BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Accident Reporting Policy

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BUCKINGHAM PREPARATORY SCHOOL

ACCIDENT REPORTING POLICY

Revised: September 2026 (to be reviewed in September 2027)
This policy applies to EYFS, Infants and Juniors

BUCKINGHAM PREPARATORY SCHOOL POLICIES

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- First Aid and Administering Medicines Policy
- Health and Safety Policy

1. SCOPE

This guidance is to enable the school to comply with the requirements of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR")** and that appropriate records are kept of accidents involving School activities.

Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

- Injuries to pupils and visitors who are involved in an accident at school or an activity organised by the school are only reportable under **RIDDOR** when :
- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment)
- the **HSE Information Sheet EDIS 1 (rev3)** gives guidance and examples of whether an injury arises out of or in connection with work.
- if in doubt guidance should be sought from the HSE, for example when a pupil from another school is injured (specified injury) during a sports match (not reportable) as opposed to a pupil of the school who is injured similarly during a timetabled games lesson (reportable).

Injuries and ill health to people at work are reportable by the responsible person under **RIDDOR** when:

- accidents which result in death or a specified injury (which must be reported without delay). Also a reportable occupational disease when confirmed by a doctor in writing. The **HSE Information Sheet EDIS 1 (rev3)** gives details of specified injuries and reportable diseases.

- accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days). These must be reported within 15 days of the accident.

- the responsible person is normally the employer of the injured person. The exception will be those that are self employed, where the controller of the premises should report.

Dangerous Occurrences (specified near miss events) are reportable under **RIDDOR**. The **HSE Information Sheet EDIS 1 (rev3)** contains the typical examples applicable to schools.

2. OBJECTIVES

To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.

To ensure that accidents can be appropriately investigated.

To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

3. GUIDANCE

The Bursar and / or Headteacher will assess the nature of the accident and the reporting requirements. Reference should be made to the **HSE Information Sheet EDIS 1 (rev3)** (www.hse.gov.uk/pubns/edis1.pdf)

If required under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** a **form F2508** will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

The whole School Staff are responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. These are recorded in line with the **First Aid Policy.**

Completed accident forms are checked weekly and forwarded to the Deputy Head teacher and the pupil's parents if needed.

Every half term the Accident Forms will be fully reviewed by the First Aid Coordinator (Deputy Head Teacher). First Aid coordinator to send a half termly log of incidents to Bursar / Headteacher for further check.

Accident reports will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under **RIDDOR** will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the

production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting **ISBA**.

The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

A Senior Member of staff is responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

4. RECORDING OF ACCIDENTS

All accidents must be recorded, however minor, in line with the school's **First Aid policy**

It is the responsibility of employees, students and visitors to complete an entry in the accident book as soon as possible after the incident to a pupil, visitor or staff member has occurred. Where the injured person is unable to complete their own details of the accident, then the First Aider in attendance and/or witness (where relevant) should enter details on the injured person's behalf.

In the event of a head injury occurring to anyone on the school premises, a yellow head injury card must be completed in addition to the **Accident Recording Form**. These are kept in the playground in an accident folder. The Staff supervising the injury should contact a First Aider to check the patient if needed. A staff member will complete a head injury card. A First Aider will check accuracy and initial the card.

Where an accident results in a person being taken to hospital, or inability to continue to attend or subsequently becomes absent from work as a result of the accident then the following should be notified **immediately** by the quickest method:

- Head teacher/Deputy Head
- Bursar
- Parents
- Emergency Services

For the purpose of maintaining first aid supplies, First Aiders should monitor supplies that are used for treatment purposes and re-order as soon as possible.

Any person who suffers an injury as a result of an accident that occurred off the school's sites whilst undertaking their role for the school should also report in accordance with the aforementioned procedure. In addition, accidents occurring on a third party's site should be reported with the arrangements applying at that site.

5. REPORTING SERIOUS ACCIDENTS/INCIDENTS

- The Head or most senior teacher on site will be informed of any serious injury occurring in a day.

- All serious incidents, injuries, head injuries and treatments are to be reported in the **Red Accident Folders** kept in the Heads Office. These are checked by a Level 3 first Aider

- Parents are to be informed of a head injury with the standard **'Yellow Card'** head injury notification.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work in the red folder in the staffroom.

Under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR)**, some accidents must be reported to the HSE. (See appendix)

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

We ensure that we follow the **RIDDOR Guidelines** from **Incident Reporting in Schools (accidents, Diseases and Dangerous Occurrences)** http://www.hse.gov.uk/pubns/edis1.pdf

The Head is responsible for ensuring that procedure is followed.

APPENDIX

Legal Requirements & Education Standards, References:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) (www.hse.gov.uk)

Incident reporting in schools (www.hse.gov.uk/pubns/edis1.pdf)

"Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide (http://members.theisba.org.uk/member-tools/reference-library/health-safety/management/bursars-guide-chapter-n-health-and-safety-and-welfare-at-work-(dec-2008).aspx)

"Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd (http://members.theisba.org.uk/member-tools/reference-library/financial/insurance/bursars-guide-chapter-k-insurance-(dec-2008).aspx)