ST. ANNE'S C.E.(VC) PRIMARY SCHOOL
ACCIDENT REPORTING POLICY
'Together With God, Making Learning a Life Long Friend'

Approved:	25.9.2025
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As a Church of England School we aim to ensure that the individual pupil is able to thrive and flourish through all aspects of school and community life.

This links to the summary identified on part two of the Health & Safety Policy. It is essential that all accidents are reported and that records are kept.

All accidents, injuries, significant bumps to the head, incidents requiring first aid treatment, and any near misses which may have resulted in injury should be recorded promptly. Near misses should also be reported where there was potential for serious injury. These incidents provide opportunities to identify hazards and implement preventative measures. Records will be maintained securely in accordance with UK GDPR and the school's data retention schedule.

The Headteacher, supported by Staffordshire County Council Health and Safety Services where appropriate, will ensure that incidents meeting the reporting thresholds under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported promptly to the Health and Safety Executive (HSE).

St Anne's C.E. Primary School follow the procedures listed below:

Accidents to pupils
Accidents to pupils during the school day and on the school premises should be recorded in the Accident Books which are kept in the following locations:

- In all classrooms
- In the KS2 playground bag stored in Entrance Reception.
- In the KS1 / EYFS bag stored at end of corridor

A current register of qualified first aid personnel is maintained by the school office and updated whenever staff qualifications are renewed.

An Accident Note should be completed and is passed to the office, so that the incident is texted to parents and carers. The subsequent accident note is then filed.

Any pupil sustaining a head injury, however minor, must be assessed by a qualified first aider. Parents/carers will be informed on the day and advised to monitor the child in accordance with NHS guidance.

If an accident occurs at lunchtime, then the class teacher should be informed. A judgement should be made as to whether to inform the parents. For example: A child should not be sent home with a mark to the face without the parents being informed. Parents may be invited in to check the child. If there are any concerns then an ambulance should be called. It is vital that a member of the senior leadership team is informed and preferably the Headteacher or the Deputy Headteacher. In the event of a child going home following an accident or being taken to hospital, we recommend that the parents are contacted to check on the welfare of the child as good practice.

Accidents involving a child being taken to hospital should be followed up and reported onto My Health and Safety (Staffordshire County Council Portal) completed by the school office which is then submitted to the Local Authority and filed for school records. In the event of any serious accident the accident should be investigated to see if it may have been prevented for the future safety of the pupils.

Staff Accidents

Staff must report accidents, incidents of violence or aggression, occupational illnesses and work-related injuries as soon as practicable to the Headteacher. ,Where an accident involving a member of staff occurs on the premises then the staff accident form should be completed which is located in the office. Where necessary the causes should be investigated and appropriate actions put into place. All staff accidents will be reported on the county 'My Health and Safety' record.

Visitors

Visitors should report accidents to the school office so that the incident maybe recorded and if necessary appropriate first aid administered.

Accident out of school hours

A first aid kit should be available when pupils are out of school and a judgement should be made as to the seriousness of the accident, which may result in an ambulance being called.

Educational visits shall be planned and undertaken in accordance with the school's Educational Visits procedures, relevant risk assessments and Staffordshire County Council guidance. Appropriate first aid provision must accompany all visits.

Parents should be contacted, so to facilitate this, it is important that contact numbers are taken with staff on visits. The school should also be informed. Arrangements should be made for the appropriate supervision of other pupils.

If accidents occur on residential visits then the appropriate procedures should be followed by the centre. However there is still a need for the school and parents to be informed. If the accident occurs at night, then the Headteacher should be notified.

Forest Schools

Accident reporting at Forest School

Forest school will follow all first aid procedures set out in this policy and the First Aid Policy. While every effort is taken to teach the children about risk awareness and managing their own safety, during forest school accidents may occur as a natural part of exploration and understanding. At all times a first aid kit and burns kit are carried by the forest school leader. All accidents are recorded and, as school policy, head injuries will be followed up with a text or phone call.

The Forest School Leader and supporting staff will hold appropriate and current Forest School and Outdoor First Aid qualifications as required by Forest School Association guidance.

The Forest School Leader is able to administer first aid, medication etc. and should keep records, which will be passed back to class teacher and office at the end of the session.

In the event of an accident, the safety of all children is paramount and while the leader administers first aid, the support staff will also ensure all other children are gathered and supported. If needed emergency services and main school office will be contacted for further support.

Mental Health and Wellbeing Incidents

St Anne's C.E. Primary School recognises that mental health is as important as physical health and is committed to promoting the emotional wellbeing of pupils, staff and visitors.

Where a mental health incident occurs that results in injury, risk of injury, significant distress, or requires intervention from emergency services or external agencies, the incident should be recorded and reported in line with school safeguarding, health and safety, and wellbeing procedures.

Pupils

Incidents involving a pupil's mental health or emotional wellbeing should be reported immediately to a member of the Senior Leadership Team and, where appropriate, the Designated Safeguarding Lead (DSL).

Examples may include:

Expressions of self-harm or suicidal ideation.
Serious emotional distress requiring immediate intervention.
Mental health crises resulting in harm to themselves or others.
Incidents requiring support from health professionals or emergency services.
Significant anxiety, panic attacks or emotional dysregulation where medical assistance is required.

A written record should be made as soon as practicable and maintained in accordance with safeguarding and data protection requirements. Parents and carers will be informed unless there is a safeguarding reason why this would place the child at greater risk.

Staff

Staff experiencing a mental health incident at work should notify their line manager, the Headteacher or another senior member of staff as soon as possible.

Where an incident arises from work-related stress, violence, aggression, traumatic events or other occupational factors, consideration should be given to completing the appropriate health and safety reporting procedures and reviewing existing risk assessments.

Appropriate support may include:

Occupational Health referral.
Employee Assistance Programme services (where available).
Wellbeing support from Staffordshire County Council.
Temporary workplace adjustments.
Referral to relevant health professionals.
Recording and Follow-Up

All significant mental health incidents should be reviewed by the Leadership Team to determine whether:

Additional safeguarding action is required.
Risk assessments need reviewing.
Further support should be provided for the individual concerned.
Lessons can be learned to reduce the likelihood of recurrence.

The school will maintain confidentiality wherever possible whilst ensuring that information is shared appropriately to safeguard children, staff and others.

As a Church of England school, St Anne's seeks to provide a compassionate, supportive and inclusive environment where every member of the school community is valued and encouraged to flourish emotionally, spiritually and physically.

Investigation

Serious accidents, recurring accidents, near misses and incidents resulting in hospital treatment will be investigated by the Leadership Team. Findings will be used to identify lessons learned, review risk assessments and implement preventative measures. Governors will be informed where appropriate.

Monitoring

Accident data will be reviewed termly by senior leaders to identify trends and inform risk management. An annual summary will be reported to the Governing Body.