



**ST. ANNE'S C.E.(VC) PRIMARY SCHOOL**



**ACCIDENT REPORTING POLICY**

**'Together With God, Making Learning a Life Long Friend'**

Approved:	28.09.2020
Review Date:	31.12.2021

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:

- In all classrooms
- In the KS2 playground bag stored in Entrance Reception.
- In the KS1 / EYFS bag stored at end of corridor

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

- Mr A. Jones Level 2 First Aid Expires Feb 2021
- Miss A. Rosson Paediatric First Aid Expires March 2022
- Mrs A. Sproston Paediatric First Aid Expires March 2022
- Mrs J. Williams Paediatric First Aid Expires Nov 2020
- Mrs J. Bailey Paediatric First Aid Expires Nov 2020
- Mrs A. Baker Paediatric First Aid Expires Nov 2020 and Forest Schools First Aid Expires Nov 2022
- Mrs M. Allen Paediatric First Aid Expires April 2020 (Kids Club) This is booked for November 2020 following Covid-19
- Miss J. Snape Paediatric First Aid Expires April 2020 (Lunchtime Supervisor) This is booked for November 2020 following Covid-19
- Mrs E. James Paediatric First Aid Expires Nov 2022 (Kids Club)

An Accident Note should be completed and is passed to the office, so that the incident is text to parents and carers. The subsequent accident note is then filed. Any concerns regarding any accidents including head injuries, the parents or carers will be attempted to contact directly. 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 may be 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 reported onto My Health and Safety (Entrust toolkit) 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 involving 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. All staff accidents will be reported on the county 'My Health and Safety' record.

### **Visitors**

Visitors should report accidents to the school office so that the incident may be 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.

### **Forest Schools**

Forest school will follow all first aid procedures set out in this policy and the First Aid Policy. While every effort is taken to teach the children about risk awareness and managing their own safety, during forest school accidents may occur as a natural part of exploration and understanding. At all times a first aid kit and burns kit are carried by the forest school leader. All accidents are recorded and, as school policy, head injuries will be followed up with a text or phone call. Forest School leader holds forest school first aid (valid until November 2022).

Forest School able to administer first aid, medication etc. and keep record, which will be passed back to class teacher and office at the end of the session.

### **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 Safeguarding Committee or the Full Governing Body.

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