

## ACCIDENT & INCIDENT POLICY

### RATIONALE

SBS is committed to providing an environment, which is as healthy and as safe as possible for its students, 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 DHA & KHDA. The school also has a duty to investigate and record ALL accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

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. We classify an accident as what we have witnessed and an incident as something we did not see.

The purpose of this document is to set out the policy and procedures of for reporting, recording and investigating accidents, incidents and near misses within schools.

The formulation of this policy enables SBS to effectively:

- Provide for the immediate needs and requirements of all students and staff who have sustained a minor or serious injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise.
- Ensure lines of communication with parents/guardians are in place.
- Activate a known plan of action with which all staff are familiar.

### AIMS

We aim to reduce the risk of accidents by:

- Carrying out risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Checking the premises regularly.
- Making staff and to some extent the children aware of hazards.
- Encouraging staff and children to care about their environment and their colleagues.
- Encouraging staffs to 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. This document has been drafted as part of the school's Health & Safety Policy. Its aims are to ensure the safety and well-being of the students and staff at SBS.

### SCOPE

Whole school community.

### POLICY STATEMENT

#### WHEN and HOW TO REPORT

If an accident happens to either a student or adult an accident form should be filled in:

- All major accidents to students should be recorded on an Accident / Incident Form. These forms are available in the clinic.
- All accidents to adults should be recorded on an Accident Form. These forms are available in the Clinic.

- Behavior Incidents and Physical Interventions should be recorded on the appropriate forms as part of the Behavior Policy.

### ACCIDENTS TO STUDENTS

If a student has a minor injury, i.e. minor cuts, grazes, bruises:

- They should be sent to the Nurse in the clinic along with another student/member of staff to explain the problem.
- Administer first aid by the School Nurse or from a qualified First Aider.
- Record details in the treatment log book.
- Allow the student time to recover in a quiet place with supervision, preferably the Clinic.
- Inform the parent/carers with a note home or phone call giving brief details of the accident and the treatment given.
- Return the pupil to class and inform the class teacher

If a student has a major/minor head injury:

- Administer first aid by the School Nurse or qualified First Aider.
- Record details on the Pupil Accident Form.
- Inform the parents/carers by telephone of the accident, complete a Bumped Head Letter and send it home.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury arrangements must be made for the student to be taken to hospital by ambulance (see below for additional reporting of serious injuries).
- Inform the class teacher.

If a student has a more serious injury:

- The supervising teacher should send another staff member or student to notify the School Nurse. The student should not be moved until the Nurse assesses the injury.
- Administer first aid by the School Nurse or a qualified First Aider.
- Other available staff will ensure that students remain in their classrooms or away from the proximity of the accident.
- Inform a member of the Senior Management Team.
- Students must be sent to hospital immediately by ambulance in these cases
  - ✓ Head injuries and wounds needing stitches
  - ✓ All suspected fractures
  - ✓ Seizure (first time or lasting longer than 5 minutes and unable to arouse between episodes)
  - ✓ Unconsciousness, even for a few seconds
- An ambulance should be called by the school nurse or a member of the PLT. The student will be accompanied to hospital by a member of staff. The students details, should be taken to the hospital.
- Contact the students' parents/carers and arrange to meet them at the hospital.
- Inform the class teacher.
- Record details on the Pupil Accident Form.
- A copy of this form should also be kept on the school network.
- Call the parent later in the day or evening to enquire about the child's well-being.

If the student is ill and needs to go home:

- A parent/carers must be contacted and asked to collect the student as soon as possible. The student must be signed out in the attendance system.

## **ACCIDENTS TO ADULTS (including Visitors)**

### ACCIDENTS TO ADULTS (including Visitors)

If an adult has a minor injury, i.e. minor cuts, grazes, bruises:

- Administer first aid by the School Nurse or a qualified First Aider
- Record details on the adult Accident Form

If an adult has a more serious injury:

- Administer first aid by the School Nurse or a qualified First Aider.
- An ambulance should be called by the School Nurse or a member of the PLT. The adult will be accompanied to hospital by a member of staff.
- Contact the adults next of kin or other appropriate person and arrange to meet them at the hospital.
- Record details on the adult Accident Form.
- A copy of this form should also be kept on the school network.

## **BEHAVIOURAL/PHYSICAL INTERVENTION INCIDENTS**

SBS has a very effective behavior management policy however behavioral incidents do occur which need to be managed and reported. This Behavior Management Policy is supported by a Physical Intervention Policy, which defines the practice and procedures to be followed when a behavioral incident occurs. Reference should be made to this policy and the procedures followed.

## **REVIEWING AND REPORTING OF ACCIDENTS, INCIDENTS, NEAR MISSES**

- All Student Behavior Monitoring Sheets and Physical Intervention Information and Recording Sheets are passed to the Principal for signature before being retained and filed.

## **RECORD MANAGEMENT**

There are Data Protection Issues with all Accident Reports and these should be stored safely and securely in filing cabinets. The retention period for Accident Reports for staff is the Date of Incident plus 5 yrs. The Accident Form is held in the individual's Personnel File.

The retention period for Accident Reports for pupils is the Date of Birth of the student plus 10 years. The Accident Form, Behavior Monitoring Sheet or Physical Intervention Information and Recording Sheet is held in the individual's Pupil File. They are then to be shredded at the end of the retention period.

## **ROLES AND RESPONSIBILITIES**

Nurse: The School Nurse is the nominated person for dealing with all accidents and injuries.

The School Nurse will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

The Principal will ensure that every accident whether involving injury or not, is recorded. That accidents are investigated and reviewed to learn lessons and prevent a repeated accident. There is supervision at break times and other high risk times in the school day.

Class teachers are responsible for supervising children in classes and around the school to prevent accidents. Teachers on break/lunch supervision duty are directly responsible for the monitoring of pupils in order to prevent accidents and injury.

**Applicable to:** All Staff, students and visitors

**Implementation Date:** September 2020

**Review Date:** September 2021

**Reviewed by:** \_\_\_\_\_  
May Ann Angeles, DHA-RN  
Lead School Nurse

**Approved By:** \_\_\_\_\_  
Zara Harrington  
Principal