



Westwood with Iford School
Injury & Accident Reporting

In the first instance and if unsure, please refer to the Incident Reporting flowchart for guidance.

Minor Injuries (small cuts, grazes, bruises)

Minor accidents to both children and staff recorded, using a pen, in the accident book kept in the first aid cupboard outside Clover Class. An accident reporting letter should be sent home with the child.

The following information must be recorded:

- Full Name of person injured
- Class
- Date and Time
- Location of accident
- Brief description of cause e.g. bumped into another child, tripped over own feet.
- First Aid administered e.g. cleaned with antiseptic wipe and /or ice pack applied for 10 minutes.
- Any second opinion gained (designated first aider consulted) class teacher informed
- Name of person dealing with incident.
- Teacher informed

School Procedures

- If an accident requires extensive First Aid, parents have to be contacted by email from the office.
- If there is an exchange of body fluids between children (e.g. biting) then the designated First Aider and the Head teacher must be informed and the parents notified.
- If the accident involves an injury that could lead to further complications, i.e. a bumped head, then the above procedure must be followed. In addition a 'bumped head' letter must be completed and note in the HASP book and placed in the child's book bag and the class teacher informed. These letters can be found in the accident folder. Send email and speak to parent at collection to inform them of their child's injury.
- ALL accidents that require attention are to be recorded in the accident book, with a note in either the HASP book to parents or a printed note to go home to inform them of their child's injury.

Reporting to the Local Authority

The following types of accident and incident must be reported to the local authority:

Employees

- any type of accident or incident in which an **employee or contractor is physically injured**;
- any incident in which an **employee is subject to threatening, intimidating or aggressive behaviour** from a pupil or other person as a result of being a school employee;
- any incident in which an **employee is subject to excessive verbal abuse** from a pupil or other person as a result of being a school employee;

Pupils/Students

- any type of accident in which a **pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation**;

General

- any **road traffic accident during a work journey** (not commuting) even if damage only;
- any other **near miss incident** in which someone could have been hurt.

The school must report any of these events using the appropriate version of the electronic forms.

Any other less serious event or those involving pupil/student accidents that have occurred for reasons beyond the school's management control as described above, DO NOT need to be reported to the local authority but the school should have a separate procedure for ensuring these events are recorded and relayed to parents if necessary.

It is important that the person(s) responsible for incident reporting reads and becomes familiar with the whole of this section as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

Reporting to the Health and Safety Executive (HSE)

Some more serious injuries to employees require an **additional** type of reporting to the Health and Safety Executive (HSE).

Any of the following injuries must be reported to the HSE immediately by telephone 0845 300 9923. You should also notify the LA Health and Safety Adviser by telephone if the HSE tell you that they intend to attend the scene of the incident.

- Death;
- Any fracture, other than to the fingers, thumbs or toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;

- Injury likely to lead to permanent loss of sight or reduction in sight of one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury:
 - a. leading to hypothermia, heat-induced illness;
 - b. requiring resuscitation: or
 - c. requiring admittance to hospital for more than 24 hours;

Any injury which prevents an employee from continuing at his/her normal work for more than 7 days must be reported to the HSE on e-form from the link [F2508IE](#). In calculating the days lost, you should not take into account the day of the incident but you must count non-working days. So, for example, an injury sustained on Thursday becomes reportable if normal work is not resumed by the following Friday.

If a physical injury is sustained, the details must be entered into an 'Accident Log';

Schools should devise a local system of reporting injuries and incidents to parents;

The e-form (Accident/Incident to non-employee version), to be sent to the local authority, should only be generated if the incident is attributable to any of:

- a) factor under the school's control e.g. levels of supervision;
- b) connection with any school plant, equipment, tools or substances;
- c) the condition of the premise;

This will exclude many playground collisions and sporting injuries. The e-Form is self-explanatory but must be completed diligently with a level of investigation commensurate with the incident;

Some more serious injuries to pupils/employees require an **additional** type of reporting to the Health and Safety Executive (HSE);

The HSE must be notified by telephone immediately on 0845 300 9923 if:

- i) a pupil is killed;**
- ii) a pupil is taken *directly* to hospital and subsequently found to be injured;**

AND

- iii) the incident is attributed to any of the factors a)-c) given above.**

Procedure for reporting incidents involving non-employees

These may be parents, siblings, visitors, contractors, members of the public etc.

- Details of any harm should be recorded and notified to the LA and the HSE as per pupil/student incidents using the Accident/Incident to Non-employee e-Form.
- Incidents to contractors or other people at work at the school, e.g. delivery persons, should be reported to **their** employers.

Date approved by Governors: September 2015

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