

ST. CHAD'S C.E.(C) PRIMARY SCHOOL
ACCIDENT REPORTING PROCEDURES POLICY
'Building together with Jesus for a better future.'

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)

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 - Y3/4 class

Concerns should be referred to one of the qualified First Aiders ('First Aid at work' 3 day training):

- Mrs S McLawrence (Exp Jan 21)
- Mrs D Eardley (Exp Jan 22)

In addition we have staff trained in 'Emergency First Aid at work' (1 day)

- Mrs M Kirkham (Exp March 22)
- Mrs J Simpson (Exp Nov 22)

(Previously trained staff: Mrs. N. Lovatt (Exp Feb 19))

Paediatric First Aiders:

- Mrs Attwood (Exp Nov 20)
- Mrs V Crabtree (Exp Oct 22)

(Previously trained staff in Paediatric First Aid: Mrs S Heath, Mrs A Foster, Mrs C Macdonald)

The accident book should be completed for all pupil injuries and accidents occurring in school- this must be sent home. Where a very minor incident has taken place and the member of staff does not feel an entry in the Accident book is necessary, a first aid sticker may be given as a notice to parents.

If an accident occurs at lunchtime then the class teacher must be informed. A judgement should be made by first aid trained staff or a member of SLT as to whether parents should be telephoned. Parents may be invited in to assess their 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 as a follow up, 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 (HS40)** completed by the staff member reporting the accident (with assistance from the school office staff) and filed for school records. The accident is then reported to the Local Authority on the 'Health and Safety accident reporting site'.

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. The accident is then reported to the Local Authority on the 'Health and Safety accident reporting site'.

Visitors

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

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 staff must ring the school so that staff can telephone parents.. 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. A risk assessment may be required following an investigation. The findings will be referred to the Premises Committee or the Full Governing Body.

Approved 12 February 2020