



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

## Accidental Injury Policy

### **Rationale**

It is our duty to promote the safety and wellbeing of all pupils, staff and other members of the school community, including visitors.

### **Aims**

- To ensure that any accidents happening in and around school, are dealt with in a calm, reassuring and organised way, following the school's procedures.
- To ensure that staff react immediately in the event of accidental injury and decide quickly upon the way to treat the incident.

(Staff means teachers, support staff, office staff and SMSAs).

### **Procedures**

All staff must be aware of the school's First Aid procedures:-

## **ACCIDENT/INCIDENT REPORTING GUIDELINES**

### **REMEMBER TO:-**

1. COMPLETE AN ACCIDENT SLIP FOR **ALL** ACCIDENTS/INCIDENTS THAT REQUIRE FIRST AID. THIS INCLUDES:-
  - Cleaning an injury
  - Application of a plaster/pad to an injury
  - Use of cold compress - unless just used for 'TLC' (Tender, Loving Care)
  - Nosebleed – note the time it starts and the time it stops
2. COMPLETE **ALL** RELEVANT SECTIONS ON THE ACCIDENT REPORT SLIP, INCLUDING **LOCATION** OF ACCIDENT AS THESE ARE MONITORED BY THE HEAD AND GOVERNORS
3. HEAD BUMPS/INJURIES NEED TO BE NOTIFIED TO PARENT/CARER BY TEXT IN ADDITION TO THE ACCIDENT SLIP
4. ACCIDENTS THAT RESULT IN A VISIT TO HOSPITAL OR MINOR INJURIES UNIT REQUIRE AN 'ACCIDENT/INCIDENT REPORT FORM' TO BE COMPLETED (these are kept in the Business Manager's office)

## **NEAR MISSES**

**Please complete a slip for 'NEAR MISSES'.**

**The slip does not need to be sent home as it is for our records only.**

**A 'NEAR MISS' is defined as an incident, e.g. A fall from a tree or a piece of equipment that 'luckily' doesn't result in an injury. It is not a trip over in the playground which didn't graze or bruise a knee.**

- Minor injuries to be checked and treated by available First Aid trained staff. Some very minor injuries may just need some TLC and do not need to be recorded. This excludes bumps to the head. All head injuries will be recorded, however minor.
- Any injury that prevents the movement of the child:  
Stay with the child but send for the help of another adult (use RED CARD system-see below).  
Ask one of the school's first aiders for advice.
- In the case of severe injury:  
Send immediately for another adult (use RED CARD system-see below)  
Send immediately for one of the school's first aiders  
Call an ambulance  
Contact parents or carers  
Inform the Head/Deputy Head
- **Any accident that has been treated must be registered in the school's accident book and parents informed by sending home a duplicate copy. However, if the accident involves a head bump/injury or mouth injury the parent/carer will be sent a text (or contacted in person) in addition to receiving the duplicate copy. Any 'near misses' should also be recorded.**
- **A South Gloucestershire Accident Report form must be completed and details forwarded via Sentinel (Internet) to the Local Authority Health and Safety section, for any accidents which require medical treatment at the doctors or hospital. These anonymised forms will also be circulated and monitored by the Governor's Health and Safety committee.**
- **Following an accident, relevant risk assessments are re-visited and revised if necessary.**

**The RED CARD system will be used to inform other staff that their assistance is needed immediately. The cards are displayed in every room and in the playground bucket. Each SMSA will also carry one.**

**Parents will be reminded to inform the school of any changes in contact details and will be asked annually, to provide an up to date emergency contact number. All staff will know the identity of the school's first aiders. Lists are displayed in the Staff Room and on the First Aid Box, which is located in the main office.**

#### **Supervision to prevent accidental injury:**

- No children are to be left unsupervised in a classroom.
- Any children left in school to complete work etc. are the responsibility of the staff member who directed them and should be supervised by this member of staff.
- Children who habitually make their way into the school building during play times and lunch times will be told to leave the building and join the rest of the children outside.
- There are always at least two adults on duty at break times and lunch times; a duty rota is drawn up and posted on the board in the staffroom.
- Before school (from 8:50am) a teacher is on duty at each of the two school pedestrian gates.

**NOTE**

*All staff who have undergone first aid training should endeavour to administer first aid to the best of their ability.*

**Conclusion**

All accidents are recorded on an Accident Log and at the end of each term, the Headteacher analyses these and provides the outcomes as part of the Headteacher's Report to the Governor's 'Health, Safety, Welfare and Premises Committee', which monitors accidents.

**Equalities Impact Assessment (EIA)**

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

<b>Author</b>	V Quest	<b>Date Written</b>	08.03.17
<b>Position</b>	Headteacher	<b>Date ratified</b>	03.05.17
<b>Document Status</b>	Ratified	<b>Next Review Date</b>	March 2020
<b>Version</b>	2	<b>Reviewing Committee</b>	Health, Safety, Welfare and Premises