When you love to learn, you learn to love



Accident Policy

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1. Our Mission and Rationale

At St John Fisher Catholic Primary School, we are committed to providing a safe, secure and caring environment in which every member of our school community can flourish. We recognise our responsibility to safeguard the health, safety and wellbeing of our pupils, staff, parents, visitors and anyone else using our school premises.

Our Catholic mission calls us to stand united in faith with the courage to build a loving world of truth, justice, peace and wisdom. We believe that every individual is created in the image of God and should be treated with dignity, compassion and respect. This underpins our approach to responding to accidents, ensuring that anyone who is injured receives appropriate care, reassurance and support.

The purpose of this policy is to establish clear procedures for responding to accidents, recording incidents, informing parents and carers, investigating where necessary and reporting accidents in accordance with statutory requirements.

We recognise that accidents can happen in any school environment. However, by responding appropriately, maintaining accurate records and regularly reviewing the circumstances in which accidents occur, we can identify potential hazards, learn from incidents and take reasonable steps to reduce the likelihood of similar accidents happening again.

2. Aims and Objectives

This policy aims to:

- Ensure that all accidents are responded to promptly and appropriately.
- Ensure that pupils, staff and visitors receive appropriate care and medical attention following an accident.
- Establish clear responsibilities for staff in responding to and reporting accidents.
- Ensure that accidents are accurately recorded and, where appropriate, investigated.
- Ensure that parents and carers are informed of accidents involving their children.
- Meet relevant health and safety requirements, including statutory reporting obligations.
- Monitor accident records to identify patterns, recurring injuries and areas of concern.

- Use accident information to review procedures, supervision arrangements and the safety of the school environment.

3. Scope

This policy applies to all accidents occurring:

- On the school premises during the school day.
- During before-school and after-school activities organised by the school.
- During educational visits, sporting events and other off-site activities organised by the school.
- During activities involving staff, pupils, parents, visitors, volunteers and contractors on school premises.

This policy should be read alongside the school's First Aid Policy, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, Educational Visits Policy and Safeguarding and Child Protection Policy.

4. Responsibilities

The Governing Body

As the employer of staff at this voluntary aided maintained school, the Governing Body holds overall legal responsibility for ensuring that appropriate health and safety arrangements are in place.

The Governing Body is responsible for ensuring that suitable health and safety policies and procedures are established, that appropriate arrangements exist for recording and monitoring accidents, and that statutory requirements are met.

Governors will receive relevant information about significant accidents and emerging patterns through the school's governance arrangements, enabling them to monitor health and safety and consider whether further action is required.

The Headteacher

The Headteacher is responsible for overseeing the day-to-day implementation of this policy and ensuring that appropriate accident reporting and monitoring arrangements operate throughout the school.

This includes:

- Ensuring that accidents are appropriately recorded and reported.
- Overseeing the investigation of significant accidents and incidents.
- Ensuring that statutory reporting requirements, including RIDDOR, are met on behalf of the Governing Body where applicable.
- Reviewing accident records and monitoring patterns to identify recurring issues or areas requiring further action.
- Ensuring that appropriate first aid arrangements are in place.
- Ensuring that staff understand their responsibilities under this policy.
- Reporting significant accidents, incidents and emerging concerns to the Governing Body.

First Aiders

Designated first aiders are responsible for providing appropriate first aid within the limits of their training and competence. They should respond promptly when called, assess the injured person, administer appropriate first aid and seek further medical assistance where necessary.

Only designated, trained first aiders may administer first aid. Where first aid is administered following an accident, the first aider must ensure that the treatment provided is accurately recorded in the school's carbon-copy accident book.

All Staff

All members of staff have a responsibility to take reasonable care of themselves and others and to follow the school's health and safety procedures.

Staff must respond promptly when an accident occurs, ensure that a designated first aider is contacted, take reasonable steps to ensure that the area is safe and report all accidents and incidents to the appropriate member of staff.

Staff must ensure that accidents are brought to the attention of a designated first aider so that the appropriate assessment, treatment and recording arrangements can be followed. Staff must also inform a senior leader of any significant accident, injury or concern.

5. Responding to an Accident

The immediate priority following an accident is to ensure the safety and wellbeing of the person involved.

When an accident occurs, staff should ensure that the injured person receives appropriate assistance and that a designated first aider is contacted as soon as possible.

The first aider will assess the situation, provide appropriate treatment within the limits of their training and determine whether further medical assistance is required.

Where an accident is serious, or there is concern that an individual may have sustained a significant injury, an ambulance should be called by dialling 999. Staff must not delay seeking emergency medical assistance while attempting to contact a parent or carer.

Where a serious injury is suspected, the injured person should not be moved unless they are in immediate danger. Staff should follow the advice of the emergency services and remain with the individual until appropriate assistance arrives.

A member of the Senior Leadership Team should be informed of any serious accident or incident as soon as possible.

