – List of Qualified First Aiders

	<b>Name</b>	<b>Surname</b>	<b>Course Type</b>
1	Jordan	Clough	FAAW
2	Angela	Boucher	EFAW
	Ann-		
3	Marie	Gallagher	FAAW
4	Luke	Hitchen	FAAW
5	Sarah	Owen	EFAW
6	Louise	O'Donoghue	EFAW
7	Bridget	Barrett	EFAW
8	Lindsey	Harps	EFAW
9	Kathryn	Holdsworth	EFAW
11	Chris	Dewhurst	EFAW
12	Sarah	Dobby	EFAW
13	Catherine	Mawson	EFAW + SIM
14	Helen	Ellis	EFAW
15			
16	Raymond	Thackray	EFAW
17	Debbie	Derrick	EFAW
18	Saroj	Parmar	EFAW
19	Mandy	Fletcher	EFAW
20	Danielle	Isles	EFAW
21	Sophie	Charlton	EFAW
22	Katie	Dawson	EFAW
23	Dawn	Johnson	EFAW
24	Maggie	Green	EFAW
25	Rachel	Firth	EFAW
27	Craig	Nicolas	EFAW
28	Emma	Leonard	EFAW
29	Daniel	Kerr	EFAW
		Parker-	
30	Chloe	Reaney	EFAW
32	Daniel	Todd	EFAW
	John		
33	Paul	Worrall	EFAW
34	Nina	Howe	EFAW
35	Peter	Sheehan	EFAW
			Outdoor incident
36	Karen	Garvie	management.
37	Carol	Rollinson	ODIM
38	Wayne	Yeadon	FAAW
39	Karen	Gill	EFAW

## Appendix 2

### First Aid Box Locations

First aid containers are found at the following locations:

Main Reception	By Facilities Manager desk
FTPrep 001.	Above the sink on the shelf
FT 002.	Adjacent to entrance door
RM001.	Above fire extinguishers (next to rear door)
RM002.	Above fire extinguishers (next to front door)
RMPrep 001.	Above fire extinguishers (next to corridor door)
RM003.	Above fire extinguishers (next to front door)
TX001.	Above fire extinguishers (next to rear door)
TX101.	Above fire extinguishers (next to front door)

Student Reception

Facilities Office

Key Stage Office – Ground floor

Work room – West wing corridor

Work room – East wing corridor

Admin Office

Staff Room

The 2 x AEDs are stored in Main Reception & the 6<sup>th</sup> Form block office.

### **Appendix 3 – Responsibilities of First Aiders**

First Aiders have the following responsibilities

To ensure that they carry out their duties with due care and diligence including:

- Respond to any request to attend where a First Aider is required
- Take adequate steps to ascertain if there are any visible or suspected injuries.
- Ensure appropriate First Aid is administered.
- Report and record First Aid treatment given in line with Benton Park Schools First Aid Policy.
- To monitor on-going First Aid needs where the individual treated remains on site.
- To refer injuries that require further medical treatment to the Headteacher/Appointed Person.
- Notify parents/carers/ external partners where appropriate.
- Report to the Appointed Person where stocks of medical supplies fall below minimum level (see Appendix 4 – Contents of First Aid Boxes)
- -----

I am able to confirm that I have read and understood the above responsibilities of First Aiders.

Name of First Aider\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

**(Copy to be retained on File with the Training Record)**



## Appendix 4 – Content of First Aid Boxes

	First Aid Box	Mobile Kit
Guidance card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 10cm x 8cm)	6	
Large sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm)	2	1
Individually wrapped moist cleaning wipes	1 pack	1 pack

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers (at least 300 ml) should be provided.

### Further items for first aid use

The following items should be kept separate from the box for first aid use:

- (a) Latex disposable gloves for wear by any personnel handling blood, vomit, excreta, etc;
  - (b) disposable drying materials
  - (c) plastic bowls – one for cleaning wounds and one for cleaning vomit, and other bodily fluids;
  - (d) household bleach solution – one part bleach to ten parts water for cleaning sinks and bowls and soiled surfaces;
  - (e) yellow bio-hazard type plastic bags for disposing of bulky amounts of blooded waste
- A small supply of paracetamol for dysmenorrhea (period pains) may be held within secondary schools but should be kept secure and issued as necessary by a person designated by the Headteacher. Records must be kept of all paracetamol issued (how many tablets, to whom, when and why).

