

Claregate Primary School

Policy For Accidents

Introduction

This document is a statement procedures and strategies for accidents at Claregate Primary School. It was prepared during the Autumn 2010 through a process of consultation with mid day and teaching staff and was prepared for approval in Spring 2011.

Our School is committed to providing an environment which is as healthy and as safe as possible for its children, staff and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health & Safety Executive (HSE). The school also has a duty to investigate and report all accidents and incidents. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

When and How to Report

If a minor accident happens to either a child or adult, the Accident files should be filled in. There are different files for different areas but the overall statistics are collated centrally. A more serious accident will require the completion of HSE The Accident Book. The thresholds for which to record in is in the files. It may be necessary to fill in and send a Riddor Form or LA incident form – see criteria on these documents or HSE website.

ACCIDENT PROCEDURE

If a child has a minor injury i.e. minor cuts and grazes:

- Administer first aid by a qualified First Aider.
- Record details in the Accident Files
- Allow the child time to recover in a quiet place with supervision
- Report to class teacher to report to parent / carer at the end of the day

If a child has a head injury or a more serious injury:

- Administer first aid by a qualified first aider
- Inform member of staff working with child/ key-worker
- Record details in HSE The Accident Book and give child Bumped Head or injury letter
- The general principle is that a child who has a head or serious injury needs observing for 24 hours and this may need to be done at home. If deemed more serious children will be sent home with parents/carers and advised to visit GP or an ambulance will be called for immediate action. Actions should be recorded and the Headteacher informed
- An ambulance should be called in cases of serious head injury or serious injury i.e. life of health threatening circumstances including loss of blood, requiring the child is taken to hospital a member of staff should accompany the child unless the parent arrives before the ambulance departs.
- An adult with parental responsibility will be asked to sign the Accident Book to confirm they have been informed.

If a child is ill and needs to go home:

- Only HT, DHT, or Office Manager can authorise parents to be contacted. In the unlikely event of all of their absences the next person with seniority e.g. TLR 2b would make that decision etc.
- Children must be signed out on visitors book
- Parents should collect the child within half an hour of receiving the call from the school.

If an adult has an accident:

- Follow the appropriate elements of the above procedure. If any injury is caused maliciously by another, a separate report should be filled. Forms can be obtained from a Senior member of staff.

In the case of a more serious injury:

- Apply first aid by a qualified first aider **do not** leave the child
- Should a serious injury occur, particularly if there is any suspicion of a back or neck injury or a broken bone, the casualty should **not** be moved.
- Inform the Headteacher. If not available, Deputy Headteacher.
- Ambulance to be called.
- Parents to be contacted.
- Child and staff member to meet parent at casualty unless parents arrive at the school before ambulance departs.

In the case of a serious accident involving hospitalisation, an Accident Form should be completed by the person managing the incident and a copy of the form must be forwarded to the Health & Safety Team at the Civic Centre within 5 working days. The other copies of the Report Form should be kept filed in the admin office.

What should be reported?

- All accidents.
- Damage i.e. an incident that has resulted in damage or destruction of property or resources. The damage may be covered by an insurance policy.
- Near miss i.e. an incident which could have resulted in any of the above.
- Ill health which could have been caused or aggravated by work.
- Violent, aggressive or threatening behaviour – any incident, verbal or physical, in which a person is abused, threatened or assaulted in circumstances related to their work for the school.(see separate policy)

Immediate Action following a serious or fatal accident:

Where the injuries received result in the death of a child, employee or member of the public, the following additional people should be notified:

- Headteacher or Deputy in charge who will notify the next of kin
- Chair of Governors.
- The Health & Safety Team at Wolverhampton Council. They will give advice as to whom else to contact.

- The Police if advised to do so by the Health & Safety Team.
- Ofsted
- HSE / RIDDOR

Follow-up Action:

- Statements from witnesses to the accident and other relevant persons must be taken as soon as possible; if Health & Safety Officers are unavailable to attend immediately, the Senior Leader present or persons nominated; by him/her while details are fresh in the witness' mind.
- The Health & Safety Team will carry out an on-site investigation in conjunction with other Council Officials as considered necessary. A report will be circulated to the appropriate Directors and Chief Executive. A senior person from the Legal Section will also attend any subsequent inquest and/or legal proceedings.
- Initial contact from the media must be referred to the Public Relations Section. If more detailed information is requested thereafter, no comments should be made without prior approval.
- The Headteacher, wherever possible, will make himself available to visit the next of kin after the prior approval of the Council's Health & Safety Team.

Signed Chair of Governors Date

Signed Head Teacher Date

Review of Policy and Procedures

The Premises Committee of the Governing Body will review this policy bi-annually. A risk assessment is completed, based on LA/other advisory sources Guidelines on School Security.

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.

This policy will be reviewed in Spring 2012 or sooner if required.