




# KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

<b>Name of Policy:</b>	<b>Accidents and Reporting</b>	
<b>Date Written:</b>	November 2016	
<b>Date Updated:</b>	September 2019	
<b>Updated By Who:</b>	HOS	
<b>Policy Originated from:</b>	Kingsnorth Primary School / Aquila/	
<b>Date To Be Reviewed:</b>	September 2022	
<b>Policy Approved By:</b>	SLT:	
	Staff:	
	Governors:	

**Our Vision Statement:**

**Kingsnorth...the best days of OUR lives!**

**Kingsnorth Values Statement**

At Kingsnorth we ACHIEVE by...

- Aiming high Academically, Spiritually, Socially and Emotionally
- Challenging ourselves constantly to improve our learning
- Helping each individual reach their potential
- Inspiring others and being inspired
- Encouraging risk taking
- Valuing others and feeling valued
- Enriching lives through our Christian Values to become future citizens of the world

**Our 5 Key Christian Values are:**

Thankfulness, Friendship, Trust, Compassion and Endurance

**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 should be closely linked to our other policies.



### Accident Reporting September 2019

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.
- 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.
- Senior management **must be** informed of any accidents involving staff. .
- 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 visits to the hospital or Doctors the Ellis Whittam Accident/Incident Reporting and Investigation must be completed for advice consult Ellis Whittam.



## KINGSNORTH SCHOOL RISK ASSESSMENT

LXS =R	Likelihood	Severity	Risk Rating
	1 Seldom 2 Frequently 3 Certain	1 Low 2 Medium 3 High	1= Very low or no risk 2= Low risk 3-4 =Medium risk 6= High risk 9 =Very High risk

Location, activity, or issue being looked at: Kingsnorth Risk Assessment Playground Accidents

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm)What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R / R	What extra controls need to be put in place?	By when?	By who m?
Head and facial injury	Head injury, local site, no apparent cuts or bruising, which could have underlying concussion.	Child/Adult	1	3	3	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	2	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	1	3	3	All head injuries to be checked by trained first aider. Accident to be recorded on the system and a text sent home	2	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	1	3	3	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.	2	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	1	3	3	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.	2	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	2	2	4	Cut or graze is cleaned. Covering applied if necessary. If severe it is entered in accident book.	1	Plaster Allergies Parents are asked to inform school if their child has an allergy to plasters and provide named plasters for their child		

Job Title: \_\_\_\_\_

Sign here to confirm when all actions have been completed