

ACCIDENT AND EMERGENCY PROCEDURES

Accident	Definition: An unplanned event that causes injury to persons, damage to property or a combination of both.
Near Miss	Definition: An unplanned event that does not cause injury or damage but could do so.

Accident

All accidents resulting in personal injury, no matter how small, must be recorded in the Accident Book located at reception.

Procedure to follow:

- Assess the situation, look for danger to yourself and others, call for assistance if required. Make the situation safe (eliminate or reduce any danger if possible). If the situation is too dangerous for you to enter, contact the relevant Emergency Services via the School Office. **DO NOT ENTER.**
- The accident must be reported immediately to the Head Teacher or Deputy Head Teacher.
- Any injury must be seen by a First Aider and if necessary, by a medical practitioner.
- Names of First Aiders and locations of First Aid Boxes and the Accident Book are displayed on the various notice boards within the school.
- The First Aider carrying out the first aid treatment is responsible for recording the accident on the relevant form in the Accident Book, and in the case of students, the First Aider must ensure that the parents of the student have been notified of the accident.
- Employees must ensure that they are aware of the location of the Accident Book in reception.
- The school has a reporting system in place to ensure that parents are notified of any injury, (or incident that could have caused an injury that is not apparent). The First Aider, who administered the treatment, **must** inform the office of the accident and request that they inform the parents. The school office will telephone parents and in the event that parents are unable to be contacted, a voice mail message will be left if the facility is available or a note will be sent home.

Near Miss

All near misses must be reported on the 'Near Miss Report' form held at reception.

All near misses or dangerous occurrences must be reported immediately to the Head Teacher or Deputy Head Teacher so that appropriate action can be taken to investigate the cause and to prevent recurrence.

The Accident Book will comply with the requirements of the Data Protection Act.