Where an accident identifies an immediate hazard, reasonable steps must be taken to make the area safe and prevent further injury. This may include restricting access, removing equipment from use or arranging for repairs.

Further information about the administration of first aid and responding to medical emergencies is provided in the school's First Aid Policy.

6. Accidents Involving Pupils

All accidents involving pupils must be reported to the appropriate member of staff and recorded in accordance with this policy.

Where a pupil requires first aid following an accident, a designated first aider must assess the pupil, administer appropriate treatment within the limits of their training and ensure that the accident is recorded using the school's carbon-copy accident book. The first aider must accurately record the first aid administered as part of the accident record.

The class teacher or appropriate member of staff should be informed where an accident occurs during another part of the school day, so that the pupil can be appropriately supported and monitored.

Informing Parents and Carers

Parents and carers will be informed of accidents involving their child on the same day, or as soon as reasonably practicable, with the method of communication reflecting the nature and severity of the injury.

The Main Office is responsible for contacting parents or carers by telephone following head bumps and other significant injuries, including serious cuts or injuries which may require further medical attention or monitoring.

For other injuries, the completed white copy of the carbon-copy accident form will be sent home with the child in their book bag, providing parents and carers with a written record of the incident and any first aid administered.

The yellow copy will be handed to the school office for inclusion in the school's accident records.

Where an ambulance is required, parents or carers must be contacted as soon as possible. This must not delay emergency treatment.

Staff should provide parents and carers with a factual account of what happened, the first aid administered and any advice regarding further monitoring or medical attention. Staff should not offer a medical diagnosis.

7. Head Injuries

All head injuries must be taken seriously, regardless of how minor they may initially appear.

A first aider must assess the pupil and provide appropriate first aid. The Main Office must contact parents or carers by telephone following every head injury, including those that initially appear minor.

Where appropriate, pupils should be monitored for any signs of deterioration. Parents should be advised to follow NHS guidance regarding symptoms of concussion or other head injuries and to seek medical attention if they have concerns.

An ambulance must be called if a pupil displays signs of a serious head injury, including loss of consciousness, a seizure, repeated vomiting, confusion, unusual drowsiness or any other concerning symptoms.

Staff must follow the advice of the emergency services and must not leave a pupil who has sustained a potentially serious head injury unattended.

The incident must be recorded using the school's carbon-copy accident recording arrangements. Any first aid administered must be accurately documented by the designated first aider in the accident book.

8. Accidents Involving Staff

All accidents involving members of staff must be reported to the Headteacher or a designated member of the Senior Leadership Team as soon as possible.

The school maintains a separate carbon-copy accident book for staff accidents. All staff accidents must be recorded promptly, including details of the circumstances, the injury sustained, any first aid provided and any further action taken.

Where an accident results in a member of staff being unable to continue working, appropriate arrangements will be made to ensure their safety and access to medical assistance.

The Headteacher will consider whether the accident requires further investigation, whether workplace adjustments or additional control measures are necessary and whether the incident is reportable under RIDDOR.

Staff should also report any work-related injury or ill health that develops following an incident, even if it was not immediately apparent at the time.

9. Accidents Involving Visitors, Parents and Contractors

Any accident involving a visitor, parent, volunteer or contractor on school premises must be reported to the school office or a member of the Senior Leadership Team.

Where appropriate, a first aider should attend and provide assistance. Emergency medical assistance must be sought where necessary.

The circumstances of the accident, the injury sustained, any treatment provided and further action taken must be recorded by the school.

Where a contractor is involved, the school will liaise with the contractor's employer where appropriate, particularly where the incident relates to work being undertaken on the premises.

10. Recording Accidents

The school operates a carbon-copy accident recording system to ensure that parents and carers are informed of accidents involving their children and that the school maintains an accurate record of incidents.

Pupil accidents

When a pupil has an accident, the incident must be recorded in the school's carbon-copy accident book by the designated first aider, where first aid has been administered. The record must include the circumstances of the accident, the injury sustained and details of any first aid provided.

The completed copies are distributed as follows:

- **White copy:** Sent home with the child in their book bag to inform parents or carers of the accident, the injury sustained and any first aid administered.
- **Yellow copy:** Handed to the school office, where it is retained for the school's accident records.

The yellow copies are handed to the school office and collected and filed on a weekly basis. These records provide the basis for the school's ongoing monitoring and analysis of pupil accidents.

Staff accidents

A separate carbon-copy accident book is maintained for accidents involving members of staff. All staff accidents must be recorded promptly, with details of the incident, injury sustained, first aid administered and any further action taken.

Staff accident records are retained by the school and made available to the Headteacher for monitoring, investigation and any necessary reporting.

Visitors and contractors

Accidents involving visitors, parents, volunteers and contractors must also be recorded by the school. The record should include the individual's details, the date and location of the accident, the circumstances, the injury sustained and any first aid or further action taken.

Accuracy and Confidentiality

All accident records must be completed accurately, factually and as soon as reasonably practicable following the incident.

