



Monkhouse Primary School Incident Reporting and Investigation Policy

September 2022

- Member of staff on duty collect a walky talky from school office and take with them into playground/field.
- Collect first aid bum bag from hook (located near playground exits), cool bag for ice packs and ice packs should be taken out.
- If a child has a minor scrape, graze, bump to body it should be dealt with by the duty staff member on the yard/field. A simple first aid sticker is given.
- If the child has a minor bump to the head, this should also be dealt with on the yard. An ice pack should be taken from the cool bag or if none available it should be requested by walky talky and another child sent to the office to collect it. A bumped head sticker should be given to child.
- Monitor the child during rest of play and always alert class teacher to accident and treatment given.
- If, after 1 hour, no symptoms appear then a phone call to parents is unnecessary. If, during this time or later, symptoms appear which require further possible medical attention or the child needs to go home, the office staff must be asked to ring parent/carer by TA in class or teacher.
- If accident is more serious and requires a first aid trained staff member to check, radio ahead to ask the First Aider to come onto the yard to support the child.
- If, after assessing the situation, the child can be moved to the first aid room, further treatment should be given there. If required, parents should be informed as soon as possible to let them know of the injury by first aider or office staff.

Minor accidents such as grazes and bumps are too be dealt with by the member of staff on duty and then handed over to the class teacher. Any other accidents that require first aid action by a First Aider should have a CPOMS completed straight away so that everyone is aware.

WHERE A HEAD INJURY OR BODY PART HAS SIGNIFICANT, BRUISING OR SWELLING THIS MUST BE REFERRED TO THE FIRST AIDER ON DUTY THAT DAY.

1.2 Accident/Incident Reporting

It is essential to report work/school related injuries, disease and near miss incidents. The information gathered can provide data which would enable the school to identify trends.

Serious types of incidents should be reported on the Airsweb Reporting Tool - <https://login.airswab.net/>. These incidents help provide statistical analysis for all schools in the borough and amendments would result in over reporting or underreporting.

1.3 Incident Investigation and Investigation Report

All accidents should be investigated regardless of the severity of the injury. For example, a small slip or trip in the school yard which results in a minor cut or graze may be a result of poor supervision in the yard. Immediate actions are where appropriate are put into place to reduce future risk. Any accidents that are reported on the Airsweb Reporting Tool - <https://login.airswab.net/> require a further investigation into underlying and root causes (i.e. supervision ratios, inadequate inspection schedule, poor maintenance etc.) These will be completed on the Managers Investigation tab on Airsweb.

1.4 RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require certain incidents (see appendix 1 for full list) to be reported to the Health and Safety Executive. Monkhouse Primary School has purchased the North Tyneside Council Health & Safety Team Service level agreement therefore they will report incidents on our school's behalf providing that the incident has been highlighted as a RIDDOR and the relevant investigation has been conducted.

Appendix 1: Types of RIDDOR reportable incidents

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body

- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.