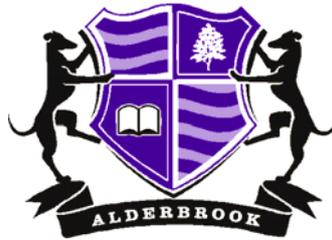


Alderbrook School



ACCIDENT REPORTING POLICY

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ACCIDENT REPORTING SYSTEM - Guidelines

This policy provides guidance on internal accident reporting for students and staff and Safety Cloud reporting.

All staff and students at Alderbrook School have a responsibility to report accidents.

If an accident or incident occurs during a lesson and has resulted in an injury to the student, the teacher must send the student to the medical room for examination, with a note detailing the injury. If the Principal First Aider is absent, the student should be sent to the Pastoral Office where there will other First Aiders available.

The First Aider who attends to the student will complete the front section of an accident form and provide it back to the teacher who sent the student for medical attention, via their pigeon hole. The teacher must complete the back section of the form and return it back to the medical room as soon as possible.

If an accident occurs during a lesson, but no injury is sustained, the teacher must complete an accident form and return it back to the medical room at the earliest opportunity.

If an accident occurs outside of a lesson, any member of staff who witnesses the accident, or who is made aware of the accident by a student, is responsible for completing an accident form and returning it to the medical room. If an injury is sustained outside of the lesson, the member of staff who has witnessed the accident or who is made aware of the accident, is responsible for sending the student to the medical room for examination and where appropriate may be asked to assist in completing the back section of the accident form.

STUDENT ACCIDENT REPORT FORM (Internal)

All parts of the Internal Accident form should be filled in accurately, giving as much detail as possible.

If the accident has resulted in a serious injury, a separate report may be required to go with the accident form.

The **Principal First Aider** is responsible for completing the front side of the Internal Accident Report form to show what First Aid has been applied. The Principal First Aider will also complete the sections on the reverse side – “what happened afterwards” and “what have you done to prevent an occurrence”.

Type of injury – please state:

- Fatality
- Cut - injury where it is not jagged i.e. cut with sharp instrument – knife, craft blade.
- Laceration - jagged cut made with a blunt instrument.
- Fracture – broken, cracked, or chipped bone if not sure put suspected (but alter it after it has been confirmed).
- Amputation - any
- Dislocation – of the shoulder, hip, knee or spine
- Loss of sight – whether temporary or permanent
- Burns – if it is chemical please state “chemical burn” and insert the name of the chemical.
- Head - bump/impact cut etc.
- Contact injury – sports, games.
- Sprains/ strains – pulled ligaments /stretched tendons.
- Graze – where the skin is not cut but surface layer has been damaged.
- Electric shock – any injury resulting from electric shock or burn

Please state what part of the body the injury has occurred on i.e. left knee/ left hand little finger.

State treatment given to casualty – record the treatment that you have given i.e. applied ice pack / cleaned wound / dressing. If the accident has not been reported straight away put it on the form in action taken and explain to the person the importance of reporting it immediately i.e. the quicker that first aid is given the better and record that you have done this.

Action Taken – if you have rung home for the casualty to be picked up / rang for an ambulance / or sent back to lesson. Issued head bump letter etc (always ring home with a head injury or in the case of a burn, even if it is just to let them know that their child is ok) - if they stop in school you should always keep checking on them (lesson change over, breaks / lunch time) and enter it on the head bump letter form putting time checked and sign it.

Advice given – put in this section if you have advised the parent in any way to take their child to the GP/walk-in centre / hospital. If they stay in school state if you request them to return to you so you keep an eye on them following a head bump or if a condition gets worse etc. (This covers yourself).

If medical advice sought – this needs to be filled in if the parent/carer has sort professional medical advice i.e. taken to hospital /GP/ walk-in centre. Always ask the parent to ring you back the next day to keep you informed if they don't ring chase them the next day (follow it through).

If a serious incident has taken place and an ambulance needs to be called please ensure you have informed a member of SLG who will carry out a full investigation and provide an incident form to be attached to the completed accident form. Please

ensure you follow this through in a conversation with that member of SLG and ascertain the action taken.

What happened afterwards? – Please state what the casualty did afterwards.

Always ask the student if they reported the accident to the teacher, if not explain the importance of doing this.

The rest of the form should be given to the teacher to fill out if it happened in a lesson. Do not fill the form in yourself as sometimes the student may miss out information. If the accident happened before/after school, break/lunch then the Principal First Aider must fill it in.

FILLING IN THE BACK OF THE ACCIDENT FORM – The appropriate member of staff must fill this in unless the accident happens before school, break/lunch, after school or if the teacher was not present. If the accident has occurred during a lunch time or after school club, the member of staff responsible for the club will be asked to complete this section of the form.

Describe the accident – give as much detail as possible.

What was the cause – Please highlight one of the reasons or if “Other” specify what it was.

What was the activity at the time - if it is a lesson state which lesson and if it was a practical i.e. science (experiments, dissection) food technology (cooking preparing food) PE - which activity, technology (using machinery, tools.) Art (craft tools, kiln etc.).

Conditions – this should include if outside weather, ground conditions i.e. grass/ice/snow etc, if indoors was it wet break, was there spillage on floor from rain etc. – congestion in the corridors etc. If in a lesson behaviour, difficult groups etc.

What have you done to prevent an occurrence? - This must be filled in, sometimes this needs further action i.e. if there is a spillage report it to site management for it to be cleared up – make sure you record the info on the form -always follow it through. It might be that signs need to be put up in areas to warn student/people etc. Pot holes/ice need to be reported to site management again follow through writing on the accident form what action has been taken.

If the accident occurs in a lesson state what safety precautions were explained at the beginning (if it was a practical lesson)

The completed form then should be given back to the person who issued it.

(The following section will be carried out by the Principal First Aider.)

This will be checked by the PFA to ensure all the required information is present. If not, the form will be returned to the member of staff stating clearly what information is still required.

Make sure you follow the accident process through. If a student is off school the next day following an accident, give a courtesy ring to enquire how the student is. If a serious accident occurs especially with machinery etc., then a senior member of staff needs to ring home but make sure you log it on the accident form.

Finally make sure this is entered onto SIMS under medical events.

STAFF ACCIDENT REPORT FORM

Any member of staff involved in an accident, however minor, must complete an accident form which the Principal First Aider will then put onto the Cloud reporting system. The Principal First Aider will provide a copy to the member of staff for their information and on the accident reporting file.

SAFETY CLOUD REPORTING

Alderbrook School through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking.

All accidents, incidents and near misses will be reported to The Principal First Aider. Every accident and near miss should be logged on safety cloud under the accident module. When selecting whether an injury was sustained or not the relevant form will automatically open on safety cloud. This is completed by the Principal First Aider

Any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be notified immediately to Southall Associates who will report the accident/incident to the Incident Contact Centre. Notifications to Southalls is via the logging of an accident on safety cloud.

The Company is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness. Southall Associates will aid with major accident investigations and recommend remedial action where required.

Accompanying documents to the Policy:

Accident Report Form