




KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Accident and Reporting Policy	
Date Written:	November 2016	
Date Updated:	September 2023	
Updated By Who:	KPS	
Policy Originated from:	KPS	
Date To Be Reviewed:	Sept 2026	
Policy Approved By:	SLT:	
	Staff:	
	Governors:	

Our School Motto:

Kingsnorth...With Faith Endeavour to Achieve

Kingsnorth Vision Statement

'To ensure that every person in our school family is at the heart of everything we do, think and believe.

Our values are roots which weave through our entire being and create a learning community built on God's love in which we can all flourish.'

Our linked Bible Verse is:

'Then, by constantly using your faith, the life of Christ will be released deep inside you, and the resting place of his love will become the very source and root of your life.' **Ephesians 3:17**

Our 5 Key Christian Values are:

- Compassion**
- Friendship**
- Trust**
- Community**
- Perseverance**



Statement of Intent

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities

All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and is closely linked to our other policies.



Accident Reporting

The following action needs to be taken when reporting ALL accidents with pupils during the academic day.

- All accidents in the playground at lunchtime are recorded in an accident book. These books will be checked at the end of lunchtime.
- All head injuries are sent to the Medical Room.
- An accident book will be filled in for ALL 'non-obvious injuries' (suspected break or fracture) and must be followed up by the Welfare Officer and the injury assessed. No more than 15 minutes after play finishes. A sticker is given to the child indicating they have visited First Aid (see below for Head or Facial Injuries). A cold compress to be applied.
- Head and facial injuries must have accident forms filled in on the computer and the child must be checked by two members of staff. A copy is kept for the school's record. A sticker is given to the child on return to class showing the child has had a bumped head. The parents will receive a 'text message' telling them their child has a head injury.
- Severe head or facial injuries with cuts, swellings, grazes or bruising the child's parents or guardian must be informed of the situation. The parent or guardian will be asked to assess their child as to further action.
- Where a 999 call is made the parents must be informed as soon as possible.
- SLT must be informed of any accidents involving staff and appropriate reporting forms to be completed
- All accident forms should be filed in the medical room and maintained by the school in line with RIDDOR and kept for six years.
- All accidents/injuries resulting in a visit to the hospital or doctors the Worknest Accident/Incident Reporting and Investigation must be completed. For advice consult Worknest.



Kingsnorth CEP School Risk Assessment

<p>Not to be completed by ECT's unless for an event <u>only</u> being undertaken by an ECT.</p> <p>In this case this assessment <i>MUST</i> be shared with your Year Team Leader</p>	Risk Description	Action Requirements	<p>A KPS Risk Assessment MUST be completed for each trip/visit/activity. Without one you WILL NOT be covered by school insurance in the event of an accident. <i>(This could potentially lead to personal prosecution)</i></p>
	High Risk	Risk will be actively managed with strong control measures.	
	Medium Risk	Monitor and take appropriate action to reduce risk.	
	Low Risk	Risk to be monitored and assessed ongoing.	

Location, activity, or issue being looked at:

Date of activity: **REMEMBER to Risk Assess the Activity / the Setting / the Group**

Activity or Task Being Assessed.	Hazard/Concern (something with the potential to cause harm) What could go wrong?	Who may be harmed?	Risk Rating RAG	What is being done , that helps control/manage the risk?	Risk Rating RAG	What extra controls need to be put in place?	By when?	By whom?
Head and Facial injury	Head injury, local site, no apparent cuts or bruising, which could have underlying concussion.	Child/adult		All head injuries to be checked by trained first aider. Accident to be recorded on the system and a text sent home. If serious a phone call home is to be made		Head injuries must be checked by two members of staff. Head injuries where child is concussed. Parents must be informed by phone		
Head and facial injury	Head or facial injury obvious bruising or cuts	Child/adult		All head injuries to be checked by trained first aider. Accident to be recorded on the system and a text sent home		Head injuries must be checked by two members of staff. Head injuries which have severe bruising or cuts must be reported to parents		
Limb injury	Child injures limb. No obvious injury.	Child/adult		Site to be examined by trained first aider. Cold compress applied. Entered into accident book. Injury checked again after 15 mins. If no discomfort or pain. No further action. If child complains of pain or discomfort trained first aider to check. Book filled in.		Trained first aider checks injury 15 minutes after play finishes If in doubt Parents must be informed by phone.		



Limb injury	Child injures limb. Obvious injury. Bruising swelling	Child/adult		Site to be examined by trained first aider Cold compress applied. Entered into accident book. Injury checked again after 15 minutes. If no discomfort or pain. No further action. If child complains of pain or discomfort trained first aider to check. Book filled in.		Trained first aider checks injury 15 minutes after play finishes. If in doubt Parents must be informed by phone		
Cuts and grazes	Obvious cut or graze	Child/adult		Cut or graze is cleaned. Covering applied if necessary. If severe it is entered in accident book.		Plaster Allergies Parents are asked to inform school if their child has an allergy to plasters and provide named plasters for their child		

<p>Sign here to confirm when all actions have been completed:</p> <p>Name of Assessor: _____</p> <p>Role: _____</p> <p>Date: _____</p>	<p>Signed by EVC/Head:</p> <p>Signature: _____</p> <p>Role: _____</p> <p>Date: _____</p>	<p>Signed on behalf of LGB:</p> <p>Signature: _____</p> <p>Role: _____</p> <p>Date: _____</p>
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