

Paulet High School			School Operating Procedure Document				
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Policy Title	Accident Reporting and Investigation						
Document Owner	School Business Manager				Page: 1 of 1		
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/>				
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>					

ABOUT THIS DOCUMENT

This protocol describes the actions that should be taken in the event of an accident occurring on school premises. It supplements and clarifies the reporting requirements contained in the school Health and Safety Policy Document.

Accidents Involving Staff

All accidents to employees are to be recorded by the injured person using the Statutory Accident Book (ref BI510). This book can be found in the pigeon holes in the main reception office of the school.

All accidents involving employees are to be investigated by the Health and Safety coordinator with details of the investigation recorded on the Staffordshire County Council Accident Investigation Report Form.

All investigation reports relating to accidents involving staff shall be completed and forwarded to the County Council Health and Safety team within three days.

Accidents Involving Non Employees (excluding pupils)

All accidents to non employees (excluding pupils) are to be recorded by the injured person using the Statutory Accident Book (ref BI510). This book can be found in the pigeon holes in the main reception office of the school.

If the accident results in the individual being taken to hospital from the scene, this must be reported on the Staffordshire County Council Accident Investigation Report Form by the Health and Safety Coordinator. This form must be completed and forwarded to the County Council Health and Safety team within three days.

Accidents Involving Pupils

All accidents to pupils must be recorded in Pupil Accident Record Book located in the Main Office pigeon holes. In cases where students have been sent to a first aider, the supervising member of staff who referred to first aid should complete page 1 of the form not the first aider.

For accidents involving pupils that do not require detailed investigation the record in the Pupil Accident Record book will be sufficient. Where a detailed investigation is required, this will be noted on the Pupil Accident Record and a County Accident Investigation Report Form will be completed by the Health and Safety Coordinator. This form must be completed and forwarded to the County Council Health and Safety team within three days.

A detailed investigation will always be conducted if the pupil is taken directly to hospital from the scene.

Violent Incidents

In case of incidents involving violence, all incidents will require investigation by the Health and Safety Coordinator. The accident/incident record **must** clearly state that the incident involved violence.