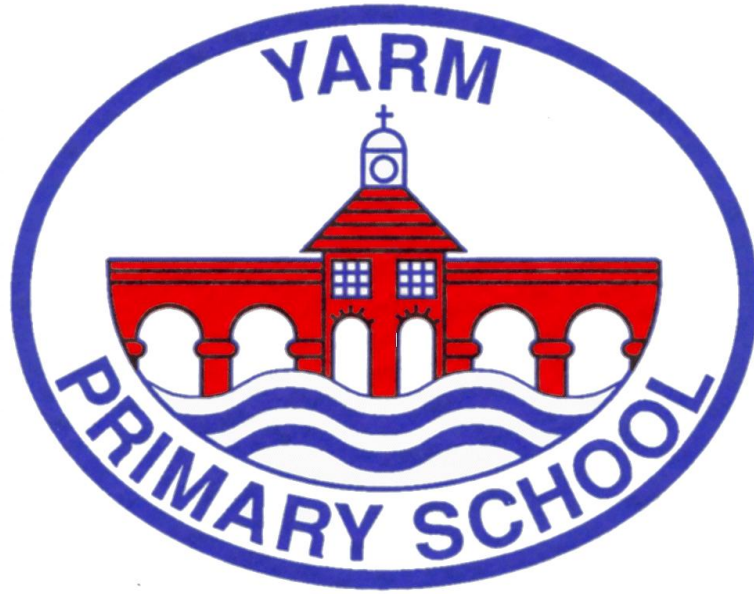




Accident or Injury Reporting Policy

This policy is intended to ensure consistency across the school in terms of accident or injury reporting. This policy should enhance working life through:

- Making sure all staff understand their basic responsibilities in reporting accidents and injuries
- Providing a basic overview of the different types of reports

Policy date – September 2026
Review date – September 2027

Agreed Procedure

Injury Notebook

- All head injuries to children should be noted in the injury notebook in the school office and a copy of the note sent home to parents/carers. A phone call will also be made to report the incident or request for parents to attend to support the appropriate actions around the injury.
- Other injuries should be assessed, and notes made/sent home as required
- The information required is – child's name, injury, date, time and name of person dealing with the accident/injury
- Parents may be contacted if the injury is judged to need monitoring as soon as the child leaves the school site
- Parents may be contacted if school feel that the cause of the injury needs explaining in person to parents/carers

Accident Form

- Accidents and injuries which are or could have the potential to have been serious need adding to an accident form
- Examples are: accidents which have/could have resulted in serious injury or injuries which need to be checked out by a hospital or doctor
- This should be filled out if the accident or injury relates to a visitor, staff member, or child
- A copy of this form can be given to a parent to take to doctors/hospital to give them a clear picture of the incident

Accident Form to be sent to ELT

- See most recent ELT accident reporting policy

Injury through assault will also require an Assault form to be completed.

Refer to

ELT Health and Safety Policy, The school's First Aid policy

Is this working?

- Do all members of staff feel confident in accident and injury reporting?
- Can it be shown that accurate records of accidents and injuries are kept?
- Does this policy agree with the ELT's policies?