

## *Churchfields, the Village School*

### **ACCIDENT REPORTING Including First Aid**

Accidents need to be reported not only due to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (certain more serious accidents and occupational diseases must be reported to the enforcing authority - the Health and Safety Executive, HSE), but also so that action can be taken to prevent a recurrence.

Different procedures need to be followed for the following groups of people (see below)

#### **A. EMPLOYEES**

#### **B. NON-EMPLOYEES (other than pupils e.g. visitors, parents, contractors)**

#### **C. PUPILS**

The contact address for the HSE is: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

#### **A. EMPLOYEES**

All accidents to employees which result in injury **must** be reported on the Wiltshire Council Accident form (**see also the Employee Reporting Flowchart under FORMS**). Injuries resulting from violence should be reported on a separate 'Violence to Staff Incident Report' form - see Violent Incident Reporting.

#### **LEVEL 1 - Accident Report Form**

1. The injured person should complete the front side of the form and the reverse side should be completed by the Line Manager.

The completed form should be copied twice and distributed as follows:

- The original must be sent as soon as possible to the Wiltshire Health and Safety Unit
- the first copy should be retained on site or base

#### **LEVEL 2 - 'over 3 day' accidents which are legally 'reportable' to the enforcing authority**

2. In the event of an accident which results in an employee being incapacitated from work for more than the next three days (excluding the day of the accident itself but including weekends/holidays), the Head Teacher must notify the HSE within 10 days of the accident by either a) posting or faxing (0845 300 9924) the completed F2508 form, or by b) phone (0845 300 9923) or c) e-mail ([riddor@natbrit.com](mailto:riddor@natbrit.com)). A copy of the form must be sent to the Safety Advisers.

3. AND ALSO complete the Accident Report form (as Level 1).

#### **LEVEL 3 - other serious accidents which are legally 'reportable' to the enforcing authority**

1. The Head Teacher must notify the HSE within 10 days of the accident by either a) posting or faxing (0845 300 9924) the completed F2508 form, or by b) phone (0845 300 9923) or c) e-mail ([riddor@natbrit.com](mailto:riddor@natbrit.com)), in the event of:

- **death** of an employee
- **major injury**, as follows :
  - a) any fracture (other than fingers, thumbs or toes)
  - b) any amputation
  - c) dislocation of shoulder, hip, knee or spine
  - d) loss of sight
  - e) chemical or hot burn / penetrating injury to the eye

- f) injury requiring resuscitation
- g) injury leading to hypothermia
- h) loss of consciousness
- i) heat-induced illness
- j) acute illness caused by substances
- k) any injury requiring admittance to hospital for more than 24 hours

A copy of the form must also be sent to the Safety Advisers and Departmental Responsible Person.

2. AND ALSO complete the Accident Report form (as Level 1).

## **B. NON EMPLOYEES (other than pupils e.g. visitors, parents, contractors)**

### **LEVEL 1 - Accident Report Form**

All accidents to non employees which occur on site and which result in injury **must** be recorded on the Wiltshire County Council Accident form.

The injured person should complete the front side of the form and the reverse side should be completed by the Head Teacher.

The completed form should be copied twice and distributed as follows :

- The original must be sent as soon as possible to the Health and Safety Advisers Unit
- the first copy should be retained on site or base

### **LEVEL 2 - accidents which are legally 'reportable' to the enforcing authority (the Health and Safety Executive - HSE)**

1. The Head Teacher must notify the HSE within 10 days of the accident by either a) posting or faxing (0845 300 9924) the completed F2508 form, or by b) phone (0845 300 9923) or c) e-mail ([riddor@natbrit.com](mailto:riddor@natbrit.com)), in the event of:

- a non-employee being killed
- a non-employee being taken directly to hospital from the site of the accident AND where the accident 'arises out of or in connection with the school' i.e. is attributable to:
  - school organisation (i.e. during lessons or other activities organised or arranged by the school)
  - the condition of the premises including play/sports grounds (e.g. faulty equipment, holes in the ground)
  - plant (e.g. P.E. equipment, chairs etc.)
  - substances (e.g. science experiments)

A copy of the form must also be sent to the Safety Advisers.

2. AND ALSO complete an Accident Report form (as Level 1).

## **C. PUPILS**

All accidents involving pupils should be recorded and reported as follows (**see also the Pupil Reporting Flowchart under FORMS**).

### **LEVEL 1 - School Pupil Accident Record Sheet**

Accidents resulting in injuries considered to be of a **minor nature** (see Level 2 if there are contributory factors which require action to prevent a recurrence) and which are dealt with on site should be recorded in the School Pupil Accident Record Book and retained on site only, or other such means.

The following

information should be recorded as a minimum so that trends can be identified:

- date and time of the accident
- name of injured person
- description of the injury (e.g. cut)
- where the accident happened (e.g. corridor)
- cause of injury (e.g. slipped on steps)
- name of person completing the record

If you wish to keep first aid records on the same form, the following details should be added:

- description of treatment given
- name of person providing the first aid treatment

### **LEVEL 2 - Accident Report Form**

An Accident Report form should always be completed for more serious accidents where:

- medical treatment is required other than that given by the first aider e.g. referred to a G.P.
- there is resulting absence from school or where
- action is required to prevent a recurrence i.e. where the accident 'arises out of or in connection with the undertaking'.

The front side of the Accident Report Form should be completed by a member of staff (e.g. a teacher or first aider) on behalf of the injured pupil. The reverse side should be completed and signed by a line manager e.g. Head Teacher.

The form should be copied twice and distributed as follows:

- the original should be sent to the Safety Advisers Unit
- the first copy should be retained on site

### **LEVEL 3 - Accidents which are legally 'reportable' to the enforcing authority**

1. The Head Teacher must notify the HSE within 10 days of the accident by either a) posting or faxing (0845 300 9924) the completed F2508 form, or by b) phone (0845 300 9923) or c) e-mail ([riddor@natbrit.com](mailto:riddor@natbrit.com)), in the event of:

- the **death** of a pupil or
- a pupil taken **directly to hospital** from the site of the accident AND where the accident 'arises out of or in connection with the school' i.e. is attributable to:
  - school organisation (i.e. during lessons or other activities organised or arranged by the school)
  - the condition of the premises including play/sports grounds (e.g. potholes)
  - plant (e.g. P.E. equipment, chairs etc.)
  - substances (e.g. science experiments)

Behavioural accidents during play time e.g. pupil to pupil collisions/fights are not reportable to HSE

A copy of the form must also be sent to the safety Advisers

2. AND ALSO complete Personal Accident Report form (as Level 2).

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