



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

Approved:	25.9.2025
Review Date:	31.12.2026

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.

St Anne's C.E. Primary School are supported by the Local Authority Health and Safety team.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) applies to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives further guidance about what schools need to report and how to do it.

<https://www.hse.gov.uk/pubns/edis1.pdf>

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

Concerns should be referred to one of the qualified First Aiders:

- Mr A. Jones Level 2 First Aid Expires June 2027
- Miss A. Rosson Paediatric First Aid Expires Spring 2028
- Mrs J. Williams Paediatric First Aid Expires Nov 2026
- Mrs J. Bailey Forest Schools First Aid Expires Nov 2025
- Mrs A. Baker Paediatric First Aid Expires Nov 2026

- Mrs M. Allen Paediatric First Aid (Kids Club) Expires Nov 2026
- Miss J. Snape Paediatric First Aid (Lunchtime Supervisor) Expires Nov 2026
- Mrs T. Brown Paediatric First Aid Expires Oct 2026
- Mr B. Hancock Paediatric First Aid Expires Oct 2026
- Miss N. Chirnside Paediatric First Aid Expires Oct 2026

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 concerns regarding any accidents including head injuries, the parents or carers will be attempted to contact directly. 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

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.

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. Forest School leader holds forest school first aid (valid until November 2025).

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.

Follow up

Investigations should be carried out by the Leadership Team and with the possible inclusion of a Governor. This may be referred to the Governing Body.

The Governing Body receives an annual report of accidents within school as part of the regular reporting system.