



Hardenhuish School Accident Policy

If you would like any policy in a more accessible version, please contact the Administration Manager

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It is the school's policy to employ a dedicated Medical Officer and, in addition, to provide regular, appropriate First Aid and other appropriate medical training (e.g. epi-pen) for specified staff.

1. Accidents on site

1.1. The first consideration will always be given to the child's needs.

1.1.1. If the injury appears serious or involves a head injury, the main office will immediately be asked to call an ambulance, the Medical Officer will be alerted, and a member of the Leadership Team (LT) will be informed. The LT member will attend immediately and take ownership of managing the incident, with support from the Medical Officer. The member of staff will stay with the child and will ask a colleague or a pupil to inform the office and return to advise when this has been done.

1.1.2. The Medical Officer or a member of staff, preferably one known to the child, will accompany him/her to the hospital and not leave until a hand-over is possible.

1.1.3. If the injury appears to be **less serious**, the Medical Officer alone will be called/visited.

1.1.4. Faculties such as science, DT and PE, which carry particular health and safety risks, will follow any departmental specific procedures detailed in their Faculty Health and Safety Policies.

1.1.5. The Headteacher, or member of the Leadership Team, will call the police if necessary.

1.2. The second consideration will be to inform the child's parents.

1.2.1. In the case of a **serious** accident, this will be done, by the main office, after the ambulance is called and it is clear to which hospital they will be going.

1.2.2. The parents will be telephoned later to find out how the child is and to keep in touch until the child is known to be on the road to recovery. This will be the responsibility of the Learning Manager or Pastoral Manager for that year group.

1.2.3. In the case of a **less serious** accident, where the nature of the injury is such that it may nonetheless cause the parent some concern, the child's parents will be telephoned to explain what has happened and to prepare them for their child's return. This will be done by the Medical Officer, the appropriate Pastoral Manager or by the member of staff in charge at the time of the accident. If it is not possible to make contact by telephone, then it is acceptable to write an appropriate message in the child's contact diary or send an email.

1.2.4. A further attempt will be made to ring later in the day to give more detail and to check the situation. If the child needs to be collected from school, a hand-over will be facilitated by the Medical Officer or a member of the office staff.

1.3. **The third consideration** is to find out what happened in order to see if there is anything that can be learned from the accident and whether the accident is RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable.

- 1.3.1. The adult in charge of the child at the time of the accident will fill out an accident form, detailing the circumstances as fully as possible. These forms are to be found with the Medical Officer.
- 1.3.2. An investigation will take place whenever the circumstances indicate this may be required. The decision on this will be taken by the Head teacher and the investigation will be conducted by a member of the Leadership Team.

2. Accidents off site

- 2.1. Despite good planning and organisation, there may be accidents and emergencies which will require a dynamic response by the trip leader. These cannot be comprehensively defined, but could range from temporarily lost children, minor injuries and food poisoning to more serious injury or fatality.

The school procedures for off the site accidents are:

2.2. Before leaving school:

- 2.2.1. Follow the correct procedures for school visits including submitting risk assessments to the Events Office to be approved by the Local Authority's Evolve system;
- 2.2.2. Ensure that any Activity Centre is approved by the Local Authority's Evolve system;
- 2.2.3. Request a copy of the emergency procedures for the Activity Centre in advance of the visit and compare them with school procedures. If the centre procedures are significantly different or appear deficient by comparison, before the visit is confirmed, organisers will agree with the centre management exactly what procedures will be followed. ***Centre staff and school staff supervising the party will be made fully aware of what is agreed.*** If there is any doubt about the safety of the arrangements, the trip will not proceed.
- 2.2.4. All staff involved in visits taking place off site will take a school mobile phone and a first aid kit with them, leaving the number with the main office and the designated member of the Leadership Team.
- 2.2.5. For all visits a complete list of emergency contact numbers for all pupils will be left with the main office and the designated member of the Leadership Team.

2.3. Following a serious accident:

- 2.3.1. Establish the nature and extent of the emergency.
- 2.3.2. Make sure all other members of the party are accounted for and are safe.
- 2.3.3. If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- 2.3.4. Establish the name(s) of the injured and call whichever emergency services are required.
- 2.3.5. Advise other trip staff of the incident and that the emergency procedures are in operation.
- 2.3.6. Ensure that an adult from the party accompanies casualties to hospital.
- 2.3.7. Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base, as appropriate.
- 2.3.8. Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- 2.3.9. Control access to telephones by pupils until contact is made with the designated member of the Leadership Team on the number provided.
- 2.3.10. Give full details of the incident i.e.

- name

- nature, date and time of the incident
 - location of incident
 - names of those involved
 - action taken so far
- 2.3.11. The designated member of the Leadership Team will alert the Headteacher.
- 2.3.12. The Headteacher will contact the Chair of Governors and will arrange to contact parents/carers of those involved. For a serious incident the Headteacher or designated member of the Leadership Team will contact parents of all party members.
- 2.3.13. The Headteacher will act as a link between the group involved, the Chair of Governors and parents.
- 2.3.14. A designated person will act as the ongoing point of contact with the media. All requests/questions will be referred to them.
- 2.3.15. For serious incidents, likely to involve the media, alternative telephone numbers will be identified to avoid jamming.
- 2.3.16. The trip leader or other members of the trip staff will not discuss matters with the media.
- 2.3.17. Under no circumstances will the name of any casualty be divulged to the media by any member of staff.
- 2.3.18. The trip leader and other trip staff will write down as soon as practicable, all relevant details while they are still fresh in the memory.
- 2.3.19. A record will be kept of the names and addresses of any witnesses.
- 2.3.20. Any associated equipment will be kept in its original condition.
- 2.3.21. Legal liability will not be discussed or admitted.
- 2.3.22. All accident forms will be completed, including any required under RIDDOR, and insurers and the Health & Safety Executive inspectors will be contacted if appropriate.

3. Near misses

From time to time, both onsite and offsite, there is an occurrence which does not result in an accident, but which might easily have done. In that event, a Near Miss should be completed by the supervising member of staff. Copies of this form should be sent to the Director of Resources and the Medical Office, who will decide whether any preventative action is possible to ensure that an accident does not occur in the future.