



## Accidents and Incidents Policy



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Key information

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## 1. Introduction

An accident is defined as an unplanned and/or uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

Care must always be taken, to avoid accidents and ensure children are safe in the class and that they don't behave in a way that endangers themselves all others.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- The premises being regularly checked and properly used.
- Staff and, to some extent, children, being aware of hazards, i.e. putting school materials and personal items away tidily etc.
- Staff and children being encouraged to care about their environment and their colleagues.
- Staff identifying and report hazards and risks and encourage children to do the same.

We classify an incident as an 'accident' when it has been witnessed, otherwise it is classified as an incident . All accidents and incidents are recorded on the appropriate forms and reported to the parents/carers on the day. This will usually be when they collect their child or if it is a serious injury or one that needs medical assistance the parent will be informed immediately.

There is always a first aider on site at all times, who will deal with minor injuries. A First Aid Box is available at the School premises and will be checked on a monthly basis by a nominated member of staff.

## 2. Accidents Procedure

In the event on an accident or a medical emergency, such as bad sprain or strain, a serious head bump, a serious cut to the skin, the school staff will be responsible for the following:

1. Apply First Aid as appropriate and complete and Accident Report (see Appendix 1). The parents or carers are responsible for notifying the School of any allergies to medicine or materials such as latex during the student's registration procedure.
2. Inform the parents/carers of the incident/accident and explain the situation under which the accident happened providing a written report.

3. Advise parents/carers to collect their child and take it to A&E to be checked by a healthcare professional.

If a serious accident or medical emergency occurs, call Ambulance via the 999 service. Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that aren't stopping
- chest pain
- breathing difficulties
- severe bleeding that can't be stopped
- severe allergic reactions
- severe burns or scalds

In the event of a medical emergency where an ambulance has been called, escort the child to the hospital and keep communicating with the parents/carers. Staff are also expected to inform the Headteacher, or the School Committee in their absence, on the same day and as soon as it is physically safe and possible.

### **3. Class exclusion**

It can be tricky deciding whether or not to keep your child off school when they are unwell. The Greek School of Newcastle follows the government guidelines for schools and nurseries. (<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>) which state when children should be kept off school and when they shouldn't. If parents / carers decide to keep their child at home, it is important to phone and inform the School that they won't be in attendance. Parents/ carers are strongly advised to give a reason for their child/ren's absence.

If the child is well enough to attend School but has an infection that could be passed on, such as a cold sore or head lice, parents / guardians must let their teacher know.

### **4. Publishing the Policy**

Staff will be informed of the Accidents & Incidents Policy as part of their induction programme when joining the school and as part of training days. This policy is available on the school website.

#### 5. Date of Next review

This policy will be reviewed annually or in light of any developments in equality legislation or good practice.

### Pupil Accident / Injury in School - Report to Parents

Student's name:	Class:
Date:	Time:
<div>Description of the injury and/or nature of incident</div> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> In the classroom <input type="checkbox"/> Collided with another child <input type="checkbox"/> Other - Further details:</div><div><input type="checkbox"/> At the break area <input type="checkbox"/> Tripped and fell</div></div>	
<div>Treatment administered</div> <div><input type="checkbox"/> Cold compress <input type="checkbox"/> Area cleaned with antiseptic wipe <input type="checkbox"/> Plaster/dressing <input type="checkbox"/> Monitored</div>	
Head injury:	Site of injury to head:
<div>Any injury to the head is treated in accordance with our school procedures. Your child has been checked and has shown sign of: <input type="checkbox"/> Dizziness <input type="checkbox"/> Drowsiness <input type="checkbox"/> Nausea/Sickness <input type="checkbox"/> Headache <input type="checkbox"/> Loss of vision <input type="checkbox"/> Unconsciousness <input type="checkbox"/> Signs of blood/watery fluid from nose or ears <input type="checkbox"/> None of the above</div> <div><b>Please continue to monitor your child at home and seek medical advice if you have any further concerns.</b></div>	
Witnessed/ Treated by:	
Parent contacted by phone : Yes / No	Sent for medical treatment: Yes / No
Please record any relevant information below:	