



Thame Lane
Culham, Abingdon
Oxfordshire
OX14 3DZ
+44 (0)1235 524060
+44 (0)1235 468319
reception@europaschool.uk
<http://europaschooluk.org>

EUROPA SCHOOL UK

PROCEDURE FOR ACCIDENTS, INCIDENTS & NEAR MISSES

Version and Date		Action/Notes
V1	24.05.2018	need to investigate the use of school base for accident logs
V2	11.07,2021	Reviewed
Review Date August 2024		

RATIONALE

Europa School UK is committed to providing an environment which is as healthy and as safe as possible for its students, staff and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive (HSE). The school also has a duty to investigate and report ALL accidents and incidents affecting students, staff and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

The reporting of work related accidents is a statutory requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

RESPONSIBILITIES

It is the responsibility of the Head Teacher to:

- ensure that every accident in the workplace or arising from work activities, whether involving injury or not, is recorded in a Pupil Incident log or accident log as applicable and properly investigated.
- ensure that a Reportable Injury Form is completed when appropriate according to the HSE guidance (www.hse.gov.uk/pubns/edis1.htm) ensuring that the HSE is informed of all reportable accidents within 15 days of one occurring following RIDDOR procedures.

WHEN and HOW TO REPORT

If an accident happens to either a student or adult an incident form should be filled in:

- All accidents to students should be recorded on a Minor Incident Form (Appendix A). These forms are available from the school reception and the complete forms are kept in a file in reception.
- All accidents to adults should be recorded on an adult Incident Form (Appendix B). These forms are available in the reception.

- Incidents/Near Misses for students and adults are recorded on the same Incident forms held in the Reception.

PROCEDURE FOR ACCIDENTS TO STUDENTS

If a student has a minor injury, i.e., minor cuts, grazes, bruises:

- Administer first aid by a qualified First Aider, if appropriate.
- Record details on the Minor Incident Form
- Allow the student time to recover in a quiet place with supervision if necessary
- If necessary, inform the parent/carers by telephone and/or by sending or giving the student a copy of the Minor incident form, which should be signed and returned to reception
- For injuries requiring further treatment, record the incident in the Pupil Accident Log
- Book held in the Reception Office.

If a student has a head injury:

- Administer first aid by a qualified First Aider.
- Record details on the Pupil Minor Incident Form
- Inform the parents/carers by telephone of the accident, complete a minor incident form and ensure that parents receive the form, complete and return it to reception.
- The general principle is that anyone who has a head injury needs observing for 24 hours.
- In the case of a serious head injury, arrangements must be made for the student to be taken to hospital by ambulance (see below for additional reporting for serious injuries)
- Record the incident in the Pupil Accident logbook held in the Reception office.

If a student has a more serious injury:

- Administer first aid by a qualified First Aider. A Senior manager is contacted.
- If the assessment is call emergency services, then an ambulance is called by the reception/ first aider or a member of the senior management team. The student will be accompanied to hospital by a member of staff. The student's details, bag should be taken to the hospital
- Contact the student's parents/carers and arrange to meet them in casualty at the hospital if appropriate
- Record details on the Pupil Incident Form and fill in the student accident logbook.
- file the incident report in the Pupil Accident Folder held in the Reception Office
- If the accident results in the student being taken directly to hospital for treatment (or death) a RIDDOR form (F25081E) must be completed online at www.hse.gov.uk/riddor. The form will then be submitted directly to the RIDDOR database. A copy of this form should be kept with the original accident form in the Student's File.

If the student is ill and needs to go home:

- The reception team will inform the class teacher for primary pupils and subject teacher and/or counsellor for secondary students.
- A parent/carers must be contacted and asked to collect the student as soon as possible.

PROCEDURE FOR ACCIDENTS TO ADULTS (including Visitors)

If an adult has a minor injury, i.e., minor cuts, grazes, bruises:

- Administer first aid by a qualified First Aider, if appropriate.
- Record details on the adult Incident Form
- Pass the Accident Form to the HR Manager to review and if necessary file the report in the Staff Accident Folder held in the Reception Office

If an adult has a more serious injury:

- Administer first aid by a qualified First Aider
- An ambulance is to be called by the school reception staff or a member of the senior management team. The adult will be accompanied to hospital by a member of staff
- Contact the adult's next of kin or other appropriate person and arrange to meet them in casualty at the hospital
- Record details on the adult Accident Form in the staff accident logbook.
- Pass the Accident Form to the HR Manager to review and file the report in the Staff Accident Folder held in the Reception Office
- Accidents leading to major injuries or more than seven days away from work must be reported to RIDDOR through www.hse.gov.uk/riddor by completing the appropriate online report form (F25081E). The form will then be submitted directly to the RIDDOR database. A copy of this form should be kept with the original accident form in the individual's Personnel File. NOTE: RIDDOR only need to be informed of a visitor accident if it results in death or the individual being taken directly to hospital from the school.

PROCEDURE FOR NEAR MISSES

Near misses which do not result in an injury should be recorded in the Incident Book held in the Reception Office. These should be entered in the book under the date when the near miss occurred.

REVIEWING AND REPORTING OF ACCIDENTS, INCIDENTS, NEAR MISSES

All Incident Forms for both students and adults (Appendices A and B) are subject for review by the principal on a monthly basis.

RECORD MANAGEMENT

There are Data Protection Issues with all Accident Reports, and these should be stored safely and securely. They are held in the Reception Office.

The retention period for Accident Reports for adults is the Date of Incident + 7 yrs. (+40 year if suspect exposure to Asbestos). The Accident Form is held in the individual's Personnel File.

The retention period for Accident Reports for pupils is the Date of Birth of the student (up to 25 years). The Accident Form is held in the individual's Pupil File. They are then to be shredded at the end of the retention period.

Appendix A
MINOR INCIDENT FORM

Pupil's name Class Date

Time of incident and location	
Was First Aid given	Yes Not necessary
Witness 1 (Print name)	
Witness 2 (Print name)	
Did the pupil have a head injury? Yes No <i>All head injuries should be reported to parent</i>	Your child has been monitored following a minor head injury. The symptoms of a head injury can occur immediately or slowly over several hours or days. Please watch them closely for any concerning symptoms over the next 72 hours. If you are at all worried please seek medical advice.
Details of the accident	
Name of staff administering first aid	
Treatment details:	
Refer to parents - Yes No (automatic for Primary)	
Signature of staff member	Date
Signature of parent <i>Please sign and return to the school</i>	Date

The original copy must be filed in the accident folder at the school Reception. A photocopy of this form must be given to the parent to take home.

Europa School UK. Thame Lane. Culham. Abingdon. Oxfordshire. OX14 3DZ.
Tel: +44 (0)1235 524060 E-mail: reception@europaschool.uk

Appendix B

STAFF INCIDENT FORM

Name Date

Time of incident and location		
Was First Aid given	Yes	Not necessary
Witness 1 (Print name)		
Witness 2 (Print name)		
Details of the incident		
Any head or serious injuries should be put in the Staff Accident book on Reception.		
Treatment details, if necessary:		
Name of staff administering first aid		
Signature of staff member		Date

The original copy must be filed in the incident folder at the school Reception. A photocopy of this form must be given to the Business Manager.

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