



Clovelly House School  
Stay safe, respect, achieve

# Accident Reporting at School Policy

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### Accident Reporting Policy

#### 1. Introduction

Clovelly House School has systems in place for the accurate recording and reporting of accidents and incidents. These systems are to ensure that recording and reporting is consistent across the organisation and that checklists are in place so that all essential information is captured.

Staff members are required to use formal language and correct grammar when writing reports. All reports should include factual accounts of what happened and all language which the child used should be recorded. Staff members should not be inferential or make judgemental remarks in the reports. Where necessary, the reports should be forwarded to relevant stakeholders.

#### 2. Written records

Staff should report all safeguarding concerns using CPOMs online safeguarding systems reporting, or the online behaviour management recording tool used by the school.

Writing a record – clear and accurate records are vital to the effective safeguarding and well-being of young people, and in some cases, the apprehension and prosecution of perpetrators.

All records should be – factual, with professional opinions evidenced with examples, concise and complete, accurate and objective, dated and signed with full name, date, location, position/relationship with child, and securely stored.

Where possible all records should include – young persons' full name, address and date of birth, Date and time of writing the record, date or time of any incident and, when your concern was triggered, nature of your concerns and what gave rise to them, any action you have taken, e.g. calls to other professionals, calls to line manager/supervisor, colleague, etc.

#### 3. Procedures for Accident Reporting

If a pupil or a member of staff has an accident this should be recorded using the 'accident book'. This book has a reference section at the top and a corresponding section below which is removed and filed in the accident section of the medication file after recording. Numbers written should correspond between the top section and the removed lower section.

When filing accident sheets, pupil records are filed separately from staff records to facilitate record keeping and monitoring of accidents.

The accident book contains brief details of the accident stating who was involved in the accident, what the accident was, what was done about it and who wrote the report. (If more detail is required it may be necessary to complete a full incident report in addition to the accident record.) The accident sheets are filed chronologically and are cross referenced, where necessary, in the medication and accident reporting log book which is kept together with the file. This allows for quick monitoring of accidents. The accident book and the medication file are kept securely in the main Clovelly House School Office.

If there is a serious accident at Clovelly House, the accident must also be reported to RIDDOR at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor), the regulatory body which monitors and regulates serious incidents and diseases in the workplace.



### 4. Staff training

All staff will be offered training on accident reporting, using CPOMS and behaviour recording logs as well as first aid training. Senior staff will be trained to use RIDDOR when necessary.

### 5. Monitoring and review

This policy will be reviewed annually or more frequently in line with statutory guidance or circumstances in the school. The accident reports will be monitored and reviewed by senior leaders in ELT meetings for the purpose of analyzing data and trends and to monitor the safety of the school.

**See also:** Clovelly House School 'Health and Safety Policies'