

**Ysgol Maes Hyfryd
Flintshire
Policy for Reporting Accidents and Incidents**



Student Accidents

An accident is an injury following an unintentional act.
For example: fall, bump or collision.

Minor injuries are recorded in the 'Accident File' kept in the secretary's office.
All accidents must be reported to the head, deputy or school nurse and they will decide how parents will be informed - either through the home/school diary, phone call or letter.

When an accident results in significant injury the head, deputy or school nurse will make the decision to complete the Flintshire County Council Accident/Incident/Near Miss report.

In this case the head, deputy or school nurse will complete the paperwork and note within the 'Accident File' that this procedure has been followed.

One copy of the report is sent to the LEA Occupational Health and Safety Unit and the other is kept in the student's individual file in the headteacher's office.

Staff Accidents

All accidents which occur "out of or in connection with work" are to be recorded on Flintshire County Council Accident/Incident/Near Miss Report form. A form should be completed "regardless of the severity of the injury and an appropriate investigation carried out to identify causation. The more serious the accident, the more detailed the investigation required." (p5 Accident, Incident and Near Miss Reporting Guidelines, FCC 2012)

Incidents

An incident is an event following a breach of health and safety regulations which may or may not result in an injury.

All incidents, however minor, must be reported to the head or deputy, they will complete the Flintshire County Council Accident/Incident/Near Miss report.

Challenging behaviour

"Injury following physical attack or aggressive/challenging behaviour is classed as an accident and should be reported according to the same rules as any other accident." (p8 Accident, Incident and Near Miss Reporting Guidelines, Flintshire County Council, 2012)

A behaviour plan **MUST** be in place for any significant pattern of behaviour which may lead to injury to the student themselves or to others.

If injury occurs despite all stages of the behaviour plan being implemented the behaviour plan must then be reviewed. Injuries to staff sustained as a result of implementing a behaviour plan should be recorded in the accident file. Completion of an accident report following an incident of challenging behaviour will ALWAYS involve a class team review of the behaviour plan and in the case of a new behaviour, the setting up of a new behaviour plan. Behaviour plans must be shared with the head or deputy and the parents.

Serious incidents of challenging behaviour which result in the need for restraint must be recorded in the 'Bound and Numbered book'. They will be accompanied by a written statement of the incident by the member/s of staff involved, this will be kept in the individual student's file in the headteacher's office. The head or deputy will complete the record in the 'Bound and Numbered Book' which is kept in the headteacher's office.