



# Accident and Incident Policy

Phase of school this policy relates to (*please highlight*)

|             |         |           |              |
|-------------|---------|-----------|--------------|
| Early Years | Primary | Secondary | Whole School |
|-------------|---------|-----------|--------------|

|                                  |                           |
|----------------------------------|---------------------------|
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|                                  |                           |
| <b>Policy lead staff member:</b> | <b>Leanna Barrett</b>     |
| <b>Policy link governor:</b>     | <b>Charlie O'Sullivan</b> |

## Accident and Incident Policy Contents:

- Introduction / Frame of Reference
- Main body of policy

### Introduction / Frame of Reference:

We want to ensure that the children under our care can play and learn in a safe environment and that they, and all the adults present at the setting (employees, visitors or team members) are kept safe at all times.

However, we recognise that accidents and incidents will happen and the following policy and procedures ensure they are recognised, recorded and dealt with appropriately.

We commit to reviewing this policy regularly and updating it as required to reflect changes in health and safety standards or legislative requirements.

## **Liberty Woodland School Accident & Incident Policy:**

### **Accident and Incident Response Procedure**

It is Liberty Woodland School's policy that all educators already hold or will complete paediatric first aid training within three months of commencing employment. Most, if not all staff members on site at all times hold a paediatric first aid certificate. This also applies on outings/excursions. Staff members will be trained in order to deal with each situation appropriately.

Periodic refresher training for paediatric first aid will be provided to ensure skills remain current.

We keep an accurate record of all accidents and incidents that occur both on and off the premises and seek to ensure any future events are minimised or the possibility of recurrence is removed. Accident statistics are analysed termly by the DSL to identify any trends or recurring causes of injuries, potential or actual hazards and make necessary adjustments to the site or practice.

We try to make sure all injuries and incidents even where no wound is visible are recorded. We inform parents of any accidents/incidents sustained by their child whilst in our care and of any first aid treatment given, as soon as is reasonably practical.

All accidents and incidents are brought to the attention of the appropriate persons/bodies.

Termly accident statistics can be shared with governors or other stakeholders to ensure transparency and accountability.

### **Accident Reporting and Recording**

Accidents are recorded in an accident report on iSams. Parents are contacted to be advised of the accident if necessary. In the case of a head bump, the office team will always ensure they make contact with a parent on the same day, following up with an email if they are unable to reach the parent via phone.

This includes incidents that are reportable to the Health and Safety Executive (see below).

All Accident records should contain:

- the time, date and nature of any accident;
- details of the children affected;
- the type and location of any injury;
- the action taken at the time, any action taken later and by who;
- the circumstances of the accident, names of any adults and children involved; and
- any witnesses (including contact details of the witnesses) if applicable;
- the name of the staff member who dealt with the accident,

In the case of an emergency, see 'First Aid and Medicines Policy' which outlines our procedures, parental consents etc.

Electronic records on iSams are secured to ensure confidentiality and prevent unauthorised access.

### **Existing Injuries**

If a child arrives at the school with an existing injury this is discussed with the parents and all staff are informed. The existing injury is recorded on an existing injury form by the parents and these are then retained. Pre-existing injury forms are regularly reviewed in line with our Safeguarding procedures.

Pre-existing injury forms are reviewed termly in line with our safeguarding procedures.

### **Incident Reporting and Recording**

Incidents include:

- break in, burglary, theft of personal or the setting's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a member of staff or family on the setting's premises;
- death of a child;
- a terrorist attack, or threat of one;
- bullying and fighting may be recorded where staff consider this is necessary.

Incidents are recorded on iSams if directly affecting a child, in the child's file. This includes incidents that are reportable to the Health and Safety Executive (see below). Incidents not involving a child directly, such as fire, flood, gas leak or electrical failure will be logged in an Incident Folder under SLT on our secure online system.

All Incident records should contain:

- the child's name or person affected;
- the date, time and location of the incident;
- what triggered the incident;
- the nature of the incident;

- others involved;
- witnesses (if applicable);
- how the situation was handled;
- what form of restraint was used, if any, and any consequences;
- if it was reported to the police, a crime number;
- Any follow up, or insurance claim made;
- The signature of the staff member who dealt with the incident, any witnesses and a counter signature by the parent when the child is collected.

In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Procedure will be followed. The incident is recorded when the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services is followed. In addition, HSE would be informed.

Staff will be provided with a structured debrief following critical incidents (e.g., attack, serious injury) to support their well-being and identify opportunities for procedural improvements.

### **Notification of serious accident or incident**

The school will report serious accidents, outbreaks of disease or dangerous incidents to the [HSE](#).

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only –  
Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Notification of such events will occur as soon as reasonably possible, with immediate action prioritised wherever feasible.

Contingency plans are in place to handle notifications during out-of-office hours.

### **Local Child Protection Agency**

We will notify our local child protection agency about any serious accident, injury to, or death of a child whilst in our care and act on any advice given:

- Merton Multi-Agency Safeguarding Hub  
<https://www.mertonscp.org.uk/working-with-children/mash/>  
on 020 8545 4226

Notification will be made as soon as is reasonably possible but in any event within 14 days of the incident occurring.

### **Health and Safety Executive**

We meet our legal requirement as an employer under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). When there is any injury requiring a general practitioner or hospital treatment to a child, parent, member of staff, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the RIDDOR format.

We will report:

- deaths;
- major injuries that happen to anyone on your premises or while you are caring for children off your premises;
- injuries that last more than seven days – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases (see [www.hse.gov.uk/riddor/guidance.htm/disease](http://www.hse.gov.uk/riddor/guidance.htm/disease)) for a full list of reportable diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done.

Any of the above requires form F2508 to be completed, as soon as possible, normally within 10 days of event of knowledge.

Health and Safety Executive (HSE) Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am and 5pm), or online form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

The school will conduct regular reviews to ensure compliance with RIDDOR and related legal frameworks.

This policy is subject to annual review and approval by the policy lead staff member, the link governor, and the governing body. Feedback from staff, parents, and governors will be incorporated during this process to ensure its ongoing relevance and effectiveness.

APPENDIX 1:

[Incident Report Template](#)