

# ST. CHAD'S PRIMARY SCHOOL

## Accident Reporting Procedures

This links to the summary identified on part two of the Health & Safety Policy.

It is essential that all accidents are reported and that records are kept.

The procedures listed below should be followed:

### Accidents to pupils

Accidents to pupils during the school day and on the school premises should be recorded in the Accident Books which are kept in the following locations:

- Nursery/Reception - First Aid cabinet
- KS1 - Photocopier room(green box)
- KS2 - Mrs. Halliday Y3/4 class

Concerns should be referred to one of the qualified First Aiders:

- Mrs. S. McLawrence,
- Mrs. D. Eardley
- Mrs. V. Davies

A Bump Note should be sent home with children. If an accident occurs at lunchtime then the class teacher should be informed. A judgement should be made as to whether to inform the parents. For example: A child should not be sent home with a mark to the face without the parents being informed. Parents maybe invited in to check the child. If there are any concerns then an ambulance should be called. It

is vital that a member of the senior leadership team is informed and preferably the Headteacher or the Deputy Headteacher. In the event of a child going home following an accident or being taken to hospital we recommend that the parents are contacted to check on the welfare of the child as good practice.

Accidents involving a child being taken to hospital should be followed up and the appropriate accident reporting form (under RIDDOR) completed by the school office which is then submitted to the LA and filed for school records. In the event of any serious accident the accident should be investigated to see if it may have been prevented for the future safety of the pupils.

### **Staff Accidents**

Where an accident to a member of staff occurs on the premises then the staff accident form should be completed which is located in the office. Where necessary the causes should be investigated and appropriate actions put into place.

### **Visitors**

Visitors should report accidents to the school office so that the incident maybe recorded and if necessary appropriate first aid administered.

### **Accident out of school hours**

A first aid kit should be available when pupils are out of school and a judgement should be made as to the seriousness of the accident, which may result in an ambulance being called. Parents should be contacted so to facilitate this it is important that contact numbers are taken with staff on visits. The school should also be informed. Arrangements should be made for the appropriate supervision of other pupils.

If accidents occur on residential visits then the appropriate procedures should be followed by the centre. However there

is still a need for the school and parents to be informed. If the accident occurs at night then the Headteacher should be notified.

**Follow up**

Investigations should be carried out by the Leadership Team and with the possible inclusion of a Governor. This may be referred to the Premises Committee or the Full Governing Body.

The Governing Body receives an annual report of accidents within school as part of the regular reporting system.

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