



Signed.....

Reviewed on 17th November 2022

To be reviewed November 2024

WOODFORD VALLEY CE PRIMARY ACADEMY

ACCIDENT & INCIDENT INVESTIGATION AND REPORTING POLICY & GUIDANCE

This School is committed to creating the ethos in which children can grow towards Christian life, love and learning.

'And now I give you a new commandment: love one another. As I have loved you, so you must love one another. If you have love for one another, then everyone will know that you are my disciples.'

John 13 34-35

This policy is to read in conjunction with all relevant school policies – especially the Child Protection Policy and Behaviour Policy.

Woodford Valley Primary Academy is committed to providing an environment during school hours, on school site and on school outings 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 accidents and incidents. 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.

How to Report

If an accident happens to either a child or adult, an accident form should be filled in. These forms are held in the office.

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 on the Accident Form- **a slip is given to the child to notify parents of the accident.**

- Allow the child time to recover in a quiet place with supervision

If a child has a head injury:

- Administer first aid by a qualified first aider
- Inform member of staff working with child
- Record details on Accident Form and Bumped Head Form
- Parent/guardian emailed about the accident
- The general principle is that a child who has a head injury needs observing for 24 hours, and this is best done at home. If deemed more serious: a higher qualified first aider should be consulted. Action should be recorded and the teacher informed
- An ambulance should be called in cases of serious head injury. When the child is taken to hospital a member of staff should accompany them unless the parent arrives before the ambulance departs.

If a child is ill and needs to go home:

- Only the head teacher or class teacher can authorise parents to be contacted.
- Children must be signed out on the registers and in the book in reception.
- Parents must collect the child asap after receiving the call from the school.
- During COVID 19, if a pupil shows symptoms, they will be taken to the isolation room and the COVID procedures will be followed (see COVID 19 risk assessment)**

In the case of a more serious injury:

- Apply first aid by a qualified first aider **do not** leave the child
- Ambulance to be called by teacher or senior member of staff.
- Contact the H/T, or if not available, senior member of staff.
- Child and staff member to meet parent at Casualty unless parents arrive at the school before ambulance departs.
- Parents to be contacted by teacher or senior member of staff if necessary
- Lists of children with severe allergies and special requirements are posted at all first aid posts and in the office.
- 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.
- Child's 'All About Me form', bag and accident form should be taken to the hospital.

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

A full risk assessment must be completed by the Health and Safety Co-ordinator. The reporting procedures under RIDDOR must be followed and Ofsted informed of an injury requiring hospitalisation.

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 filed. Forms can be obtained from a senior member of staff in the school.

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 (VATB) – any incident, verbal or physical, in which a person is abused, threatened or assaulted in circumstances related to their work for the school (Behaviour Policy)

Immediate Management 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:

- The Health & Safety Team at Wiltshire Council. They will give advice as to whom else to contact.
- Headteacher or person in charge who will notify the Chair of Governors.
- The Police if advised to do so by the Health & Safety Team.
- The Public Relations Section (Strategic Services).

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 Manager present or persons nominated by him/her will take statements while details are fresh in the witnesses' 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 Head teacher should, wherever possible, make him or herself available to visit the next of kin after the prior approval of the Council's Health & Safety Team.

Monitoring and Review

This policy will be reviewed by the Buildings and Sites committee **biannually** and will be signed off by a member of the committee.