

Varna Community Primary School



Health and Safety Policy

Approved by:	Varna Governing Body	Date: June 2022
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POLICY FOR HEALTH AND SAFETY

Aim

The aim of Varna Community Primary School is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

Varna Community Primary School cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum, sometimes through topics – for instance, a safe place to play – covered in Science, English or Technology. It might also be through a PSHE topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road and Rail Safety Officers are invited to address the children in learning situations such as assemblies and classroom discussions.

At Varna Community Primary School, children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles, with an extended healthy option menu served. Break-time snacks are provided: consisting of fresh fruit and breadsticks.

Varna Community Primary School believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around school
- ◆ when carrying out investigations, e.g. a pond/pollution/soil studies
- ◆ when on educational visits.

For any physical activity pupils should be dressed appropriately and encouraged to change into suitable clothing e.g. shorts and T-shirts. They should not wear shoes or trainers for indoor activities (unless they have a foot infection), as bare feet grip better, but should wear trainers or other suitable footwear for outside activities. The PE policy dress code should be adhered to.

Varna Community Primary School has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc.

In accordance with LA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the leader always takes a first-aid kit and list of emergency telephone numbers.

Varna Community Primary School has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term.

All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first-aid boxes are kept in the school office and staff members have access to first-aid pouches during break time and at Lunchtime. The school's Accident Register (iPad), Accident Forms and a list of allergies any child has are kept in the School Office. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

Accident forms (iPad-Medical tracker) are filled in for those accidents that require professional medical attention, or that are caused by any defect in the school or its equipment.

The School Caretaker, under the direction of the School Business Manager and Head Teacher, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The caretaker and cleaning staff maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Organisational Arrangements

Governing Body

The ultimate responsibility for ensuring that the school premises, access thereto and therefrom, and any plant or substance in the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable, rests with the governing body.

The Governing Body will ensure that:

- ◆ All necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy, compliance with statutory requirements, the Local Authority Health and Safety Policy and associated codes of practice, and that these are taken into account in determining the allocation of resources.

Annual monitoring/performance review is carried out in accordance with the Local Authority policies and procedures and that findings from such reviews are reported to them.

The Headteacher

At operational level the Headteacher, or in their absence their nominated deputy, is responsible and accountable to the governing body, so far as is reasonably practicable, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular, this will include those detailed overleaf.

Where such responsibilities are delegated, the person discharging this responsibility is named accordingly.

Head Teacher RESPONSIBILITIES	Responsible person / Delegate
Organisation to enable the contents and duties detailed in the policy to be adequately implemented and met	Headteacher
The Health and Safety Policy is brought to the attention of all staff and is reviewed as and when required	School Business Manager
Health and Safety Responsibilities of all Governors, Staff and Volunteers are known	Headteacher
Consultation with staff and others who may be affected by the school's activities is appropriately achieved to ensure the robust and effective development of health and safety procedures and controls to mitigate risks to health, safety and wellbeing	School Business Manager
Communication of key health and safety messages, updates, information and the findings from risk assessments, accident investigations or any other lessons learnt to staff and others who may be affected by the School's activities	School Business Manager
Risk Assessment adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice	Educational Visits Co-ordinator/Class Teacher
Visitors the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied	SLT
New or Pregnant Employees that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured	School Business Manager
Security & Safeguarding The security of staff, pupils and visitors is adequately protected	School Business Manager
Planning risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned	Headteacher/ School Business Manager
Manual Handling manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level	School Business Manager

Head Teacher RESPONSIBILITIES	Responsible person / Delegate
Use of Display Screen Equipment that workstations used by staff / employees are assessed and risks associated with poor posture / provision are reduced to the lowest reasonably practicable level	SLT
PPE (Personal Protective Equipment) is provided, free of charge and fit for the user, where identified as a relevant control following a risk assessment	School Business Manager
Maintenance of services, provisions and equipment is undertaken by competent persons, is recorded, and any defects identified remedied accordingly as part of a varied or planned PPM (Planned preventative maintenance) programme	School Business Manager
Educational Visits are adequately planned, organised and the risks assessed in accordance with the Local Authority policy, and that performance monitoring of educational visits is carried out	SLT
Incident Reporting incidents and hazards are recorded, investigated and reported in accordance with the Local Authority policies, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken	School Business Manager
Hazard Removal in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken	School Business Manager
Training, instruction & supervision training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work	SLT
Induction new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures	SLT
Volunteers all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged	SLT

