



## **ACCIDENT POLICY**

Last reviewed Spring 2017 To be reviewed Spring 2020
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All accidents (inside and outside) must be recorded in the accident book which is located on top of the first aid cupboard outside the library. The nature of the accident, and signature of person attending to the injury must be noted in it. In the case of a serious accident, the Head Teacher (or Deputy Head Teacher) and School Business Manager, must be informed.

The school has a legal requirement under the Health & Safety Executive for on-line reporting of RIDDOR reportable Incident/Injuries to report and record some work-related accidents by the quickest means possible. Surrey County Council provides an on-line event reporting system which will automatically raise a statutory report.

If there has been a minor accident, a note to this effect (which are located with the accident book) must be filled in and immediately put in the child's book bag. If there has been a bang on the head, however slight, a red note to this effect must be filled in and immediately put in the child's book bag. The Class Teacher should be informed, and the parent be contacted via phone, at an adult's discretion, and given the opportunity to check /collect child. The Head Teacher may also be informed.

Any staff dealing with cuts, or any other accident involving body fluids, **MUST** wear the disposable gloves provided, dispose of any soiled dressing in the yellow bags provided and then use the special First Aid disposal bin on top of the first aid cupboard in the library.

### **What to do in the case of a serious accident in the playground.**

1. **Do not move** the child.
2. First person to stay with child.
3. Next nearest person goes to dial 999, and parent, (contact list in file near Secretary's computer) or gets the Office staff to do so.
4. Return to the first person.
5. Head Teacher or Deputy Head Teacher and SBM must always be informed as soon as possible.

6. Cover the child, if necessary.

**What to do in the case of a serious accident in the classroom**

1. Teacher to stay with child
2. Send either helper, or a responsible child, using Red Card system to get help from Head Teacher or School Office.