



Date: Autumn 2022

Accident and Investigation Policy

Watcombe Primary School



ACCIDENT & INCIDENT INVESTIGATION REPORTING PROCEDURES

Watcombe Primary School is committed to providing an environment which is as healthy and as safe as possible for its pupil's, 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) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The school also has a duty to investigate and report all accidents to its insurer. All accidents however minor must be reported for monitoring and investigation, this is to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

When and How to Report

Details of all accidents and incidents must be recorded. Minor accidents related to children are to be recorded in the school accident books which are situated within each zone of the school building. All other accidents or incidents involving children, staff and visitors must be recorded via the Torbay Council SHE Assure online reporting system.

ACCIDENT PROCEDURE

If a child has a minor injury i.e. minor cuts and grazes:

- Administer first aid.
- Record details in the School Accident Book.
- Allow the child time to recover in a quiet place (under supervision).
- Reporting slip from accident book to be sent home with child

If a child has a head injury:

- Administer first aid
- Record details in Accident Book and on Head form – school adult to inform adult collecting child.
- An adult must monitor the child.
- The general principle is that a child who has a head injury needs observing for 24 hours. It may be considered that this be done best at home with that advice given to the parent when contacted if deemed severe enough.
- The first aider in charge (should the accident happen off site) has the responsibility to decide if the child needs to be hospitalised.

If a child is ill and needs to go home:

- Only the Head, Deputy, Key Stage Co-ordinator can authorise parents to be contacted.
- The child must be supervised whilst waiting for an adult to collect them
- This should be done without the child listening.
- Class teachers and administrative staff must be informed.
- In the case of a severe accident/incident where a child requires hospital treatment a parent needs to be informed. The first aider should stay with the child and request another adult to make the call.

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 the school office.

In the case of an injury requiring and ambulance to be called:

- Apply first aid.
- Adult to make 999 call.
- Parents to be contacted by school admin team if necessary.
- Child and staff member to meet parent at casualty.
- Lists of children with severe allergies and special requirements are kept in the Medical Protocol file, these are kept in the schools office and first aid base.

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.

Immediate Management Action following a serious or fatal accident:

As defined in the procedures on page 1. 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 Torbay Council. They will give advice as to whom else to contact.
- The Headteacher or person in charge 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, by the Senior Manager present or persons nominated; by him/her while details are fresh in the witness' 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 Headteacher should, wherever possible, make him/her available to visit the next of kin after the prior approval of the Council's Health & Safety Team. He should advise them of the accident and give any assistance and support necessary.