



# Accident and Incident Policy

**Reviewed: September 2024**

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 aim to reduce the risk of accidents by:
- Making 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.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? i.e. putting equipment away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staffs 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.

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

All accidents and incidents are recorded on the appropriate forms (Info sheet, Serious Incident, Body Map, HSE as applicable) and reported to the parents/carer's on the day. This will usually be when by phone call or by email or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

There is always a first aider on site at all times, who will deal with minor injuries.

In school the vast majority of staff are currently First Aiders (see First Aiders List)

First aid boxes can be found at the following locations:

- Medical room
- Staff room
- Kitchen
- Art room
- PE or trips and visits team carry a First Aid kit to each session

**INDIVIDUAL PUPIL MEDICATION MUST BE EASILY ACCESSIBLE AT ALL TIMES AND TAKEN WHENEVER THE PUPIL LEAVES SITE WITH EDUCATION STAFF**

Eye wash stations:

- Staff room

The boxes will be checked regularly, and refilled by the administrator, any missing items will be noted and replaced as soon as possible.

**A first aid bag/box is taken on all outings.**

If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to.

There are always first aiders on site, at all times. All accidents are recorded on a sheet, which includes details of the injury and a body map. The form is signed by the SLT and is then kept in the staff incident file or child's individual section in the Info sheets file.

A record sheet containing number, name & date of all accidents/incidents is kept in the accident/incident file

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury.

Some examples are:

- Loss of amenities.
- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Providers must notify HSE/ Ofsted (only in very limited circumstances) and local child protection/safeguarding children agencies 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.

The main Healthy and Safety Department at Polaris should also be informed – Faye Shaw – through the company portal or immediate call.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the School forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

### **Serious injury or death and how to deal with these events**

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.

### **Procedure to follow for dealing with injuries involving blood or bodily fluids**

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

See bodily fluids box in Staff Room.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag. (staff toilet – disposal bin)
- Try and keep the person as calm as possible.

- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.

### **Procedure to follow post incident**

- A member of the SLT should be informed immediately of any serious injury or incident.
- All paperwork relating to the incident should be completed prior to staff leaving school that day (if injured and away seeking medical attention as soon as practical).
- Witnesses should complete paperwork as soon as possible.
- Parents/ carers should be informed of any incidents involving their child.
- SLT should complete a post incident review to ensure any learning from the incident can be actioned.