## CF50 Form Report of an Accident, Injury or Dangerous Occurrence



**This form is for reporting ALL incidents (excluding violence), dangerous occurrences, near misses and accidents involving ANY person on premises controlled by Leeds City Council and/or to any employee of Leeds City Council on ANY premises.**

ALL relevant parts should be completed, scanned and emailed to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) within 10 days of the incident.

In cases of accidents resulting in death, broken bones, amputation, dislocation, eye injury, loss of consciousness, acute illness or immediate admission to hospital, or in the event of a Dangerous Occurrence **telephone 0113 378 8298 IMMEDIATELY** after the incident.

**In cases involving violence please complete form CF/50a – Report of an assault / violent incident**

### ① DETAILS OF INJURED PERSON

Forename (s):

Surname:

Address:

Gender ☐ Male ☐ Female ☐ Non-binary ☒ Prefer not to say

Date of birth:

Ⓐ

Category of person:

Employee ☐

Pupil ☐

Visitor/Parent ☐

Contractor ☒

Ⓑ

Name of school:

Occupation (if applicable):

### ② DETAILS OF INCIDENT

Date of incident:

Time of incident:

AM ☒

PM ☐

Was the person taken directly to hospital from the scene of the incident? ☐ YES ☒ NO

Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident?

☐ YES

☒ NO

Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)

State what happened as fully as possible (attach additional pages if necessary)

Did the condition of the premises contribute to or cause the incident? (e.g. trip in playground due to damaged surface)

☒ YES

☐ NO

Witness name (s):

Give details of first aid treatment given and by whom:

# CF50 Form Report of an Accident, Injury or Dangerous Occurrence



## TYPE OF INJURY:

Amputation ☐ Concussion ☐ Electricshock ☐ Multiple ☐ Sprain/Strain ☐ Near Miss ☐ Break/Fracture ☐  
 Cut/Abrasion ☐ Irritation ☐ Poisoning ☐ Swelling/Bruise ☐ Burn/Scald ☐ Dislocation ☐ Mark ☐  
 Respiratory ☐ Emotional harm ☐ If other please state:

## PART OF BODY AFFECTED:

Arm ☐ Back ☐ Finger ☐ Hand ☐ Internal ☐ Multiple ☐ Neck ☐ Torso ☐  
 Ankle ☐ Eye ☐ Head/face ☐ Foot ☐ Leg ☐ Toes ☐ Muscular ☐ Wrist ☐  
 Left ☐ Right ☐ If other please state:

## CAUSE OF ONJURY:

Animal ☐ Drowning ☐ Fall above 2M ☐ Fall Below 2m ☐ Hit by Object ☐ Bite ☐ Physical Education ☐  
 Vehicle ☐ Electrical ☐ Illness ☐ Slip/Trip ☐ Trap in Door ☐ Collision ☐ Equipment ☐ Fire ☐  
 Intervention ☐ Spillage ☐ Unknown ☐ Crush/Trap ☐ Fighting ☐ Glazing ☐ Manual Handling ☐  
 Substance ☐ If other please state:

## ③ INVESTIGATION DETAIL:

If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? ☐ YES ☒ NO

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/gurdians been informed ☒ YES ☐ NO

## ④ DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:

SIGNATURE of person completing this form:

DATE:

X

Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher ☐ Head of Department ☐ Manager ☐

If other, please state:

PRINT name of person countersigning this form:

SIGNATURE of person countersigning this form:

DATE:

X

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, 2nd Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident.

# CF50a Form Report of an Assault / Violent Incident



**This form is for reporting ASSAULTS and VIOLENT INCIDENTS to any employee of Leeds City Council or any pupil on ANY educational premises.**

ALL relevant parts should be completed, scanned and emailed to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) within 10 days of the incident.

In cases where a member of the public – but not a pupil – is violent or aggressive and the school wishes details to be forwarded to Legal Services, the Legal Services officer for the school should be contacted immediately.

All other accidents and incidents should be reported on report form CF/50 Report of an Accident, Injury or Dangerous Occurrence.

