

POLICY FOR ACCIDENTS



1. What is an Accident?

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

2. Reducing the Risk

We aim to reduce the risk of accidents by:

- Carrying out risk assessments for as many foreseeable risks as possible. By completing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Ensuring the premises are regularly checked and used properly.
- Ensuring staff and to some extent the children, are aware of hazards i.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

3. Response

- A judgement will be made as to whether external medical help is required – if so, and ambulance will be called. That decision will usually be made by a senior member of staff (HT, DHT, Phase Leader), but can be made by any member of staff depending on the circumstances. If immediate/urgent medical help is required, the child's parents/carers will be immediately alerted (or, if a staff member, an appropriate family member).
- There is always a first aider on site at all times, who will deal with minor injuries. A number of staff are trained in either Paediatric First Aid or First Aid at Work. Such qualifications are updated within appropriate timescales.
- First aid boxes can be found at the following locations: the main school office, EYFS and KS2 medical rooms, Community Room and school kitchen. There are also first aid kits available to take out of school on visits. The boxes will be checked regularly, monthly, and refilled by either the person nominated to check them. Any missing items will be noted and replaced as soon as possible.

4. Recording and Reporting

- If first aid is given it must be recorded on the first aid sheet and stored with the accident form it relates to.
- All accidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately. If a child receives a bump to the head, parents or carers are informed immediately.
- All accidents are recorded on an Accidents Sheet, which includes details of the injury and any first aid given. The form is signed by the adult completing the sheet and sheets are checked by the nominated person on a regular basis. All accidents are reviewed to see if anything can be done to prevent the accident happening again.

- School will notify the Local Authority of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given, using the online IR1 form. A copy will also be held in school.
- Accidents relating to staff or visitors to the setting will be reported to the Headteacher and recorded using the appropriate forms. All accidents involving members of staff or adult visitors to school will be reported to the Local Authority using the online reporting form (IR1).

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- *Policy Reviewed and Updated: February 2025*
- *Next review: February 2026*