



SUBJECT: Health & Safety Updates

RECIPIENTS: All LCC Maintained and Controlled Schools

ISSUE DATE: Sept 2015 REF: HSB58

1. Accident reporting – new on-line PO3 reporting system

A new PO3 on-line accident report form is now available to use for reporting work related injuries and accidents. The new form can be access via [GEORGE](#) (not all schools will have access) In which case use the [Direct Link](#) and for further details and guidance please see the new [G4 Accident Reporting Policy](#). The policy outlines the duties and responsibilities placed on individuals for the reporting of work related accidents and injuries. This replaces the need for hard paper copies to be completed and send to the Corporate H&S team and all future PO3 form must be submitted using the new on-line system by either the individual involved with the incident or a designed person. User guidance for the system is available to view [here](#).

2. Pupil Health

a) **Supporting pupils at school with medical conditions***

Governing bodies must make arrangements to support pupils at school with medical conditions. The statutory guidance in this document is intended to help governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

[Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014](#)

Key points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

b) Defibrillators in Schools*

Although there is currently no legislation in the UK which obliges certain businesses or premises to provide an Automated External Defibrillator (AED) and Lincolnshire County Council currently have no policy stating that AED's need to be available within schools in the past [The Department for Education](#) have announced plans to allow schools to purchase defibrillators at a lower cost.

Sudden cardiac arrest can happen to anyone who may or may not be diagnosed with a cardiac condition. An AED is a life-saving machine that gives the heart an electric shock and can make a difference between life and death.

The decision to purchase an AED is one the schools must make based on a risk assessment which considers some key factors, for example, but not limited to:

- Are there any individuals with known per-existing health condition and/or care plans
- The location of other AED's and first responders within the local area
- The location of the school in relation to emergency services and/or assistance i.e. GP surgeries, hospitals, fire station where AED's may be available
- The existing first aid arrangements in the school, training, knowledge, etc.
- The initial and ongoing training of staff to use an AED
- The costs and ongoing maintenance of an AED

If a school do decide to install an AED for general use they should notify the local NHS ambulance service of its location. Staff members appointed as first aiders may require additional training in the use of the AED, they should already be trained in the use of CPR and the schools may wish to promote these techniques more widely in the school, amongst both teachers and pupils alike.

3. Tree Safety

A reminder to schools of their responsibility for ensuring the safety, ongoing inspection and condition surveying of all trees on their site. Please see [HSB43](#) that was issued to all schools in **Oct 2014** for further details and information.

*Source: Department for Education website

If you require further assistance or clarification on the subject please contact:

Corporate Health & Safety Advisers (see George section: Corporate > Information for Working > Risk Management > H&S Advisers)