

Policy: Accident and Incident Procedures
F&R approval: November 2024
Ratified FGB: November 2024
Review: November 2027

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Health and Safety: Accident and Incident Procedures

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children.

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

Introduction

Under Health and Safety these procedures have been drawn up to aid staff in dealing with adults and children on school premises when an accident or incident occurs.

Definition

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible. We classify an accident as what we have witnessed and an incident as something we did not see.

Risk

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risk activities as possible. By creating risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Ensuring the premises are regularly checked and used properly.
- Making sure staff and to some extent the children, are aware and conscientious of hazards i.e. putting toys away tidily etc.
- Ensuring staff and children are encouraged to care about their environment and their colleagues.
- Ensuring staff identify and report hazards and risks and encourage children to do the same.
- Making sure all accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent/carer will be informed immediately.
- Encouraging parents and carers to report to a staff member anything they consider to be a risk

First Aid

Many staff have been trained in first aid. There is a first aider on site at all times who will deal with minor injuries. All accidents and incidents will be recorded as per First Aid training. First aid boxes/bags can be found at the following locations:

- Medical room
- Classrooms
- Office

The first aid boxes, bags and medical room will be checked regularly, and refilled by the school bursar. Any missing items will be noted to the office and replaced as soon as possible. A first aid box/bag is taken on all outings and into the playground during break times. If first aid is administered, it must be recorded in one of the first aid books and stored in the medical room. A copy is sent home.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again. For serious injuries a full investigation will take place to establish the events and a report will be generated by a senior leader. This will be shared with the parents/carers of the child involved and the chair of governors will be notified.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour or, an action which could cause damage, loss or injury. Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.

- An un-witnessed injury.

The school must notify Ofsted, RBWM Health and Safety team, and the local child protection/safeguarding board for children of any serious accident or injury to a child where there is a serious illness of, or death of, or an incident where they are taken to hospital whilst in the care of the school, and act on any advice given. Refer to RBWM Health and Safety team and HSE guidance.

Accidents/incidents relating to staff or visitors to the school must be reported to the office and recorded using the school forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR if advised to do so by RBWM Health and Safety team.

Procedure to follow for dealing with injuries involving blood or bodily fluids

Many of the staff at Holy Trinity CE Primary School are trained in first aid and there is always a first aider on site at all times to deal with an accident or injury. Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bin.
- Remain calm and try to keep the injured person as calm as possible.
- Ensure there are two members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately; using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach: 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.

Serious injury or death and how to deal with these events

In the extremely rare occasion of a serious injury or death, we would always follow RBWM policy and the school's Health and Safety policy and procedures below.

The area will be cleared of children and staff and the emergency services will be called immediately. Following that, the parents and the RBWM Health and Safety team will be notified. The school will take instruction from thereon.

Where possible we would expect the parent/carer to accompany the child to hospital. If this is not possible two staff members will attend until the parent/carer arrives.

As a registered provider we would notify Ofsted and HSE of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it. We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring. We would also notify the local child protection agency and act on any advice given.

Any involvement or witness statements should be recorded as soon as possible. A full investigation will take place to establish the events and future prevention. In the event of a death this will involve a police investigation.

Contact Details

Services	Contact Details
Emergency services	999
Thames Valley Police	101
Health and Safety Advisor RBWM Daniel Houston Out of Hours team	01628 796641 Daniel.Houston@RBWM.gov.uk 01344786543
Health & Safety Executive (HSE)	www.hse.gov.uk

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Accident/Incident form

Investigating Person:	Date of incident/accident:	People involved in accident or incident:
Ratio (adults to children):	Year group/age:	Location:
Brief outline including location, date and time:		
Injuries caused & action taken:		
Concerns identified: The concerns raised for investigation 1. Was the equipment, set up and resources of good condition and appropriate for the lesson activity? 2. Was there adequate supervision during the activity? 3. Was there clear behaviour expectations provided? 4. Was the purpose of the lesson made clear to the pupils and adults? 5. Was there a risk assessment carried out?		
Investigation outcome of incident or accident:		
Outcome of Investigation		