



POLICY FOR REPORTING, RECORDING AND INVESTIGATING ACCIDENTS

TO BE READ IN CONJUNCTION WITH:-

- Risk assessments
- Health and Safety Policy
- Policy for the Administration of Medicines and Drugs
- Business Continuity Plan

Introduction

Whilst school takes every measure to reduce the risk of accidents by ensuring risks are minimised and policies adhered to, it is inevitable that accidents will happen from time to time.

For the purpose of this policy the following terms apply:-

Accident – an unplanned event that results or may result in; personal injury, property damage, work related ill health, dangerous occurrences, violence in the work place, near misses.

Accidents to Children

Staff at the school are in loco parentis and it is our duty to ensure the safety and welfare of the children at all times. They are under our responsibility.

Children must remain under the actual supervision of the adult on duty at all times. They **must never** be left unsupervised. The duty rota for playtime supervision is pinned on the notice-board in the staffroom.

If a child has an accident in which he/she is hurt the following procedures must be adhered to.

1. The physical needs of the child should be attended to promptly by the trained First Aider
2. All accidents **must** be reported to the class teacher as soon as possible. If the accident involves a bump to the head or is serious in any other way it must be reported straight away to The Head Teacher or The Senior Teacher at the school.
3. **All accidents**, bumps or otherwise, **must** be logged in 'The Accident Book' which is located in The Staff Room. (using EYFS or KS1/2 form)
4. If the accident involves a bump to the head or is serious in any other way, parents/guardians **must** be informed, by letter and verbally. The head teacher or most senior member of staff must also be informed in the event of a serious injury. A stock of letters is kept in the 'Accident Book'. If the child is distressed then the parents of the child must be notified, by telephone, immediately. Parents are also notified immediately if a child has been seriously injured
5. If an accident results in the child being taken from school to hospital then they must be accompanied by a member of staff (this would usually be the head teacher or other senior member of staff, after ensuring adequate supervision for the remaining children with appropriate insurance) or the child's parents/guardians. Contact details for all children are located in the administration office. The office services manager (or in her absence) the most senior member of staff is responsible for ensuring the emergency services and parents/guardians have been contacted.

There is a further accident record when a serious accident has occurred with information to provide to emergency services.

There is a further accident investigation form to complete in the event of a serious accident to either children or staff.

The safety and welfare of the pupils is of paramount importance. These procedures **must** be followed. **It is better to be over-cautious!**

Accidents to Adults

If an adult has an accident in which he/she is hurt the following procedures must be adhered to.

1. The physical needs of the adult should be attended to promptly by the trained First Aider.
2. All accidents **must** be reported to the head teacher as soon as possible. **All accidents**, **must** be logged in 'The Accident Book' **BI 510** which is located in the administration office.
3. If an accident results in the adult being taken from school to hospital then they must be accompanied by a member of staff (after ensuring the adequate supervision of the remaining children) or the adult's next of kin.

Investigating Accidents

Reviewed June 2016

All accidents must be investigated and the causes identified, so that measures can be taken to prevent reoccurrence. For minor accidents a note of the cause and remedial action can be noted on the entry in the 'Accident Book'. For accidents resulting in more serious injuries (including those which require hospitalisation or resulting in a period of 3 or more days absence) a Staffordshire County Council 'Accident Investigation Report Form' must be completed and sent to the Health and Safety Team within 10 days of the incident. Where an injury is a result of an act of violence or threatened act of violence a 'Report of Act or Threatened Act of Violence Against a Staff Member' or a 'Violence Report Form' must be completed. In these cases the County health and safety team must be notified immediately. Copies of forms are located in the Accident Book, in the staffroom and in the 'Health and Safety' file in the head teacher's office. They are also available on line through the Staffordshire learning net.

Accidents Reportable Under RIDDOR regulations 1995

Accidents/Incidents which are reportable under these regulations include:-

- Death, major injury or dangerous occurrence (see attached appendix)
- Accident results in an absence of 3 days or more
- Work related ill-health or disease

In these cases the county Health and Safety team must be contacted immediately, who will in turn inform the HSE (Health and Safety Executive), documentation must be completed (as described above) and forwarded to the Health and Safety team within 3 days of the incident.

Accidents away from "normal" location

Where an accident occurs to an employee or school pupil "off premises" (e.g. school educational visit or employee working in A N Other location) the accident MUST be reported in the accident book at their normal location/school. NOTE in addition, the accident may also have to be reported in the accident book on the premises where the accident occurred.

Road Traffic Accidents

If employees are injured in Road Traffic Accidents *whilst working on County Council business* the accidents must be reported following the procedures laid down here.

Where vehicles involved in the transporting of school pupils are involved in *any type of road traffic accident* (even where no injury has occurred) these MUST be reported. This includes private vehicles being used on school business, minibus journeys and external (coach) transport.

MONITORING

In her role as Health and Safety Co-ordinator, the head teacher, monitors entries in the accident book regularly, by signing off forms monthly. The head teacher reports termly to the Governors, in her 'Report to Governors' the occurrence of accidents and acts or threatened acts of violence.

First Aid kits are checked monthly (by the office services manager or designated first aider) to ensure that they contain only approved items. Records of which are kept in the 'In House Health and Safety Checks' file, located in the administration office.

APPENDIX

- Accident form EYFS
- Accident FORM Federation
- Accident letter to parents
- See additional EYFS proforma
- See accident investigation form

Federation Accident Record Book Format: A separate accident record should be completed for each person injured.

| | | | |
|-------------------------------|------|-----|------------|
| Injured Person Details | Name | DOB | Year Group |
| Incident Details | Date | | Time |

| | | | |
|---|-----------|------------------|-----------------------------|
| Location | Classroom | Communal Area | Outside Play areas |
| Slips/Trips/Falls | | | |
| Injury/Accident from another person | | | |
| Injury/Accident from an object | | | |
| Details of Treatment | | Pupil treated by | Position |
| | | Treatment given | Parent informed YES / NO |
| Person Reporting Incident | Name | Position | Date |
| <i>Where a detailed accident investigation is required an Accident Investigation Form must be completed in addition to this record.</i> | | | |



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| | | | | |
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| Injury/Accident from an object | | | | |
| Details of Treatment | | Pupil treated by | Position | |
| | | Treatment given | Parent informed YES / NO | |
| Person Reporting Incident | Name | Position | Date | |
| <i>Where a detailed accident investigation is required an Accident Investigation Form must be completed in addition to this record.</i> | | | | |



THE FOREST FEDERATION
Needwood Church of England (VA) Primary School
 Yoxall Road, Newborough, Burton On Trent, Staffordshire, DE13 8SU. 01283 575216
office@needwood.staffs.sch.uk <http://www.needwood.staffs.sch.uk/>
All Saints' Church of England (C) Primary School
 Tatenhill Lane, Rangemore, Burton On Trent, Staffordshire, DE13 9RW. 01283 712385
office@allsaints-rangemore.staffs.sch.uk <http://server.allsaints-rangemore.staffs.sch.uk/>

Dear
 Reviewed June 2016

I am just letting you know that your childhad a slight accident today
.....(date) at (time)

*Delete as appropriate:

*Has fallen over / bumped their head / face.

*A cold compress has been applied.

*Other first aid.....

Further details if necessary

.....
.....
.....

Letter completed by

If you are concerned about any symptoms they display, please seek medical help.

If you require any further information please do not hesitate to get in contact with us. Thank you.

Yours sincerely



Mrs Charlene Gethin
Executive Headteacher