

Accident Reporting in Schools for Pupils



1. For Employees Shropshire Council's Accident Reporting System (CARS) should be used. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). (Guidance in Appendix 1).

2. For Non-employees e.g. visitors, parents and contractors the CARS form should be used. (Guidance in Appendix 1)

3. For Pupils **ALL** accidents/incidents and near-misses* need **RECORDING** and records kept on the school premise. Due to the nature of the undertakings within schools only accidents/incidents arising out of or in connection with the work activity will need **REPORTING** to the Local Authority via the CARS system.

Minor Injuries requiring minimal intervention and where no obvious contributory factors are identified which could have prevented a reoccurrence will **NOT** need to be reported to the Local Authority but a record will need to be kept on the premises. Some examples to illustrate are detailed below:

- Falling/tripping for no obvious reason resulting in a grazed knee.
- Cut finger on paper which needs a wet green paper towel.
- 2 children collide in playground resulting in a nosebleed, or bumped heads etc.
- Child running in playground bumped into gazebo.
- Sitting on grass child fell backwards and bumped head.
- Behavioural accidents during playtime e.g. pupil to pupil collisions/fights do not need reporting to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.
- Medical Conditions e.g. someone faints or falls unconscious due to being diabetic or an epileptic etc, are not reportable to the Health and Safety Executive (HSE) or HR&D – Health and Safety Team but should be recorded and monitored within the school.

Minor injuries should be recorded on the Pupil Accident Record Sheet example shown in **Appendix 2** or something of a similar nature. The following information must be recorded as a minimum to allow effective monitoring of trends.

- Date/time of accident
- Name of injured person
- Description of injury (cut)
- Where the accident happened (e.g. corridor)
- Cause of injury (e.g. tripped up step)
- Name of person completing record
- What treatment/advice given (wet paper towel or ice)
- Name of First Aider if different to the person filling in form

All other injuries to pupils will need reporting to the Local Authority using the CARS system e.g. fatalities, major injuries, dangerous occurrences, minor injuries and

near-misses which arise out of or in connection with a work situation*. (N.B. accidents or incidents leading to a 3-day absence (or more) are reportable for employees only).

***Definition:**

The person involved is killed, injured or taken to hospital directly from the school by whatever means, i.e. ambulance, staff/parent's car etc, AND the accident ARISES OUT OF OR IN CONNECTION WITH WORK.

How to decide if an accident "arises out of or is in connection with work"? The following must be taken into account:

An accident will be reportable if it is attributable to:

1. School organisation (i.e. insufficient supervision of a field trip or incorrect procedures during curriculum activities including sports or other activities organised or arranged by the school).
2. Plant (e.g. fault of physical education/sport equipment, chairs, ladders etc).
3. Substances (Science experiments not wearing safety glasses and substance splashes in eye; or cleaning staff incorrectly mix substances e.g. CIF and bleach resulting in the liberation of chlorine gas).
4. The condition of the premises including play/sports grounds (e.g. potholes, uneven flag stones, or slippery paths due to snow and ice).

All the above should be reported on the CARS form, which is in triplicate. Guidance on using the form is available in **Appendix 1**.

For fatal and major injuries as with employees, Shropshire Council Human Resources & Development (HR&D) Health and Safety Team must be notified immediately via telephone 01743 252819, fax 01743 252811 or email. It will be their decision if the incident needs reporting to the HSE. The school will be informed of the outcome and provided with an incident reference number where necessary. An investigation may be required depending on the type of incident.

If a major injury or fatality occurs out of normal office hours then it needs reporting immediately to the Health and Safety Executive via the Incident Contact Centre telephone 0845 3009923. Ensure an incident reference number is obtained and a copy of the incident form is sent to the HR&D-Health and Safety Team.

N.B. For dealing with and reporting an emergency during a school visit additional information can be found in the Shropshire Council's Educational Visits and Journeys Guidance document section 14.

