

Our Lady and St Joseph School

Accidents & Emergencies

Date	Review Date	Coordinator	Nominated Governor
15/07/2014	15/07/2015	Tracey Francois – Joan Esbrand	Derek Vitali

We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

We have in place procedures, following guidance from the Local Authority, to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits.

We believe it is essential to provide significant health and safety training for all school personnel in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy has also been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, "Keeping Children Safe in Education" 2014.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

At Our Lady and St Joseph's school we recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in safeguarding our pupils by protecting them from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

Our Lady and St Joseph School

Aims

- To have in place accident and emergency procedures to deal with any accident or emergency that takes place at school or on an educational visit.
- To work with other schools to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide health and safety training for all school personnel;
- have in place a system to report all accidents and emergencies;
- provide an accident and emergency procedures document for all school personnel;
- ensure that all school personnel are aware of the above document;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses

Our Lady and St Joseph School

- report to the Local Authority immediately of any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel must:

- comply with this policy;
- attend health and safety training;
- know what to do in the event of an accident or emergency;
- must ensure the safety of all pupils and other members of staff

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

Our Lady and St Joseph School

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Accident and Emergencies Procedures Document

The accident and emergency procedures document will include:

- the names and responsibilities of staff;
- names of all first aiders;
- location of first aid equipment;
- location of medical room;
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures;
 - location of alarm systems
 - list of names of who to contact in an emergency
 - plan of assembly points
 - the names and responsibilities of staff;
 - evacuation procedures;
- records of accidents or dangerous occurrences:
 - date and time;
 - location;
 - name of injured person;
 - description of accident;
 - date when accident was reported to the Local Authority
- Reporting

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

Our Lady and St Joseph School

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities	▪ Reporting of Injuries, Diseases and Dangerous Occurrences
▪ Risk Assessment	▪ Medical & First Aid	▪ Dealing with Critical Incidents

Headteacher:		Date:	
--------------	--	-------	--

Our Lady and St Joseph School

Chair of Governing Body:		Date:	