

Accident and Injury Record Form and Policy

0161 Education CIC

Policy Owner	0161 Education CIC
Reviewed Date	29/10/24
Next Review Date	29/10/25
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0161 Education helps children and young people shift their mindset to make positive choices for themselves and those around them. We care about the individual. We commit to each programme. We provide change.

Child's Details:

Name: _____

Date of Birth: _____

Incident Details:

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Injury Details:

Type of Injury: _____

Body Part Affected: _____

Severity of Injury: _____ (e.g., minor, moderate, severe)

First Aid Administered:

Description of First Aid Given: _____

Administered By: _____

Time First Aid Administered: _____

Witnesses:

Name(s) of Witness(es): _____

Parent/Guardian Notification:

Date and Time Notified: _____

Method of Notification: _____ (e.g., phone call, in person, written note)

Name of Person Notifying: _____

Follow-Up Actions:

Further Medical Attention Required: _____ (e.g., visit to doctor, hospital)

Details of Follow-Up Actions: _____

Signature:

Staff Member Completing Form: _____

Signature: _____

Date: _____

This form ensures that all necessary details are recorded accurately and will be used to inform parents and guardians, as well as for our internal records and reporting purposes.

Procedure for any incidents to be followed by all members of staff;

1. Immediate Response:

Ensure Safety: The first priority is to ensure the safety of the child and others. Administer first aid if necessary.

Assess the Situation: Quickly assess the severity of the incident and determine if emergency services are needed.

2. Reporting the Incident:

Notify the Designated Person: Inform the designated safeguarding lead (DSL) or senior staff member about the incident as soon as possible.

Record the Incident: Complete the accident and injury record form with all relevant details about the incident.

3. Parent/Guardian Notification:

Inform Parents/Guardians: Notify the child's parents or guardians about the incident, providing them with details about what happened and any actions taken.

Provide Updates: Keep parents/guardians informed about any further developments or required follow-up actions.

4. Follow-Up Actions:

Medical Attention: If the injury requires further medical attention, ensure the child receives appropriate care (e.g., visit to a doctor or hospital).

Emotional Support: Provide emotional support to the child and any other children affected by the incident.

5. Investigation:

Conduct an Investigation: The DSL or a designated investigator should conduct a thorough investigation to understand the cause of the incident and identify any contributing factors.

Gather Statements: Collect statements from witnesses and involved parties to get a comprehensive view of the incident.

6. Review and Action:

Review Findings: Review the findings of the investigation to determine if any policies or procedures need to be updated to prevent future incidents.

Implement Changes: Implement any necessary changes or improvements to safety protocols and procedures.

7. Documentation and Reporting:

Complete Documentation: Ensure all documentation related to the incident is completed and filed appropriately.

Report to Authorities: If required, report the incident to relevant external authorities (e.g., local authority).

8. Monitoring and Evaluation:

Monitor the Situation: Monitor the child's recovery and any ongoing support needs.

Evaluate Response: Evaluate the response to the incident to identify any lessons learned and areas for improvement.

Following this procedure helps ensure that incidents are handled effectively, with the safety and well-being of children as the top priority.