



NORTH BIRMINGHAM ACADEMY

ACCIDENTS AND ILLNESS AT THE ACADEMY AND THE CARE OF INJURED OR SICK STUDENTS AND STAFF POLICY

Our care for students or staff who become ill or who are injured must be of the highest standard. Our Academy aims draw attention to the importance of the Academy becoming a "caring community" and our policy in this area is a major manifestation of that care.

The Academy has a duty of care towards all pupils, students, staff and visitors who are injured or become ill on the site or at other times when they are in our care or involved in Academy activities.

All injury or illness must be recorded on the official Accident Report Forms, which are held in the Academy Office and the procedures and obligations for reports to other staff or other authorities are outlined below.

Current First Aid Qualifications are held by:

Updated list from Academy office manager (AMcN)

First Aid Equipment is held in the Medical Room and the Academy Office

SERIOUS ACCIDENTS

1. Give essential first aid. Do not move the patient unless there is a further danger if she/he is left.
2. Summon an ambulance through a 999 call (directly or through the Academy secretaries.)
3. Notify the Principal or the deputising Principal.
4. Arrange for the ambulance to be met and directed to the scene of the accident. Brief written details handed to the ambulance personnel can be helpful and might include: personal details of the patient, date, time and circumstances of the accident, signs and symptoms observed.
5. Complete an Accident Report Form.
6. See the note ** in the heavy type below.

SERIOUS ILLNESS

Call an ambulance (see 2 above) and send for the Academy Nurse.

THE LESS SERIOUS

1. Give appropriate first aid and call for Academy Nurse
2. See the special note on Principal Injuries.
3. Notify a Progress and Aspirational Leader (PAL) or another senior member of staff.
4. Please note that we are not allowed to issue analgesics.

**** N.B. AFTER ALL ACCIDENTS CHECK PAGE D4/3 TO SEE WHETHER OR NOT THE ACCIDENT IS WITHIN THE DEFINITION OF A MAJOR INJURY. FAILURE TO NOTIFY A MAJOR INJURY IS A BREACH OF CRIMINAL LAW AND CAN RESULT IN PROSECUTION.**

ACCIDENTS TO STAFF

Follow the procedures indicated above but note that:

1. An accident Form should always be completed whether the injury seems serious at the time or not.
2. The Principal must notify the Safety Representatives appointed by the staff, as soon as possible or an accident to a member of staff.
3. Where an accident at work incapacitates an employee for more than three consecutive days the Health and Safety Executive have to be informed within seven days (the day of the accident is not included but any days which would not be working days are).

A telephone call must be made to the Departmental Safety officer (303 4897) so that he can inform the Health and Safety Executive. This call can be made either by the injured employee or by the Principal's PA. Both should check that the call has been made. This requirement applies only to employees and does not, therefore, include students.

HEAD INJURIES

All head injuries must be checked by a medically qualified person.

Where concussion symptoms are evident, removal to hospital should not be delayed and an ambulance should be called using the 999 system unless alternative transport is immediately available.

When concussion is a possibility (and it is whenever there has been a blow to the head), the injured person should not be left unattended for more than a few minutes.

If the injured person has lost consciousness, even for a moment, removal to hospital should be immediate however well recovery seems to be progressing.

Where there are no signs of concussion, staff should (in the case of a student) make contact with the parent of the injured person or with another responsible adult and personally inform them that there has been a blow to the principal and that we strongly advise that the patient be taken to their doctor or to the casualty department at hospital

TAKING OR SENDING A STUDENT HOME

Only the Principal; a PAL, senior leader or the qualified Academy Nurse can authorise a student to leave the site and the signing out book in the Office must be filled in (in case of fire).

Personal contact must be made, by Academy staff, with a parent or other responsible adult before a sick or injured student is released from our care.

We must be particularly careful not to leave someone who is sick or injured in an empty house without the knowledge of a parent or other responsible adult.

Please do not assume that there is someone at home simply because the student believes that someone will be there. There must be personal contact, although this might be over the telephone.

LEGAL OBLIGATIONS FOR REPORTING ACCIDENTS AND ILLNESS

It is a legal requirement that the Health and Safety Executive be notified as quickly as possible about any accident resulting in death or major injury to ANYONE on academy premises. ("Anyone includes, for example, members of staff, student-teachers, students, contractors' employees and members of the public). The academy must inform the Authority's Safety Officer by telephone IMMEDIATELY (phone 303 4897).

At NBC this call will usually be made on the Principal's behalf by the Principal's PA but since failure to follow the procedure will lead to a breach of criminal law and make prosecution likely, **staff present at the scene of an accident resulting in death or serious injury should make the telephone call themselves if the usual arrangements cannot be followed.** The Principal or a Deputy Principal, should always be informed as soon as possible when a serious accident occurs.

Major injuries are defined in the appendix “ **The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985**” in the Health and Safety Notes for Guidance. Staff are advised to look at the full list but the following adoption is a good working guide.

- Any fracture, including a fracture in the wrist or ankle, but not of a bone in the hand or foot.
- Amputation
- Loss of sight of an eye, a penetrating injury to the eye, a chemical or not metal burn to the eye.
- Accidents involving electricity, which require medical treatment or lead to loss of consciousness.
- Unconsciousness resulting from lack of oxygen.

- Illness requiring treatment, or loss of consciousness, resulting from the absorption of any substance by inhalation, ingestion or through the skin.
- Illness requiring treatment resulting from exposure to a pathogen or infected material.
- Any injury, which leads to immediate admission to hospital for more than 24 hours.

Following the telephone call an accident Report form (obtained from the General Office) must be filled in and endorsed "Fatal Injury" or "Major Injury" in the top right hand corner of the front page. This form must be sent to the Authority's Safety Manager without delay. (For the attention of the Safety Manager, Education Safety Services, 38-50 Orphanage Road, Erdington, Birmingham B24 9HW

NBC Governing Body Approval on

Date of next review

Senior Leader Responsible