

## **Head of the Class Ltd Accident Policy**

Head of the Class has a commitment to the safety and well being of the students, staff, parents and visitors who come to our centres. Our Accident Policy is designed to ensure that any accident that takes place within one of our learning centres is dealt with appropriately. This policy works in conjunction with our Incident Policy and Student Code of Conduct & Rules.

Head of the Class will notify Ofsted/ Care Inspectorate of a serious injury or death to any student in our care or an adult on our premises.

Each Head of the Class Centre has a First Aid Box and Accident Record Folder.

### Accident Records and Accident Procedure

Where an accident takes place at a Head of the Class Centre, it will be reported in an Accident Record.

#### **The following will be recorded:**

1. date, time and location of accident
2. name of the person(s) injured.
3. name(s) of the staff reporting the accident.
4. circumstances of the accident, what the accident was, when it happened and whether any furniture or equipment was involved.
5. a description of any injury sustained (type and location). A note should also be made if no visible injury or wound is visible.
6. what actions were taken and by whom e.g. First Aid administered.
7. the signature of 2 members of staff as witnesses to the event.
8. the signature of the parent / guardian collecting the student or the signature of the adult to whom the accident happened.

The report is then stored in the Accident Record Folder.

A copy of the accident report should be given to the parent / guardian of the student involved or to the adult to whom the accident happened.

**N.B.** If a student has been injured and has permission to leave the centre by themselves, and is not being collected by a parent or guardian, the Centre Manager or Assistant Manager in charge will telephone the parent or guardian and notify them of the accident, explaining that it has been recorded in the Accident Record Folder. The staff member should make sure the parent signs the record confirming they have been notified the next time they come to the centre. The centre will also email the parent a scanned copy of the report.



If the student has been involved in an accident, and the staff do not feel it is appropriate for the student to leave on their own, they will call the parent/guardian and ask them to collect the student.

An accident record should also be made if a student comes to a centre with an existing injury.

Serious Accidents or those requiring hospitalisation must be written up and reported centrally to the Head of Ofsted, Safeguarding & Compliance. Records should always be made in pen so they cannot be edited or erased.

The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to HSE and to the enforcing authority, and Ofsted/Care Inspectorate.