

Education Department Policy

Title	Accident/Incident Reporting Policy
Issued	December 2014
Last Updated	January 2016
Author	Head of Governance

1. Introduction

In line with best practice, the Education Department requires schools and all other Education Department sites to formally report notifiable accidents to the Department.
(See below for a definition of a 'notifiable accident.')

In addition, any accident which is not severe enough to be notifiable should be recorded by the school on the internal accident register.

2. Scope

This policy applies to notifiable accidents occurring to all students and staff on Education Department premises or while under Department supervision (e.g. trips and visits). It will also cover visitors, parents, contractors or any other members of the public.

3. Definitions

Notifiable Accidents

A notifiable accident is an incident which results in:

- death or major injury
- 24 hrs hospitalisation or
- More than three (3) days absence from school or work
- Accidents/incidents involving a student/pupil/contractor or a visitor (member of the public) (Lawful or unlawful) on any ESC controlled premises requiring an ambulance call out or treatment at the Accident and Emergency section of the hospital.

(Please note that a notifiable accident does not have to result in an injury to be notifiable and it may include an episode of an existing medical condition. It should still be reported if it meets the criteria above.)

4. Reporting notifiable accidents to the Department

All '**Notifiable**' Accidents resulting in personal injury **shall** be recorded using the online Accident Record Form.

A paper form may be used when systems are not available (see appendix). This form should be returned to the Department as soon as possible. **When a paper form is completed** the accident must also be reported via telephone at the earliest opportunity to the Department's Customer Care Team.

If an accident/incident is NOT notifiable, details should be recorded on the school or site's internal accident register. You are not required to return this register to the Department however it must be well maintained and available for inspection on request.

If you have a 'near miss', this should also be recorded on your internal accident register as such. Depending on the nature of the near miss, it may also be appropriate to report this by phone or email to the Head of Facilities Management and/or the relevant Education Welfare Officer at the Department.

5. What Employees/Students/Contractors/Public must do

All Employees/Students/Contractors/Public must notify their Line Manager/Head of School/Centre Establishment representative ***immediately*** if any of the following occurs to an individual(s) whilst at work or if the incident occurs on Education Department controlled premises or an out of school activity : -

- You have an accident, (including those which do not result in an injury);
- You are assaulted/including threatening behaviour/verbal abuse;
- You are diagnosed as suffering from an occupational related disease/condition.

6. What the Head of /School/Department/Centre/Section must do

All accidents and incidents in the workplace must be reported to the person in charge, for example, Head of School, Centre or Department or in their absence, another responsible officer.

The Head of School, Centre, Department, Section or '**responsible person**' must do the following:

- Make sure that, where necessary, the emergency services have been contacted.
A **clear** internal procedure should be in place.
- Make sure the injured person and others affected by the accident have received the appropriate treatment and support from a First Aider where possible.
Lists of First Aiders are to be displayed in conspicuous locations throughout the premises and also where a first aid box is available.
- Make sure that appropriate action is taken to remove the risk of the incident happening again, if safe to do so, for example, by closing down equipment, closing off danger areas, putting up warning signs etc.
- Complete the formal documentation required (the online Accident Record form must be completed immediately after a notifiable accident; an internal accident register to be completed for a non-notifiable accident).

7. Data Protection

No other copies of the Accident Record and/or any other completed formal documentation are permitted to be released to any other party external to the Education Department. This includes parents and guardians. If there is a request to release the form to a parent or guardian, contact the Department's Head of Governance, as this amounts to a Subject Access Request.

8. Work Experience/Trident Programmes/third parties

The duty to provide first aid and to enact emergency procedures rests with the identified 'employer', and notification of accident/incidents involving students or pupils registered on and undertaking Work Related

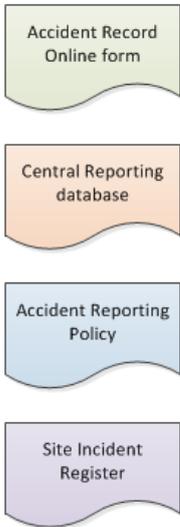
Education or Trident sponsored programmes rests with the notified employer. This also applies to an organisation in which out of school activities are being conducted.

The employer or organisation shall report notifiable accidents at the earliest opportunity and by the quickest means to the relevant College or School in which the student/pupil is enrolled. The Department's Work Related Learning Manager and the Department's Head of Governance must also be notified by the school or college as per this accident reporting policy.

Issued by	Education Department
Author	Head of Governance
Date	First issued: 8 February 2008 by Head of Governance Revised edition: Approved by SMT 5 November 2013 <i>(removed the requirement for schools to return internal incident registers)</i> Revised edition (2): Approved by SMT 2 December 2014 <i>(policy reduced in length; simplified accident form included)</i> Revised edition (3): Approved by the policy review group on 27 January 2016, policy name updated from 'Accident Reporting Policy' policy amended to reflect the Department's new name; details of Department contacts updated; inclusion of Accident and Incident Reporting Process flowchart and removal of Accident Record form.

Accident and Incident Reporting Process

Forms / Templates



What should you record?

Notifiable Accidents on Education premises or under Education supervision (eg trips and activities), including accidents involving students, staff, parents and site visitors.

What is a Notifiable Accident?

'Notifiable' means an 'Accident' which results in:

- Death or major injury
- 24hr hospitalisation
- Causes 3 or more days of school or work
- Ambulance call out or visit to A&E

Notifiable Accidents are reported to the Health & Safety executive by Education.

Minor Accidents / Near Misses / Incidents should also be recorded.

What is a Minor Accident?

An unplanned event that causes injury to persons, damage to property or a combination of both.

What is a Near Miss?

An unplanned event that could have caused injury to persons, damage to property e.g. a heavy object nearly falling on someone.

What is an Incident?

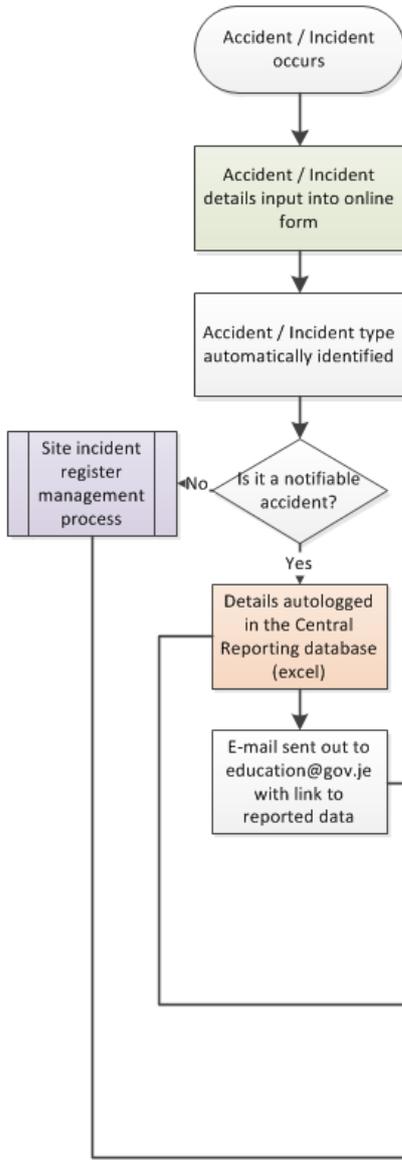
An event that is not an accident but requires first aid e.g. a headache, nausea, papercut.

Incidents must be recorded in the site incident register and are **not** reported to the Education Department.

What if new information arises after the form has been completed?

Please amend the online form.

School / Education Site



Department

