

Accident Policy 2024/2025



'Believe, Persevere, Succeed'

Accident Policy

Bowdon Preparatory School is dedicated to safeguarding and promoting the welfare of its pupils and staff; our policies and practices encompass the needs of all our children from Early Years to year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

This policy should be read in conjunction with the:

Health and Safety Policy	Inclusion Policy	Curriculum, Teaching and Learning Policy:
Early Years Policy	Safeguarding Policy	
Care and Supervision Policy:	PSHE Policy	SEND Policy
Collecting Children Policy	Inclusion Policy	Activate Handbook
Physical Intervention Policy	Risk Assessment Policy	

Review Record

The school Governors (Business Committee) is responsible for monitoring the impact of this policy.

Date of update	(U) Updated (R) Reviewed by	How was updated disseminated	Parents informed	Policy on website
28/9/16	H. Gee (U)	Teacher drive – staff briefing	No	Yes
9/11/17	H. Gee (R)	Teacher drive – staff briefing	No	Yes
20/11/17	Sharkey (U)	Teacher drive – staff briefing	No	Yes
03/07/18	K. Sharkey (U)	Teacher drive – staff briefing	No	Yes
22/01/19	H Gee (U)	Teacher drive – staff briefing	Yes	Yes
9/12/19	H Gee (R)	Teacher drive – staff briefing	Yes	Yes
19/11/21	K. Pheasant (U)	Teams	Yes	Yes
13/09/23	K. Pheasant (R)	Read Through		
13/09/23	K. Pheasant (U)	Teams		Yes
01.10.24	K. Wilkinson	Annual Review	Yes	Yes

Updates

Date of change	Section	Change to policy
29/09/2023	Minor accident, Incident or Illness	Accident slip despatch will be advised via phone call.

Contents

Review Record.....	2
Updates.....	2
Introduction.....	3
In the Event of a Minor Accident, Incident or Illness:	3
In the Event of a Major Accident, Incident or Illness:	4
Reporting and Record Keeping.....	5
Appendix 1 – Action Plan Procedure	7
Appendix 2 - Reporting and Investigation Protocol.....	8

Introduction

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Seek advice on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid (see First Aid Policy) provision is readily available.

In the Event of a Minor Accident, Incident or Illness:

- In the first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action
- If the child does not need hospital treatment and is judged to be able to safely remain at the school, the First Aider will remove the child from the classroom/ activity and, if appropriate, treat the injury/illness themselves

- If and when the child is feeling sufficiently better, they will be resettled back into the class/ activity, but will be kept under close supervision for the remainder of the session
- The First Aider will inform the parents/carers of the incident/ accident/ illness and treatment given either directly or using an accident reporting form as appropriate. Where an accident reporting form is used, parents will be advised via telephone that a form is being sent home
- If the injury or illness incurred is such that treatment by the First Aider is deemed inappropriate but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their child. Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book or Incident Record Book and the method of communication to parents recorded
- The First Aid Leader and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weakness in the school's policies or procedures, and make suitable adjustments where necessary
- The First Aid Leader should notify the appropriate Phase Leader if she has concerns about a pupil appearing accident-prone and add to Engage pupil record

In the Event of a Major Accident, Incident or Illness:

The School requests that parents/carers complete and sign an Emergency Medical Treatment Form enabling the Leader, or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school and there being no response from contact numbers provided by the parents/carers.

In the occurrence of such an event, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital and will consent to medical treatment being given.
- If the child does not need to go straight to the hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the school and its staff
- All such accidents and incidents will be recorded in detail and logged in the Accident Record Book or Incident Record Book. Parents/carers will be informed on the same day and asked to sign in

the relevant section of the book to acknowledge the incident or accident and any action taken by the Club and its staff.

- The Leader and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies and procedures, and act accordingly, making suitable adjustments where necessary.

Reporting and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. Bowdon Prep School keeps a record of any reportable injury, disease or dangerous occurrence. This includes:

- the date and method of reporting.
- the date, time and place of the event.
- personal details of those involved.
- a brief description of the nature of the event or disease.

The Health and Safety Officer will review these records at least every month and update risk assessments appropriately. The following accidents must be reported to the HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the school premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than five days (including acts of physical violence)

The HSE would be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This would then be followed up within ten days with a written report on form 2508. Other reportable accidents do not need immediate notification, but they would be reported to the HSE within ten days on form 2508.

An accident that happens to pupils or visitors must be reported to the HSE on form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital; and
- the accident arises out of or in connection with work

In the HSE's view such an accident must be reported if it was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors)

Like fatal and major injuries to employees or dangerous occurrences, these must be notified to the HSE without delay and followed up in writing within ten days on form 2508.

