



The Friars Primary School Incident and Accident Procedures – September 2021

The Friars Primary 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.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards. I.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staff identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

All accidents and incidents are recorded on the appropriate forms and are also logged on a site called Medical Tracker. Medical tracker is an online application that enables schools to manage all areas of first aid and medication whilst adhering to DFE and Ofsted guidelines.

Any accidents or incidents will be reported to the parents/carer's on the day through the text messaging service once the incident has been recorded. If it is a serious injury or one that needs medical assistance the parent will be informed immediately via a phone call.

There is always a first aider on site at all times, who will deal with minor injuries.

First aid boxes are kept in a range of accessible areas around the school premises.

The boxes will be checked regularly and refilled by either the person nominated to check or our Health and Safety officer, any missing items will be noted and replaced as soon as possible. A first aid box is taken on all outings. If first aid is given it must be recorded Medical Tracker.

All serious accidents and incidents are reviewed to see if there are any preventative actions necessary. Medical tracker provides the school a range of reports which will identify areas in which more accidents than expected are occurring. The school will review this termly.

Providers must notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the School forms.



Serious injury or death and how to deal with these events

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it. This is done using the Salford Council Accident Report Form.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.

Procedure to follow for dealing with injuries involving blood or bodily fluids

There is always at least one first aider on site at all times and this person will be the one to deal with the injury.

Should bleeding occur at any time the following points should be followed:

- Put on latex gloves and a disposable apron.
- Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
- Dispose of dressing into yellow clinical waste bag.
- Try and keep the person as calm as possible.
- Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
- Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1 part bleach to 10 parts water.
- Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
- Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
- Replace the sterile dressing on the child/adult as often as needed as described in the training.
- All waste should be treated as clinical waste and discarded in the yellow bags provided.
- Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
- If bleeding starts again a new apron and gloves must be put on to prevent infection.
- If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
- If medical assistance is needed you must inform Ofsted within 14 days that the incident occurred.

If a serious accident occurs the Critical Incident Management procedures are to be followed.



The Head Teacher 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

All members of school staff shall be responsible for:

- Actively supervising students at all times
- Administering minor first aid for small grazes
- Informing parents in the instance of minor injuries.

The nominated First Aid Officers shall be responsible for:

- Maintaining the first aid kit in the school and playground first aid bags
- Providing first aid to the injured when called upon



PROCEDURE In the event of injury to a student:

1. The supervising staff member shall assist the student and administer minor first aid and send for assistance if required. The nominated First Aid Officer should attend the injured student if called upon. All First Aid trained staff can be called upon if necessary.
2. The supervising staff member shall report any serious accident to the nominated First Aid Officer and Head/Deputy Head.
3. The supervising staff member /first aider shall complete an Accident Report on Medical Tracker on the same day that the accident occurs.
4. The supervising staff member shall ensure that parents are advised immediately of any serious injury or any head injury to their child.
5. The Head/Deputy Head/First Aid Officer shall arrange Ambulance transportation if transportation is necessary.
6. The Head/Deputy Head/First Aid Officer 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. The nominated First Aid Officer shall provide assistance to the injured staff member.
2. The injured staff member will advise the Head or Deputy Head immediately.
3. The injured staff member (if able) will record details of the incident on the Salford Council Accident Report Form. If unable to do so, then the nominated First Aid Officer or Head Teacher 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 Head with a medical certificate as soon as possible.