



Policy

Oakham School Accident Reporting Policy

All injuries to staff or pupils should be reported via the accident reporting tab on OSIS (Oakham Schools Information Systems). Click on Operations/Health and Safety/New Accident Report.

The accident form must be completed on OSIS within 24 hours or, if on a residential trip, as soon as possible after the accident.

In Departments and Houses

In the event of an accident, the member of staff in charge shall examine the injured person (IP), treat the IP if required and to the extent of the teacher's knowledge and send the IP to the medical centre. If an injury to the head has occurred, the IP must be accompanied to the Medical Centre by a member of staff. As soon as possible after the event the accident form should be completed on OSIS which will be sent directly to the Health and Safety Officer. This must be completed no later than 24 hours after the accident. If the accident was caused by a physical hazard then the Estates Department and the Health and Safety Officer should be contacted immediately so that it can be removed.

In Sport or Physical Activity

A) In all home matches, 'normal' injuries (sustained through inter-pupil contact/collision) should be either treated by the medical centre (in which case medical centre staff will fill in the only accident report) or taken by paramedics directly to hospital. In the latter case the member of staff should always complete accident report as one will not be issued by the Medical Centre. Further detail of the procedure to be followed is to be found in the Head of Sport's safety document issued to all sports staff.

B) 'Extraordinary' sports injuries, involving members of staff or the public, collision with equipment (eg goal-posts), ground condition or foul play require an accident report from the member of staff concerned as well as the one from the medical centre.

C) Away sports injuries. If a pupil is required to visit the medical centre on return from a fixture he/she should be accompanied by the member of staff who will help in completing the accident form on OSIS.

D) If a pupil is injured it is the responsibility of the member of staff in charge, having taken medical advice where possible, to ensure that treatment is obtained as near to the site of the accident if required. When circumstances allow, every effort will be made to ensure that the pupil is accompanied by an adult. He/she should then liaise with the medical centre in filling in an accident form. If a head injury has occurred, the IP must be accompanied by a member of staff to the Medical Centre.

On Expeditions and Trips

The Deputy Head should be informed of the accident as quickly as possible and will take responsibility for dealing with the press if appropriate. The Medical Centre and pupil's House should also be informed if the trip takes place during term time.

If a pupil is injured it is the responsibility of the member of staff, having taken medical advice where possible, to ensure that treatment is obtained as near to the site of the accident if required and the IP taken to hospital (accompanied) if necessary.

If an accident happens during a residential trip, eg CCF or the Duke of Edinburgh Award, the member of staff in charge should complete an OSIS accident report on their return to School. The member of staff should also report the accident to the Deputy Head.

A traffic accident form is available in the minibus folder. In the event of an accident it should be filled in as quickly as possible after the accident including a diagram of the relevant vehicles.

Reviewed by the Health and Safety Officer – August 2017

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