



Oxenhope Church of England Primary School

Accident Reporting Policy



Created by:	Date:	Next Review Date:
A M Jones	November 2018	November 2021

We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

At Oxenhope CE Primary School, we believe in a broad, balanced and creative curriculum, which provides *each child* with a chance to flourish and achieve their potential by becoming successful, life-long learners who are able to enjoy life in all its fullness. Our Christian ethos, character and values pervade Oxenhope CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall ‘well-being’ of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

Christian beliefs and practices that underpin this policy

<p>Love / Compassion</p> 	<p>‘Love your neighbour as yourself’ Luke 10 v 27 Just like Jesus was ‘moved with compassion’ we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.</p>
<p>Service / Community</p> 	<p>‘Serve one another in love’ Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others. As even Jesus washed the disciple’s feet we can learn from his example and seek to do good where we can, both locally and globally.</p>
<p>Wisdom</p> 	<p>‘Blessed are those who find wisdom, those who gain understanding.’ Proverbs 3 v 13 As the children at Oxenhope are faced with situations and dilemmas, we endeavour to teach and direct them to make wise choices which will develop their characters and shape their lives. Wisdom is rooted in a proper reverence for God, the source of all life and values.</p>
<p>Forgiveness</p> 	<p>‘Forgive us our sins as we forgive those who have sinned against us.’ Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.</p>
<p>Courage</p> 	<p>“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go.” Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.</p>
<p>Endurance / Hope</p> 	<p>‘Be joyful in hope, patient in affliction, faithful in prayer.’ Romans 12 v 12 Jesus’ followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.</p>
<p>Truth</p> 	<p>‘Instead, we will speak the truth in love, growing in every way more and more like Christ’ Ephesians 4 v 15 We teach the children to be full of integrity and honesty, knowing the difference between right and wrong. If they have strong moral principles they will be the much needed light in this world. As Jesus said ‘the truth will set you free.’</p>

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intentions to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises are regularly checked and used properly.
- Staff and to some extent the children, are aware of hazards? I.e. putting toys away tidily etc.
- Staff and children are encouraged to care about their environment and their colleagues.
- Staffs identify and report hazards and risks and encourage children to do the same.
- A health and safety officer is appointed to oversee all health and safety issues.

We classify an accident as what we have witnessed and an incident as something we did not see. All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

There is always a first aider on site at all times, who will deal with minor injuries.

* First aid boxes can be found at the following locations: -

- in the staff room
- in the main office
- at the bottom of the staffroom stairs
- in the staff toilet in ks1
- in reception classroom
- in Explorers cupboard

The boxes will be checked regularly, monthly, and refilled by the person nominated to check them, any missing items will be noted and replaced as soon as possible. A first aid bag is taken on all outings. If first aid is given it must be recorded on the first aid sheet and stored with the accident/incident form it relates to.

All first aid kits are checked on a monthly basis by a nominated person or the health and safety representative, and there is always at least one first aider on site at all times. We aim to have all permanent staff trained in first aid as soon as possible. All accidents are recorded on a sheet, which includes details of the injury and a body map. A record sheet of accidents/incidents is kept in the accident/incident file.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

An incident form can also be used to record something, which happened that could have been dangerous, actions deemed as unwanted behaviour, an action which could cause damage, loss or injury. Some examples are:

- An argument.
- A temper tantrum out of the norm.
- A stranger trying to gain access to the building.
- An un-witnessed injury.

Providers must notify Ofsted and local child protection/safeguarding children agencies of any serious accident or injury to, or serious illness of, or death of, any child whilst in their care, and act on any advice given.

Accidents/incidents relating to staff or visitors to the setting should be reported to the Manager and recorded using the School forms.

Any injury related absence lasting more than 3 days must be reported to RIDDOR.

Serious injury or death and how to deal with these events

As a registered provider we would notify Ofsted of any serious accident, illness or injury to, or the death of, any child whilst in our care, and any action taken in respect of it.

We would make the notification as soon as is reasonably practical, but within 14 days of the incident occurring.

We would also notify the local child protection agency and act on any advice given.

We would always follow our accident procedures in any accident or injury.

Procedure to follow for dealing with injuries involving blood or bodily fluids

1. There is always at least one first aider on site at all times and this person will be the one to deal with the injury.
2. Should bleeding occur at any time the following points should be followed:
 - Put on latex gloves and a disposable apron.
 - Try to stop the bleeding by applying pressure to the wound with a dry sterile dressing.
 - Dispose of dressing into yellow clinical waste bag.
 - Try and keep the person as calm as possible.
 - Ensure there are 2 members of staff with the injured party so that if assistance is needed in any way one can remain with the person at all times.
 - Deal with any spillage immediately, using disposable items such as cloths, paper towels which can be thrown away, in the clinical waste bag, after the spillage is cleaned up. Clean the area thoroughly using diluted bleach 1-part bleach to 10 parts water.
 - Ensure the area is clear of other children and adults to prevent cross contamination and spread of infection.
 - Ensure all non-injured children are being cared for and reassured appropriately about what is happening.
 - Replace the sterile dressing on the child/adult as often as needed as described in the training.
 - All waste should be treated as clinical waste and discarded in the yellow bags provided.
 - Hands should be washed and dried thoroughly after the child/adult is cared for and any bleeding has stopped.
 - If bleeding starts again a new apron and gloves must be put on to prevent infection.
 - If you feel medical assistance is required call 999 and ask for an ambulance. If they need assistance but not as an emergency inform the parents and advise them to visit their local A&E. If ever in doubt always phone for an ambulance, especially in the case of children.
 - If medical assistance is needed you must inform Ofsted within 14 days that the incident occurred.