If there are any queries or indecision whether to report an incident contact the HR&D – Health and Safety Team 01743 252819 for advice.

Near misses

There is a requirement to record near misses which are unplanned or uncontrolled events that could have caused an injury but did not actually do so. This will highlight particular areas that may need some adjustments to make it safe, e.g. someone has tripped on a carpet that is torn they don't injure themselves and so they don't report it. The next person trips on the torn carpet and falls to the ground breaking their arm because nothing had been done. If the first person had reported the torn carpet it could have been dealt with preventing the injury to the second person.

Reviewing Accidents, Incidents and Near Misses.

An analysis of all accidents, incidents or near misses must be recorded by the School and must be undertaken termly and considered by both school management and the Governors Committee with Health and Safety Responsibilities. The Committee should then consider the need to ensure necessary action is taken to prevent a recurrence.

A template proforma is provided to collate numbers of accidents, incidents and near misses which should then be considered by the Governors Health and Safety Committee. This proforma should then be included as an item for discussion at full Governors meeting on a termly basis, at the next available Governors meeting after the Health and Safety Committee has met. A copy of this proforma should be provided to the Clerk to the Governing Body who will then provide to the CYPS Health and Safety Coordinator for Local Authority monitor purposes.

Awareness of Accident Procedures.

The Head Teacher must ensure that any persons who administer first aid, e.g. Teachers, Teaching Assistants and Lunchtime Supervisors are provided with information on the procedures for reporting accidents.

Injury at School-Information to Parent/Carers

When information is sent home regarding an injury in school, it is important to ensure that the following minimum details are included in case medical assistance is required at a later stage.

- Date and time of injury.
- Type of injury/near-miss.
- Brief outline of any first aid administered.

Appendix 1

CORPORATE ACCIDENT REPORTING SYSTEM (CARS) - GUIDANCE

Reporting accidents and incidents:

All workplace accidents, violence, dangerous occurrences and near misses to employees, visitors, service users contractors, pupils and agency workers, irrespective of seriousness, must be recorded immediately using the corporate accident reporting system (CARS).

Reporting major accidents and incidents:

Fatalities, major injuries, dangerous occurrences or occupational diseases as prescribed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 must be reported **immediately by telephone, fax or e-mail** to the Human Resources & Development (HR&D), Health & Safety Team (*see below).

In the event of a workplace fatality, it is important to notify the Chief Executive, The Corporate Director, Head of Human Resources and Development and the HR&D, Health & Safety Manager as soon as possible after the event.

If the HR&D, Health & Safety Team are not available to receive a report of a major accident a fatality, a major injury or dangerous occurrence, the senior manager must report the event to the Health & Safety Executive (HSE) via the Incident Contact Centre. Tel: 0845 3009923 and inform the HR&D Health & Safety Team, as soon as possible afterwards.

Reports of violence or abusive behaviour:

All incidents involving assault, serious verbal abuse, threats of violence or harassment should be recorded. Wherever possible, include the name/description of the aggressor together with details of the occurrence within the 'incident details' section of the form.

Hate crime should be reported following guidance provided on Shropshire Councils website (www.shropshire.gov.uk).

Advice and legal support can be arranged through the Council's Legal section for employees involved in violent incidents. Shropshire Council employees can access the confidential counselling service via the Network of Staff Supporters (NOSS) telephone 01978 780479.

Reporting & Investigation:

All incidents, accidents, violence and work related sickness absences or occupational disease must be recorded and investigated by the line manager or relevant responsible officer and reported within 48 hours to the HR&D Health & Safety Team and Directorate Health & Safety Co-ordinator (*see below). Where necessary, risk assessments and working procedures must be amended to take account of previously unforeseen risk.

Employee Consent:

Safety Representatives are entitled to view accident records. The employee consent 'tick box,' if ticked and signed by the injured person (I.P), allows safety representatives to carry out their statutory functions more effectively.

