

Education, Sport and Culture Department Policy

Title: Accident Reporting Policy

Date: December 2014

Author: Head of Governance

1. Introduction

In line with best practice, the **Department for Education, Sport & Culture (ESC)** requires schools and all other ESC sites to formally report notifiable accidents to the Department. (See below for a definition of a 'notifiable accident.')

In addition, any accident which is not severe enough to be notifiable should be recorded by the school on the internal accident register.

2. Scope

This policy applies to notifiable accidents occurring to all students and staff on ESC premises or while under ESC supervision (e.g. trips and visits). It will also cover visitors, parents, contractors or any other members of the public.

3. Definitions

Notifiable Accidents

A notifiable accident is an incident which results in:

- death or major injury
- 24 hrs hospitalisation or
- More than three (3) days absence from school or work
- Accidents/incidents involving a student/pupil/contractor or a visitor (member of the public) (Lawful or unlawful) on any ESC controlled premises requiring an ambulance call out or treatment at the Accident and Emergency section of the hospital.

(Please note that a notifiable accident does not have to result in an injury to be notifiable and it may include an episode of an existing medical condition. It should still be reported if it meets the criteria above.)

4. Reporting notifiable accidents to the Department

All '**Notifiable**' Accidents (**See above definition**) resulting in personal injury **shall** be recorded on the Accident Record Form (see appendix). This form should be returned to the Department within 5 working days.

In addition to completing the form, the accident must be reported at the earliest opportunity to the Head of Governance of a project Manager at the Department (tel: 449199) by the quickest possible means (normally a phone call) at your earliest opportunity.

If an accident/ incident is NOT notifiable, details should be recorded on the school or site's internal accident register. You are not required to return this register to the Department however it must be well maintained and available for inspection on request.

If you have a 'near miss' then this should also be recorded on your internal accident register as such. Depending on the nature of the near miss, it may also be appropriate to report this by phone or email to the Head of Facilities Management and/or the relevant Education Welfare Officer at the Department.

5. What Employees/Students/ Contractors/ Public must do

All Employees/Students/ Contractors/ Public must notify their Line Manager/Head of School/Centre Establishment representative ***immediately*** if any of the following occurs to an individual (s) whilst at work or if the incident occurs on ESC controlled premises or an out of school activity : -

- You have an accident, (including those which do not result in an injury);
- You are assaulted/ including threatening behaviour/ verbal abuse;
- You are diagnosed as suffering from an occupational related disease/condition.

6. What the Head of /School/Department/Centre/Section must do

All accidents and incidents in the workplace must be reported to the person in charge, for example, Head of School, Centre or Department or in their absence, another responsible officer.

The Head of School, Centre, Department, Section or **'responsible person'** must do the following:

- Make sure that, where necessary, the emergency services have been contacted. (A **clear** internal procedure should be in place)
- Make sure the injured person and others affected by the accident have received the appropriate treatment and support from a First Aider where possible. (Lists of First Aiders are to be displayed in conspicuous locations throughout the premises and also where a first aid box is available).
- Make sure that appropriate action is taken to remove the risk of the incident happening again, if safe to do so, for example, by closing down equipment, closing off danger areas, putting up warning signs etc.
- Make sure that all **'notifiable'** accidents are reported to the Head of Governance or Project Manager by the quickest possible means (usually a phone call tel: 449199).
- Complete the formal documentation required (an Accident Record form to be sent to the Department within 5 working days for a notifiable accident; an internal accident register to be completed for a non notifiable accident).

7. Data Protection

No other copies of the Accident Record and/or any other completed formal documentation are permitted to be released to any other party external to the ESC. This includes parents and guardians. If there is a request to release the form to a parent or guardian, contact the ESC Head of Governance.

8. Work Experience / Trident Programmes / third parties

The duty to provide first aid and to enact emergency procedures rests with the identified 'employer', and notification of accident/incidents involving students or pupils registered on and undertaking Work Related Education or Trident sponsored programmes rests with the notified employer. This also applies to an organisation in which out of school activities are being conducted.

The employer or organisation shall report notifiable accidents at the earliest opportunity and by the quickest means to the relevant College or School in which the student/pupil is enrolled. The ESC Work Related Education Manager and the ESC Head of Governance must also be notified by the school or college as per this accident reporting policy.

ACCIDENT RECORD

Use this form to report all notifiable accidents

A notifiable accident is one which results in:

- (Tick all that apply)
- | | |
|----------------------------------|--------------------------|
| Death or major injury | <input type="checkbox"/> |
| 24hr hospitalisation | <input type="checkbox"/> |
| More than 3 days off work/school | <input type="checkbox"/> |
| Ambulance call out | <input type="checkbox"/> |
| Visit to A&E | <input type="checkbox"/> |

Phone the Department on 449199 as well as completing this form

This applies to all accidents on the Department's premises or under the Department's supervision (including trips and visits) whether child, staff member or member of public.

About the person who had the accident

Name: _____ Date of birth: _____

PUPIL STAFF PARENT YOUTH SOMEONE ELSE (Provide details below)

School or site where accident happened

Details of Accident

When did it happen? Date _____ Time _____

What happened?

Cause of Accident

- (Tick **ONE** box only)
- | | | | |
|---------------------------|--------------------------|---|--------------------------|
| Act of Violence | <input type="checkbox"/> | Contact with stationery object | <input type="checkbox"/> |
| Illness/Allergic Reaction | <input type="checkbox"/> | Injured while lifting/handling/carrying | <input type="checkbox"/> |
| Slip/Trip/Fall | <input type="checkbox"/> | Struck by moving object | <input type="checkbox"/> |

Category of Injury

- (Tick **ONE** box only)
- | | | | |
|----------------|--------------------------|-------------------------|--------------------------|
| Bite | <input type="checkbox"/> | Bumps & knock to head | <input type="checkbox"/> |
| Burns | <input type="checkbox"/> | Chest pains & seizures | <input type="checkbox"/> |
| Concussion | <input type="checkbox"/> | Cuts, Grazes & Bruising | <input type="checkbox"/> |
| Dislocation | <input type="checkbox"/> | Eye injury | <input type="checkbox"/> |
| Fracture/break | <input type="checkbox"/> | Mouth/Dental Injury | <input type="checkbox"/> |
| Nose bleed | <input type="checkbox"/> | Sprains and strains | <input type="checkbox"/> |
| None | <input type="checkbox"/> | | |

About the person filling in this form

PRINT NAME: _____ POSITION: _____

CONTACT NUMBER: _____

Sign _____

Issued by:	Mel Pardoe, Head of Governance
Author:	ESC Department
Date:	First issued: 8 February 2008 by Lesley Le Bailly Revised edition: Approved by SMT 5 November 2013 <i>(removed the requirement for schools to return internal incident registers)</i> Revised edition (2): Approved by SMT 2 December 2014 <i>(policy reduced in length; simplified accident form included)</i>