Head Teacher RESPONSIBILITIES	Responsible person / Delegate
Fire Safety A Fire risk assessment is carried out by a competent person / entity and any corrective actions applied. Information relating to fire safety, including any necessary training or instruction to be provided to relevant staff and other parties including arrangements for drills, tests and evacuation in the event of an emergency	School Business Manager
First Aid Provision is suitable (adequately trained numbers of staff provided with appropriate equipment and facilities) and caters for both staff, visitors and pupils	SLT
Selection & Management of Contractors & Third Parties are suitably assessed, on health and safety grounds, before appointment and any works undertaken by the same are assessed beforehand to identify and control any risks associated with such works	School Business Manager
Asbestos	N/A
Legionella arrangements are made to manage legionella effectively by assessing and reviewing the risk at least every 2 years and having a system of maintenance in place	School Business Manager
Record keeping all statutory registers and records are kept	School Business Manager
Monitoring, audit and review of health and safety performance is monitored, and arrangements reviewed, including regular inspections / audits of the school, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents	School Business Manager
Safety Representatives Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them	<ul style="list-style-type: none"> • Local Authority • Governing Body H&S representative
Advice specialist advice is sought on health and safety matters when necessary	Local Authority
Compliance appropriate action is taken under the disciplinary procedures against anyone found not complying with this statement or any associated safe working practices published and issued by the school in the interests of Health, Safety and Wellbeing	Headteacher

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan in all rooms around the school.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The Office Staff will give the Class Registers to the class teachers, who should take the roll-call and check that all the children are present. The Registers will be collected by a member of the school office staff before the children re-enter the school building.

Nobody should go back into the building. If a child is missing this should be reported to the Head Teacher or designated person.

When all the Registers have been checked, the Headteacher or the designated person responsible will signal it is safe to re-enter the school.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building.

Fire

In the event of a fire, the person discovering the fire should activate the nearest fire alarm call point. On hearing the fire alarm siren, the teacher will give the order to evacuate the premises and indicate the route to be followed. When not in class the children should form a single file and move by the most **direct route** to the place of assembly.

Everyone should:

- act quietly at all times
- not stop to collect any personal belongings
- not attempt to pass others on your way to the place of assembly (3G pitch)

The evacuation procedure located in all rooms should be followed. If the alert is a practice, then the Remote Response Unit for the fire alarm should be informed before the evacuation of the premises takes place.

The School Business Manager, should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Smoking Policy

It is the policy of the Governing Body that Varna Community Primary School is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building and grounds.

Car Parking

Car parking is a concern at Varna Community Primary School, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Parents should not park in the school car park when dropping off or collecting children. Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school entrances should be observed at all times. There is parking provision for disabled drivers and only orange badge holders should use this space. The space reserved for school transport should never be obstructed.

Visitors, who have been given authorisation to park at the school, should enter their car registration number on the visitor signing in system at the school office in case the car has to be moved.

There is regular liaison with the Parking Enforcement Officers from Manchester City Council, who attend school regularly to ensure all parents are complying with the parking restrictions outside of school.

Regular letters/texts to parents emphasise:

- ◆ our neighbours: consideration for those who live and work in the vicinity of the school
- ◆ using the crossing patrol instead of driving right up to school, or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users
- ◆ not parking on yellow lines
- ◆ at sporting events: children and staff should leave by the entrance/exit to the playground
- ◆ the school tries to arrange coach arrival/departure times before or after 9.00am, (that is 8.30am or 9.20am) for school trips.

