



## ACCIDENT PROCEDURES AT THE MAIN SCHOOL

When a child has an accident on the school premises, the following procedures must be adhered to:-

1. The member of staff present at the accident, i.e. the person on duty at the time, will complete an accident form. The School Nurses or First Aider present in the Medical Centre can assist with detail or add notes after assessment, as required. A copy should be emailed to '@nurse' and the Health and Safety officer and Bursar.
2. Parents will be informed of injuries i.e. significant head injuries, more major cuts and grazes, strains and sprains, that day by the School Nurses or Form Teacher, either by phone or at the end of the school day. Parents will be called or emailed if the child is given any pain relief medication.
3. A child with a head injury should be escorted to The Medical Centre by a member of staff not another child. If in doubt whether the child should be moved, please contact The Medical Centre for advice.

Please see Danes Hill Accident Form and refer to Medical Policies.  
Reporting to RIDDOR – see regulations for reporting to RIDDOR

TJC/Nurse

Date of Policy renewal: 1 February 2020

Renewed 1 Feb 19

## PERSONAL DETAILS

Surname		First Name			
D.O.B		Age		Form	

## DESCRIPTION OF THE INCIDENT

Date		Time (24 hr clock)		
Location				
Did it result in Injury	<input type="checkbox"/>	or Near Miss	<input type="checkbox"/>	(please tick)

<b>Description of Events leading up to the Incident</b>	
Type of injury (e.g. Cut, sprain, electric shock etc). If none, write none	
What part of the body was injured?	

<b>Who was notified? E.g. Medical Centre, Parents, HOD, Emergency Services? Please name all.</b>

<b>Any further action taken?</b>

## FURTHER INFORMATION

<b>What supervision was in force at the time of the incident?</b>
<b>Identify the reasons for the accident/incident</b>
<b>Was the incident witnessed? If so, by whom?</b>
<b>What immediate action was taken?</b>
<b>What has been done to prevent something similar happening again? Is any remedial action required by maintenance team?</b>
<b>Any other remarks or details?</b>

<b>Name</b>		<b>Date</b>	
<b>Dep't</b>		<b>Title</b>	

This form should be completed and returned to the School Nurse (Mrs Anna Corbett) as soon as possible following the accident or incident occurring. Please also send a copy via email to the Health & Safety Officer (Mrs Tiffany Callis) and the bursar (Richard Quinn)