Data Protection (DPA):

Shropshire Council will hold the completed CARS form, retained securely in accordance with the Data Protection Act 1998 and will only use the information for the purpose of data administration. In some circumstances, it may be necessary to share your information with third parties (e.g. Health & Safety Executive) this information should be brought to the attention of the injured person and witnesses.

The line manager/responsible officer must ensure the whole form is completed and signed. The form should be forwarded within 48 hours of the incident to:

White Copy: Human Resources & Development Health & Safety Team *

Yellow Copy: Directorate Health & Safety Coordinator

Pink Copy: Inclusion in the secure site accident file (ensure compliance with Data Protection Act 1998).

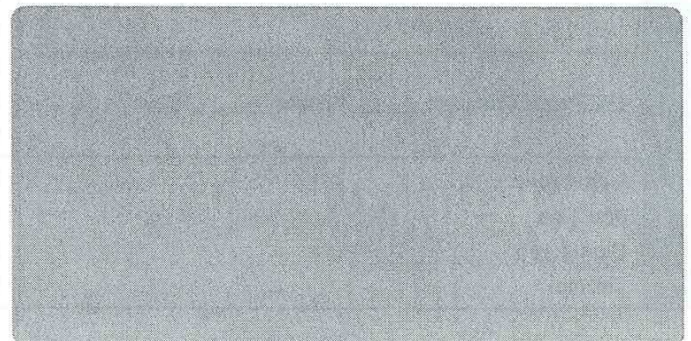
The HR&D, Health & Safety Team is located at:

Human Resources & Development Health & Safety Team
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND.

tel: (01743) 252819 • fax. 01743 252811

e-mail health&safetyteam@shropshire.gov.uk

Directorate Health & Safety Co-ordinators:



Appendix 2 (see p. 81-82 of schools H&S policy)

Example of report form

Accident Book for Recording Minor Accidents/Injuries to Pupils



Name of School:

Address:

For Pupils **ALL** accidents/incidents and near-misses need **RECORDING** and records kept on the school premise. Due to the nature of the undertakings within schools only accidents/incidents arising 'out of or in connection with the school activity*' will need **REPORTING** to the Local Authority via the CARS system.

*.Definition of 'out of or in connection with the school activity':

If the person involved is killed, injured or taken to hospital directly from the school by whatever means, i.e. ambulance, staff/parent's car etc, **AND** the accident **ARISES OUT OF OR IN CONNECTION WITH WORK**.

Date & time of incident	Name of pupil	Description of injury and cause of injury where accident happened	Action taken if necessary	Treatment (if given)	Name of Person filling in form and/or First Aider	Note sent home to parents Tick ✓
2/09/09 10.30 am	John Smith	Slight nose bleed In class John is known to suffer from nose bleeds	N/A	Paper towel	Julie Smith FA Amanda Young - Headteacher	✓
12/09/09 2.15 pm	Lucy Harper	Tripped up step in corridor - Caught finger on step and cut finger	no problem with step	plaster	Julie Smith	X

N.B. Use the CARS form for all other accidents to pupils, employees, visitors, contractors,

Appendix 3

School name

GOVERNORS' HEALTH & SAFETY COMMITTEE

ACCIDENTS, INCIDENTS & NEAR MISSES

Autumn Term / Spring Term / Summer Term Return
(delete as appropriate)

Accidents

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

Violent Incidents (excluding behavioural pupil to pupil incidents)

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

Near misses

Total number recorded in School during term _____

Total number reported to Local Authority during term _____

The above have been recorded/reported as appropriate by the School. The Governors' Health and Safety Committee have considered the above information and will monitor and address any trends or specific issues which are identified.

Signed: _____ Name: _____
Chair of Health & Safety Committee

Date: _____

This form should now be considered at the next available Governing Body meeting and a copy provided to the Clerk who will provide to the Local Authority.

A copy should be kept at School for Health & Safety Audit purposes.

Appendix 4 Flowchart for Accident Reporting in Schools – Pupils Only