Varna Community Primary School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Animals in School

- ◆ Varna Community Primary School ensures that animals kept in school are acquired from an accredited source and are healthy.
- ◆ People with cuts or infections should not touch the animals. Animals can bite and scratch and resulting wounds must be treated carefully. (See the section on first aid.) These incidents must be reported to the Head Teacher and parents.
- ◆ Food for animals should be stored carefully and safely to stop it becoming infested and it should be stored away from the children.
- ◆ The care of animals during school time and holiday time should be considered very carefully (i.e. cleaning, feeding etc.).

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs; namely, guide dogs and hearing dogs.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this as necessary.

PE and Sports Equipment

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the Caretaker or a member of staff will supervise. Tables need one child at each end. No child should attempt to lift a table single-handed.

Small items of equipment – CD players, PE kit boxes cloakroom trolleys, IT trolleys etc – can be moved by the children under adult supervision and if appropriate.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

Items Children Should Not Move-though this list is not exhaustive and common sense should be applied for other items not listed

- ◆ Computers, desk tops (except laptops) – wires can get caught and monitors can easily fall off trolleys.
- ◆ Unfixed Televisions and overhead projectors.
- ◆ Cooker – too heavy and awkward.
- ◆ Paper cutters – dangerously sharp blade.
- ◆ Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

Security of the Premises

The Head Teacher, Deputy Head Teacher, Assistant Head Teacher and the Caretaker are the designated key holders and are responsible for the security of the building.

Class Teacher

Class teacher to endeavour to ensure that their classroom is secure, the windows closed and equipment switched off before they leave the premises. Final checks will be made by the Caretaker.

Caretaker

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the security lighting is working, that the fire alarm has no faults, the plant room equipment has no faults and that the CCTV and other security systems are working properly.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Head Teacher/Deputy Head Teacher

The Headteacher/Deputy Headteacher/School Business Manager performs the above functions in the absence of the Caretaker.

The Head Teacher is responsible for the security of the premises during the day.

Any parent or visitor is welcome in school but is asked to report to the School Office first. Children enter and leave school by different doors, according to their Year Group. Accompanying adults should release and collect from the playground at the beginning and end of the school day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

Responsible Personnel

The Headteacher is responsible for Health and Safety in the school and day-to-day implementation of the policy.

All staff have an obligation to implement all aspects of this policy diligently.

The Educational Visits Co-ordinator has joint responsibility with class teachers for the completion of the necessary risk assessments for out of school visits (See Educational Visits Policy).

Contractors on Site

- ◆ Contractors should telephone the School Business Manager and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the School Office. Contractors work under the close supervision of the School Business Manager and Caretaker, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Head Teacher, the contractors and the appropriate department of the LA.
- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

Varna Community Primary School complies with the recommendations of the Health and Safety Inspector (Manchester LEA) and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as Varna Community Primary School is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

If you have any problems, please see the Head Teacher, School Business Manager or Caretaker.

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register, which is kept in the School Office.

Any member of staff using chemicals should check the substance against the COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Head Teacher/Deputy Head Teacher/Science Co-ordinator/School Business Manager/Caretaker

Science – See latest approved Science policy.

Technology - See latest approved DT policy.

Food Technology - See latest approved DT policy.

Musical Equipment - See latest approved Music policy.

Physical Education - See latest approved Physical Education policy.

Swimming Rules

Staff should accompany the children when travelling to and from the baths, the senior leader having a list of all the children in his/her care and the numbers involved.

The children should be counted on leaving school, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency.

Staff to pupil ratio must be at least 1:20 on the poolside. Staff must be in/around the changing rooms when the children are changing; however, teachers should not embarrass the children. Children with long hair should wear swimming caps.

Policy on First Aid in school

During lessons, first aid is administered by a first-aid trained member of staff. If an accident occurs in the playground and first aid is required, one of the first aid trained staff on duty in the playground administer first-aid. At lunchtimes, a designated first-aid trained member of staff will administer first-aid care.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

The list of qualified First Aiders is kept in the School Office and in the School Staffroom for reference. Names and locations of first aiders are kept in the breakout areas.

Treatments

When dealing with blood, plastic gloves are worn.

Cuts/scratches – Use only clean water or wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised via text message/telephone call and a copy of the first aid slip. Red slips are sent to the classroom and children are given a band to wear which identifies that they have received first aid for a head bump and need to be monitored.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Seizures - If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider. Note the time the seizure started.

Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to the nearest hospital.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider. Always refer to their Individual Healthcare Plan to treat high/low blood sugar levels

Anaphylaxis – The result of a severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the designated first aider should administer the child's adrenaline and call for an ambulance. Common allergies are:

- ◆ food, e.g. eggs, fish, nuts, especially peanuts
- ◆ insect stings
- ◆ immunisations or antibiotics.

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. All items should be placed in the clinical waste bin, which is located in the disabled toilet in the main reception. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Recording First Aid Incidents

Where first aid has been given the first aider must record this on Medical Tracker. The office will check all first aid incidents recorded and notify the parents.

In most cases where the injury is very minor or from the shoulders down an e-mail will be sent to the primary parent/carer. It will state that the child is well enough to remain in school.

Where the injury includes the head, an e-mail will be sent to the primary parent/carer followed by a text message advising the parent to check the e-mail sent. The e-mail will state that the child is well enough to remain in school.

Where the first aid incident recorded may cause the parent/carer alarm upon reading it, a member of the office will check the child and make a phone call to reassure parent.

Where a child may need to seek medical attention or go home following a first aid incident the primary parent/carer will be called. Where we cannot get hold of the primary contact, the office staff will continue to work through the child's contact list until we can speak to someone.

Recording Accidents

All accidents must be recorded in the Accident and Injury Report Book. This is kept in the School Office. All details need to be filled in, including treatment.

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the Manchester LA Accident/Incident Record form, with a copy sent to the appropriate authority and reported to the HSE via the Incident Contact Centre.

First-Aid Boxes

Located in the Staffroom, School Office and breakout areas – all relevant staff are aware of the position of first aid boxes. All break out areas near classrooms have basic first aid kits.

First-Aid Supplies

The School Office keeps additional, more specialised, equipment for first-aid boxes.

Person Responsible for Supplies

The school office staff are responsible for checking the contents of the first-aid boxes once a half term and for placing orders to replenish stock. If a member of staff notices stock is low in between checks, they should notify the office immediately.

Allergies/Long-term Illness

A Medical Register (Emergency Contact forms/ SIMs data base) is kept in the School Office. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. Teaching staff are given details of any medical conditions.

Courses

Refresher course take place every three years for appropriate staff.

Accidents

Accidents fall into four categories:

- ◆ a death or major injury
- ◆ a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- ◆ a work-related disease
- ◆ a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1st October 2013 (RIDDOR).

Accidents and incidents should be reported immediately to the Incident Contact Centre (ICC). See <http://www.hse.gov.uk/riddor/report.htm> for the various ways on how to make a RIDDOR report.

See Further Information – Useful Documents and Resources

If the accident is reported by telephone, it should be confirmed in writing or by e-mail from the web site on the HSE form. Copies of all forms completed should be retained.

If the accident is more than a minor one for a child or adult, the Head Teacher or Deputy Head Teacher should be informed immediately. He or she or nominated person sends for an ambulance, if needed, and contacts parents, if considered advisable.

Other accidents

These are the more common accidents that occur in school.

Procedures to follow

- ◆ Minor injuries (including all bumps on the head) should always be recorded on Medical Tracker via an iPad/classroom laptop. I pads can be found in the Ipad Trolley. If a child has a bump on the head, a parent/carer will be contacted by text or phone call. An email will be sent to the parent/carer.

Major Injuries

- ◆ Fracture of the skull, spine or pelvis.
- ◆ Fracture of any bone in the arm, other than a bone in the wrist or hand.
- ◆ Fracture of any bone in the leg, other than a bone in the ankle or foot.
- ◆ The loss of sight in an eye.
- ◆ Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Employee Accidents

Any accident to an employee resulting in a fatal or major injury should be reported to MCC immediately by telephone (0161 234 1897) or e-mail (health.and.safety@manchester.gov.uk) If first reported by telephone, the details should be confirmed on the accident/incident form within seven days.

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- ◆ the condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- ◆ plant or equipment on the school premises
- ◆ the lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

Other relevant documents (Visits Policy and the Administration of Medicines)