



# St Anne's School and Sixth Form College

## Incidents and Accidents Policy

This policy was adopted in the Summer term 2013 and updated Autumn 2018

### 1. INTRODUCTION

This policy document was originally written in the Summer term 2013; in conjunction with the Safeguarding of pupils at St. Anne's.

Staff are responsible for following the standards of conduct laid down in this policy and should understand how this policy relates to the school ethos, health and safety and Safeguarding.

### 2. FUNDAMENTAL PRINCIPLES

It is the responsibility of all staff to report any incident or injury as soon as they can. Staff should refer to the information within their staff handbook and to the Local Authority's guidelines for further information.

### 3. ROLES AND RESPONSIBILITIES

All accidents and incidents that occur during school or residence hours should be recorded on School Pod. Staff have a 3 point access code including username, password and pin code. It will not allow you to close or send without completing all sections. All amendments are recorded electronically and have a full chronology.

The log should be completed by the staff member and or a witness to the event. The log should be recorded as soon as possible.

#### Accidents – staff or pupil

On school pod there is a separate tab for 'staff and pupils' to record accidents.

In addition the office are required to enter reports onto the Local Authority iTrent system

Any accident that results in a fatal or major injury must be reported to the Local Authority and HSE immediately.

Accidents should be sent to your line manager; however these will also be monitored by the allocated admin users for School Pod.

### Incidents – staff or pupil

On school pod there is a tab for recording 'incidents' If the incident involves two pupils then a copy of the report will automatically transfer for the victim, with a separate log made available in the event of injury (accident).

Staff should send the form to the desired staff / departments needing to be informed, ie. class teacher, residence.

When completing an incident report the staff member should note the follow up action section, which lists the other record forms that may need to be completed. If in doubt over the necessity to complete further forms it is the responsibility of the staff member to seek advice from a senior member of staff.

Parents should be informed of any serious incidents and accidents, please note on the school pod log whether or not you have informed parents and by what means e.g. phone call, via home-school book, letter etc.

Staff should respect the confidentiality of other pupils when relaying information.

If you are unable to complete the form on the actual day of the incident, please state this on the form.

Generally there are three types of incident involving pupils:-

1. A behaviour or event (or series of behaviours/events on the same day) where no injury or harm is apparent at the time of, or immediately after, the incident, this includes difficult behaviours not affecting others.
2. A behaviour or event where injury may have occurred but did not (a near miss)
3. A behaviour or event which led to actual injury – within the incident form a body chart and details of an injury can be added.

### Accidents – Visitors / Volunteers

There is a separate tab for 'accidents – visitors' (this is to include any injuries to volunteers)

The log should be completed by the staff member and or a witness to the event. The accident should be recorded as soon as possible, giving as much detail as possible along with contact details if available.

## 4. MONITORING

Accidents are monitored by the allocated School Pod Admin users.

Incidents are monitored by the Team Teach trainers.

Trends of incidents / accidents are monitored by the Governing via the Health and Safety committee.

## 5. USEFUL CONTACT NUMBERS

The school office (staffed from 8.30am to 4.30pm) answerphone at other times.

Telephone 01482 667379

Residence telephone (24 hours) 01482 666217

Email: [stannesschool.sixthform@eastriding.gov.uk](mailto:stannesschool.sixthform@eastriding.gov.uk)

County Hall: 01482 887700

Hull Royal Infirmary: 01482 875875

NHS 111

