



## Accident Reporting Policy

<b>Author</b>	D Mistry
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- 1 All staff and students at Alderbrook School have a responsibility to report accidents. This policy provides guidance on internal accident reporting for students and staff and Safety Cloud reporting.
- 2 The 'First Aider' referred to in this Policy will be a member of the First Aid team based in Pupil Reception.

## Accidents involving students

- 3 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 in Pupil Reception for examination, with a note detailing the injury. A First Aider there will assess the injury and if the injury is judged to be of a certain level of seriousness a Reportable Accident Form will be generated. If a minor accident or incident occurs in certain subject areas where there are trained staff, first aid is administered in the lesson by a trained member of staff and the department will retain their own log. If an injury is dealt with in the lesson by a trained member of staff but the condition of the student is worsening, the student is accompanied to First Aid or a First Aider is called for. First Aid will then assess the injury and take the necessary action. A call may be made to a parent by First Aid.
- 4 Any accident, no matter how minor, is always logged on the medical notes on the student's SIMS record or in a log if dealt with by trained members of staff in certain departments
- 5 The First Aider who attends to the student will complete the following sections of the Reportable Accidents Form (Appendix A):
  - Details of Injured person (front page)
  - Details of Injury (front page, continued onto back page if necessary) to include Outcome of the incident (completed when known)
  - Notes (back page)
- 6 The first Aider will then return this form to the teacher who sent the student for medical attention, via their pigeon hole or in person. The teacher must then complete the following sections of the Reportable Accident form as follows and return it to the medical room as soon as possible:
  - Details of Incident (front page), with as much detail as possible including the cause/circumstances which may have contributed to the incident. If the accident happened during a lesson please state which lesson and whether it was a practical e.g. science (experiments, dissection), food technology (cooking preparing food), PE (which activity), technology (which machinery or tools.), art (craft tools, kiln etc.) If the accident occurred during a practical lesson please ascertain whether safety precautions were explained at the beginning of the lesson.
  - Other aspects such as ground conditions (e.g. wet grass/ice/snow) etc if the accident happened outdoors. If the accident happened indoors, please indicate if it was during a wet break or if there was there spillage on the floor from rain, congestion in the corridors etc. If the accident was during a lesson, please indicate any unruly behaviour or difficult groups etc. All of this information should be recorded in Extra Information in the Notes box on the back page.
  - Witnesses (back page) – this should be anyone who witnessed the incident, staff or students.

- Notes, if applicable (back page) You should also include here what action, if needed, has been taken to prevent any further recurrence of the incident. In the case of a spillage, report it to site management for it to be cleared up, record this on the form and check that it has happened. It might be that warning signs need to be put up in certain areas. Pot holes or patches of ice need to be reported to site management, recording on the accident form what action has been taken.
- 7 If an accident occurs outside of a lesson, before or after school or during lunch or break, any member of staff who witnesses the accident, or who is made aware of the accident by a student, is responsible for completing the appropriate sections of the Reportable Accident Form as detailed above and returning it to the medical room.
  - 8 If an injury is sustained in these scenarios, 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 will be asked to assist in completing the appropriate sections of the Reportable Accident Form as detailed on page 2 of this policy. If the First Aider is the member of staff who witnesses the accident they will complete the Reportable Accident Form. If the accident occurs during a lunch time or after school club, the member of staff responsible for the club should follow the procedure as detailed on page 2 of this policy and complete the relevant sections of the Reportable Accident Form.
  - 9 All parts of the Reportable Accident Form should be filled in accurately, giving as much detail as possible.
  - 10 If the accident has resulted in a serious injury, a separate report may be required to go with this accident form with any appropriate additional detail from the parties involved.

#### Details of injury – to be completed by the First Aider based in Pupil Reception

- 11 For all injuries, the First Aider will state which part(s) of the body have been affected and the nature of the injury, for example:
  - Fatality
  - Loss of consciousness
  - 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
  - Eye Injury /Loss of sight – whether temporary or permanent
  - Burns – if a chemical is involved please state “chemical burn” and insert the name of the chemical.
  - Minor Burn
  - Head - bump/impact cut etc.
  - Contact injury – sports, games.
  - Sprains/strains – pulled ligaments /stretched tendons.
  - Graze/Bruising– where the skin is not cut but surface layer has been damaged.
  - Electric shock – any injury resulting from electric shock or burn

### Treatment given to casualty

- 12 The First Aider attending to the student should record the treatment that is given i.e. applied ice pack / cleaned wound / dressing in the Notes section of the Reportable Accident Form.
- 13 If the accident has not been reported straight away, this fact must be recorded on the Reportable Accident Form under Notes by the First Aider and the person reporting the accident must be counselled by the First Aider about the importance of reporting all accidents immediately. The First Aider should also record on the Reportable Accident Form that that this warning has been given, within the Notes section.

### Action Taken by First Aider

- 14 The First Aider should record whether they have rung home for the casualty to be picked up, called an ambulance or sent the child back to lesson. In the case of any kind of burn, the First Aider should ring the home.
- 15 They must always ring home in the event of any kind of head injury and send the standard 'head bump' email which details what actions the school have recorded and taken and generic advice on what to look out for once the student is at home even if it appears not to be a serious injury. If the child remains in school the First Aider should keep checking on the student (lesson change over, breaks / lunch time) and enter and sign the times when these checks took place when the First Aider sends the bump email home.

### Advice given

- 16 The First Aider should confirm in the Outcome of the Incident section in Details of the Injury box if they have advised the parent to take their child to the GP/walk-in centre / hospital. If the child remains in school, the First Aider should state if they have asked them to return to the medical room following a head bump or if the condition gets worse etc.

### If medical advice sought

- 17 This needs to be completed in the Details of Injury section by the First Aider if the parent/carer has sought professional medical advice i.e. taken to hospital /GP/ walk-in centre. The First Aider should always ask the parent or carer to ring the next day to keep them informed, and the First Aider should contact the parents/carers if this does not happen.
- 18 If a serious accident occurs especially with machinery etc., then a senior member of staff needs to ring home but the First Aider must still log this accident on the Reportable Accident Form.

### If a serious incident has taken place and an ambulance needs to be called

- 19 The First Aider must ensure they have informed a member of SLT who will carry out a full investigation and provide an accompanying record of the investigation to be attached to the completed accident form. The First Aider must ensure they have followed this through in a conversation with that member of SLT and ascertain the action taken.
- 20 The Outcome of the Incident section (within the Details of Injury box) will be checked by the First Aider to ensure all the required information is present. The First Aid Coordinator will include any additional information when adding the report to the Health & Safety Cloud.
- 21 The First Aider will ensure the incident is entered onto SIMS under Medical Notes on the student record.

## Accidents involving staff

- 22 Any member of staff involved in an accident, however minor, must complete a Reportable Accident Form accident form which the First Aider will then put onto the Cloud reporting system. The First Aider will file this in the accident reporting file.

## Safety Cloud Reporting

- 23 Through the implementation of this policy Alderbrook School is committed to preventing accidents to all persons affected by its undertakings.
- 24 All accidents, incidents and near misses must be reported to First Aid. Any incident that is judged by the First Aid Coordinator to be of a certain level of seriousness will be logged by that colleague on the Southalls Health & Safety Cloud. If a Reportable Accident Form has been generated and not logged on the safety cloud, the reasons why will be detailed at the bottom of the form by the First Aid Coordinator.
- 25 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.
- 26 The School 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.
- 27 Accompanying documents to the Policy:
- Appendix A – Reportable Accidents Form