## ① Person subject to violence

Forename (s):	Surname:
Address:	Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary <input type="radio"/> Prefer not to say
	Date of birth:
(A) Category of person: Employee <input type="radio"/> Pupil <input type="radio"/> Visitor/Parent <input type="radio"/> Contractor <input type="radio"/>	
(B) Name of school:	Occupation (if applicable):

## ② Details of Incident: Following this incident, you must monitor the situation as injuries including emotional harm may arise sometime after the incident has occurred, please refer to PG103 for guidance.

Date of incident:	Time of incident:	AM <input type="radio"/> PM <input type="radio"/>
Was the Subject Injured? (this can be physical and/or emotional harm) <input type="radio"/> YES <input type="radio"/> NO		
If Yes please provide details of the injury sustained (e.g. bruise, sprain, mark, fracture etc.)		
Was the person taken directly to hospital from the scene of the incident? <input type="radio"/> YES <input type="radio"/> NO		
Will the injury prevent the member of staff from normal working capacity for more than 7 days following the date of the incident? <input type="radio"/> YES <input type="radio"/> NO		
Exact location of the incident (e.g. Classroom, playing field, dinner hall, gymnasium, corridor etc.)		
Details of alleged assailant (if known)		
Name:	Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary <input type="radio"/> Prefer not to say	
Address (if known):	Age (if known):	
Has there been previous incidents concerning this person? <input type="radio"/> YES <input type="radio"/> NO		
Witness name (s):		
Give details of first aid treatment given and by whom:		

# CF50a Form

## Report of an Assault / Violent Incident



Please give a more detailed account of what happened including any relevant events leading up to the incident and details of any property damage, verbal abuse, anti-social behaviour etc - use additional sheets if necessary and attach them to this form.

Type of Incident:

Verbal abuse ☐ Threat (s) ☐ Physical assault ☐

**PART OF BODY AFFECTED:**

Arm ☐ Back ☐ Finger ☐ Hand ☐ Internal ☐ Multiple ☐ Neck ☐ Torso ☐  
Ankle ☐ Eye ☐ Head/face ☐ Foot ☐ Leg ☐ Toes ☒ Muscular ☐ Wrist ☐

Left ☐ Right ☐

If other please state:

### 2 POLICE NOTIFICATION:

Have the police been notified? YES ☐ NO ☐

If Yes please provide the name and station of Officer(s) informed:

### 3 INVESTIGATION DETAIL:

Has an investigation been carried out to establish the cause of the incident? YES ☐ NO ☐

If Yes please provide details of who to contact for further information:

Has any action been taken or is action proposed to be taken to prevent recurrence? YES ☐ NO ☐

If Yes please provide details (e.g. school has excluded pupil or Legal Services have been informed):

Have parents/guardians been informed ☐ YES ☐ NO

### 4 DATA PROTECTION DECLARATION :

Under the terms of GDPR 2018 we must inform you of the following. Leeds City Council will process your data for the purposes of monitoring health and safety in Leeds City Council in accordance with relevant legislation. This may involve the sharing of the information you provide with local regulatory bodies.

Please note by signing this form you are declaring the information given to be a true and accurate account to the best of your knowledge at the time.

PRINT name of person completing this form:

SIGNATURE of person completing this form:

DATE:

X

Position of person countersigning this form to confirm this is a true and accurate record of events:

Headteacher ☐ Head of Department ☐ Manager ☐

If other, please state:

PRINT name of person countersigning this form:

SIGNATURE of person countersigning this form:

