



## Dealing with Accidents & Incidents

This policy should be read in conjunction with the School's Health & Safety Policy, in particular the section related to First Aid starting on page 15 of the policy. This policy applies to all staff employed by the school either on a permanent, temporary or casual basis.

As a school we have protocols in place to ensure the safety and wellbeing of both children and members of staff. Unfortunately, accidents do still happen. The school is committed to learning all it can from near misses and accidents to continually improve safety across the school. We do this by completing accident investigations as necessary and reviewing the risk assessments that are in place to ensure they are suitable and sufficient.



The protocol for staff to follow for accidents during the course of the school day is provided in Appendix A.

The school uses two methods of recording accidents and injuries and a slip to inform parents:

### Notification Slips for Parents

Notification slips are issued to parents when a child sustains an injury. The school will endeavour to ensure that these are sent home with the child on the day of the incident however, in the case of an emergency, priority will be given to administering first aid to the injured child.

Where possible, the Class Teacher or Teaching Assistant will also verbally inform the parent of the injury.

|  |  |   |
|--|--|---|
|   | <b>ACCIDENT/ INCIDENT NOTIFICATION</b> |  |
| Name: _____  | Class: _____                           | Date: _____   |
| I had an accident today and hurt my _____. Please ask me about it/ my class teacher. |  |   |

### The Red Book (Incident Book)

The red book is used to record all accidents and incidents. This is an internal record and is not sent home to parents. All staff are responsible for recording incidents in the red book as necessary.

## **SO2 Form (completed online)**

This form is completed when a more serious injury occurs in school and usually requires a visit to the GP or hospital e.g. a wound that requires stitches, a broken limb etc. Parents are not usually given a copy of this form; the form is submitted to the Local Authority's Health & Safety Department via an online package. The SO2 will form the basis of any accident investigation if required.

The member of staff who witnesses the incident must complete the SO2 form alongside the Paediatric First Aider within 1 working day via the LCC SO2 Remote Form which can be accessed via <https://lcc.info-exchange.com/schoolincidents> and is saved as a favourite on Internet Explorer. The submission of the SO2 remotely will automatically flag the incident to the Head Teacher for review and investigation as necessary.

If nobody witnessed the incident then the most senior member of staff present in the area in which the incident occurred must complete the form.

## **Managing Serious Incidents**

When a more serious injury occurs, a member of staff should summon a Paediatric First Aider. If the First Aider deems that the parents should be contacted and/ or further medical advice be sought, the First Aider will then **assume responsibility for the incident**. The First Aider will provide initial treatment and assessment and then decide on a course of action.

The First Aider is responsible for:

- Contacting the parents for collection if deemed necessary
- Updating the parents when they come to collect the child
- Notifying a member of the Senior Leadership Team
- Completing the SO2 form
- Making contact with the parents the following day for follow-up information on the incident.

If the First Aider deems it necessary to contact the emergency services then this action will take priority over the above. Anybody can contact the emergency services if they feel it appropriate to do so.

## **Accident Investigation**

All incidents reported via an online SO2 form are reviewed by the Health & Safety Committee on a termly basis. This is to monitor for any trends, areas of concern and to ensure the school is safe.

All incidents from the Red Book are transferred to an electronic record for trend analysis by Senior Leadership throughout the year.

All incidents are subjected to a form of investigation to ascertain the underlying causes of the incident. For more serious incidents, the Head Teacher will decide if a more detailed accident investigation is required and will commission a member of the Senior Leadership team to compile a report. Whilst the report will remain an internal document, broad outcomes can be shared verbally with the parent or staff member concerned.

Monitoring and Review

*The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed every three years or earlier if considered necessary.*

**Agreed Date:           October 2021**

**Review Date:           October 2024**

**Signed:**            **Head Teacher**

**Signed:**            **Governor**

Injury in Playground  
Is it serious?

Yes

First Aider summoned to treat injury and takes over management of the incident and ensures the following steps are taken.

First Aider informs Head Teacher & Class Teacher. Parents contacted by Reception.

Witness to injury completes SO2 form with First Aider which is flagged to Head Teacher via online system

First Aider follows up with parents to check on wellbeing of the child. Head Teacher, if necessary, launches investigation. Risk assessment should be reviewed.

No

Treat injury, complete first aid slip and pass to Midday Manager or Class Teacher if it is at break time.

Midday Manager hands to Class Teacher.

Member of staff, where possible, discusses injury with parent at home time and hands over slip.