

Accident Policy

Introduction

St Bede's Catholic Middle School, through its practices and policies, aims to be a school free of accidents. However, it acknowledges that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. If a serious accident occurs the Critical Incident Management procedures are to be followed.

Aims of the Policy

The aims of this policy are;

- To ensure appropriate action is taken in the event of an accident involving either staff or students;
- To ensure that correct procedures are adhered to in the event of an accident;
- To ensure that all accidents are logged and reported to assist in the prevention of any similar accidents taking place again.

Main Body of Policy

The Principal, alongside the School Business Manager, shall be responsible for:

- Maintaining the school site in good and safe condition
- Arranging for adequate supervision of students
- Providing fully equipped first aid kits
- Ensuring that adequate numbers of staff have current First Aid qualifications and are named as First Aiders

Supervising teachers shall be responsible for:

- Actively supervising students at all times (between 8.40am and 3.40pm)
- Administering minor first aid for small grazes etc.

The nominated First Aid Officers shall be responsible for:

- Maintaining the first aid kit in the school
- Maintaining accurate first aid records
- Providing first aid to the injured when called upon

Signature: Chair of Academy Representatives	Name:	Date:
Signature: Principal	Name:	Date:
Signature: Chair of Pupil Welfare Committee	Name:	Date:

ACCIDENT POLICY

PROCEDURE

In the event of injury to a student:

1. The supervising teacher shall assist the student and administer minor first aid and send for assistance if required. A nominated First Aid Officer should attend the injured student when called upon.
2. The supervising teacher shall report any serious accident to the nominated First Aid Officer and a member of the Senior Leadership Team (SLT)
3. The first aider shall complete an Accident Report in the
4. Accident Book, located in the office, date and sign it, on the same day that the accident occurs.
5. The First Aider shall ensure that parents are advised immediately of any serious injury or any head injury to their child.
6. A member of SLT shall arrange Ambulance transportation if transportation is necessary. A member of SLT shall arrange for a staff member to accompany the injured student in the Ambulance if parents have not yet arrived.
7. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

In the event of injury to a staff member:

1. A First Aid Officer shall provide assistance to the injured staff member.
2. The injured staff member will advise a member of SLT immediately.
3. The injured staff member (if able) will record details of the incident in the Accident Book. A copy is to also be placed in personal staff files. If unable to do so, then a First Aider or member will complete the form. This needs to be done within three days of notification of the accident -not necessarily three days after the accident.
4. If time off work is required following the accident then the injured staff member will provide the Principal with a medical certificate as soon as possible.

Parents/carers will be issued with a hard copy of this Policy on request. This Policy will also be made available to parents/carers via the School's website.