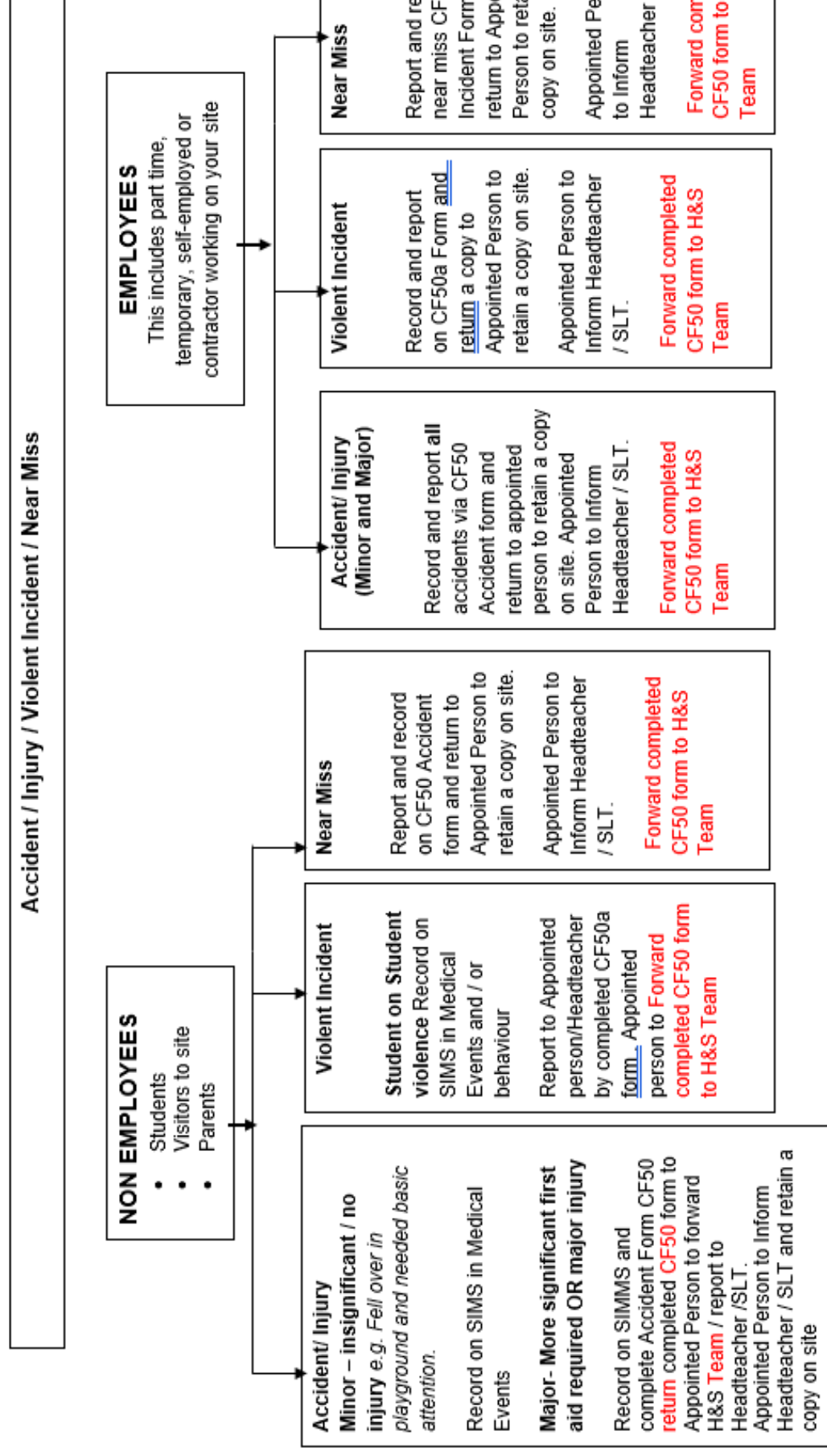
DATE:

X

Please send this completed form to [educ.hs@leeds.gov.uk](mailto:educ.hs@leeds.gov.uk) / Schools Health, Safety & Wellbeing Team, 2nd Floor West, Civic Hall, Leeds, LS1 1UR within 10 days of the date of the incident.

## Appendix 6 – Accident Reporting Flowchart

# Accident Reporting Procedures – Benton Park School



- **All staff must follow Leeds City Councils guidance for reporting accidents and incidents – PG103 Accident reporting**
- **Accident records must** be kept for at least three years after the accident if the person is above the age of eighteen.
- **If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.**

## Appendix 7 – Trip First Aid Record

### PERSON INJURED

Name\_\_\_\_\_ Form\_\_\_\_\_ DOB\_\_\_\_\_

Male/Female (circle)

Student/Employee (circle)

### DETAILS OF INCIDENT

Date of incident\_\_\_\_\_ Time\_\_\_\_\_ Location\_\_\_\_\_

Was the person taken to hospital Y/N (circle)

State what happened as fully as possible:

**THE ATTENDING FIRST AIDER SHOULD RECORD THE INCIDENT ON THE  
MEDICAL LOG IN SIMS WITH IN 48 WORKING HOURS**