For detailed guidance, consult HSE Guidance: [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](https://www.hse.gov.uk/ed1s1/)

All records should follow the guidelines set out by the HSE.

Accident records

Bowdon Prep School keeps readily accessible accident records, in a written form. These records are kept for a minimum of three years. Records are kept of any first aid treatment given by first-aiders and appointed persons. This includes:

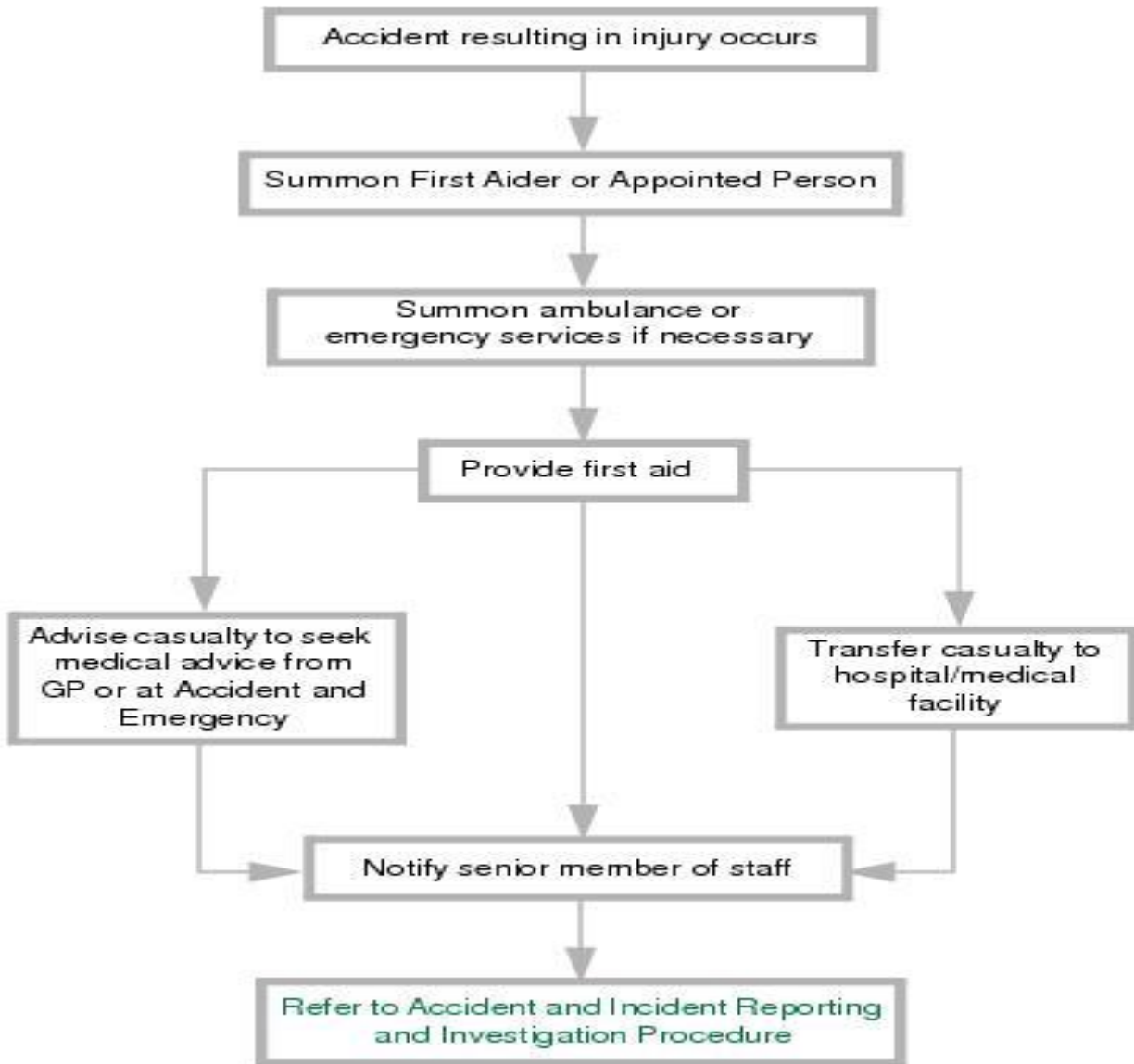
- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury/illness and what first-aid was given
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first-aider or person dealing with the incident

The information in the record book:

- helps the school identify accident trends and possible areas for improvement in the control of health and safety risks
- is used for reference in future first-aid needs

In an emergency, the Head Teacher/ teacher in charge should have procedures for contacting the child's parent/named contact as soon as possible.

Appendix 1 – Action Plan Procedure



Appendix 2 - Reporting and Investigation Protocol