Records must include the date, time and location of the accident, the name of the injured person, details of the injury, the circumstances surrounding the incident, any first aid administered and the name of the person completing the record.

Records should distinguish between what was witnessed directly and information reported by others. Staff must avoid making assumptions about the cause or circumstances of an accident.

Accident records will be stored securely, with access restricted to those who need the information to fulfil their professional responsibilities. Records will be retained in accordance with the school's data protection arrangements and records retention schedule.

11. Investigating Accidents

The Headteacher, or a delegated member of the Senior Leadership Team, will determine whether an accident requires further investigation.

The level of investigation will be proportionate to the nature and severity of the incident. Significant accidents, recurring incidents and accidents which identify a potential hazard will receive particular attention.

An investigation may consider the circumstances leading up to the accident, the location and conditions in which it occurred, the activities being undertaken, any equipment or resources involved and the supervision arrangements in place.

It will also consider whether existing risk assessments and control measures were appropriate and whether any changes are needed to reduce the likelihood of a similar incident occurring.

Where necessary, staff and witnesses may be asked to provide factual accounts of what they observed.

The purpose of an investigation is to establish the circumstances of the accident, identify any contributing factors and consider whether improvements are required. It is not intended to attribute blame without evidence.

Where an accident identifies a potential hazard, appropriate steps will be taken to make the area or equipment safe. This may include removing equipment from use, restricting access to an area, arranging repairs, reviewing supervision arrangements or updating relevant risk assessments.

Any actions arising from an investigation should be followed up to ensure that appropriate measures have been implemented.

12. Reporting Under RIDDOR

St John Fisher Catholic Primary School is a voluntary aided maintained school. The Governing Body is the employer and holds overall legal responsibility for health and safety under the Health and Safety at Work etc. Act 1974.

The Headteacher is responsible for overseeing the day-to-day implementation of the school's health and safety arrangements, including ensuring that accidents are appropriately investigated and that any incidents meeting the statutory reporting criteria are reported to the Health and Safety Executive (HSE) on behalf of the Governing Body.

The school will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Not every accident that occurs in school is reportable. The Headteacher will consider the circumstances of each significant incident and determine whether it meets the statutory reporting criteria.

This may include:

- A work-related death.
- A specified injury to an employee.

- An employee being unable to undertake their normal work duties for more than seven consecutive days as a result of a work-related accident.
- A pupil or visitor being taken directly from the scene of an accident to hospital for treatment, where the accident arose out of or was connected with a work activity.
- A dangerous occurrence that falls within the categories specified under RIDDOR.
- A reportable occupational disease.

Where a report is required, the Headteacher will ensure that it is submitted to the HSE within the relevant statutory timescale, on behalf of the Governing Body as the responsible employer.

The Governing Body will be informed of any significant reportable incident and any action taken.

A record of all reportable incidents and any action taken will be maintained.

13. Near Misses

A near miss is an incident which could have resulted in an injury or harm but did not. Staff should report near misses to the Headteacher or a member of the Senior Leadership Team so that any potential hazards can be identified and addressed.

Although a near miss may not result in an injury, it can provide valuable information about potential risks within the school environment. These incidents should therefore be considered as part of the school's wider approach to accident prevention and health and safety monitoring.

14. Monitoring and Review

The school takes a proactive approach to monitoring accidents, identifying patterns and using this information to improve the safety of the school environment.

Weekly monitoring

The school office collects and files the yellow copies of pupil accident forms on a weekly basis. This enables the school to maintain an ongoing record of accidents and provides the information used for subsequent monitoring and analysis.

A weekly review of the records is undertaken to identify:

- The types of accidents and injuries occurring.
- The locations in which accidents are taking place.
- Any recurring patterns or emerging areas of concern.

This enables the school to identify potential hazards and respond promptly where further investigation or action may be required.

Half-termly monitoring

Accident data is collated and analysed every half term by the Headteacher. This analysis draws on the weekly accident records and considers the frequency, nature and location of accidents, together with any emerging patterns or recurring concerns.

The review may consider whether particular areas of the school are associated with a higher number of accidents, whether certain activities or equipment are contributing to injuries and whether supervision arrangements remain appropriate.

The findings are reported to the Governing Body through the school's established governance arrangements. This enables governors to monitor accident trends, consider any significant concerns and scrutinise the actions being taken to maintain a safe school environment.

Where necessary, further investigation will be undertaken and appropriate action identified. This may include reviewing supervision arrangements, risk assessments, equipment, the school environment or established procedures.

15. Related Policies and Guidance

This policy should be read alongside:

- First Aid Policy.
- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy.
- Data Protection Policy.
- Risk Assessment arrangements.

16. Legislation and Guidance

This policy has been developed with reference to:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Department for Education: Health and Safety - Responsibilities and Duties for Schools.
- Health and Safety Executive: Incident Reporting in Schools (EDIS1).
- Health and Safety Executive: RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences.