

Accident and Incident Policy

Port Ellen Primary School and ELC

Date of last review:

November 2024

Review Date:

Spring 2026

Aims

At Port Ellen Primary School, the care, welfare and safety of every child is central to our practice. We aim to provide a nurturing and secure environment where each child's individual needs are met in line with the principles of Getting It Right for Every Child (GIRFEC) and the SHANARRI wellbeing indicators—particularly Safe, Healthy, Nurtured, and Included.

We take all reasonable steps to assess and minimise risk, recognising that accidents and incidents may still occur. When they do, we ensure that appropriate action is taken promptly and that all injuries or incidents are accurately recorded and communicated.

In line with Article 24 of the United Nations Convention on the Rights of the Child (UNCRC), every child has the right to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. We are committed to upholding this right in all aspects of school life.

Definitions

- An accident is defined as an unplanned event that results in injury to one or more individuals.
 - An incident is an event that may not cause immediate harm but has the potential to result in injury under different circumstances.
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What We Do

It is the responsibility of all staff to respond promptly to accidents and incidents and to ensure procedures are followed.

- Risk assessments are in place for all areas of the school, including outdoor learning, and for every off-site activity. These are reviewed and signed by the Head Teacher or Principal Teacher.
 - First Aid trained staff are available at all times during the school day. A current list of First Aiders is displayed in every classroom alongside First Aid Procedures.
 - First Aid boxes are located in the school office, the upstairs kitchen, ELC area, and included in travel boxes for trips.
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Responding to Injuries

Minor Injuries (e.g. graze, small scrape)

- The First Aider will treat the injury.
- Parents will be informed via Seesaw or when collecting their child.
- No formal accident report is required unless deemed necessary by staff.

Head Injuries or More Serious Minor Injuries

- The First Aider will treat the injury and complete the accident book.
- Parents will be informed immediately by telephone.
- Advice will be given to monitor the child for symptoms (e.g. after a head knock).

Minor Injury Requiring Medical Attention

- Parents/carers will be contacted to take the child to a GP or hospital.
- The First Aider will complete the accident report form.

Serious Injury Requiring Emergency Treatment

- An ambulance will be called immediately.
- Parents will be contacted and advised to meet staff at the hospital.
- A staff member will accompany the child to hospital, taking the child's registration form with relevant medical details.

Staff Injuries

- Staff are required to record their injury in the accident book and notify the Head Teacher.

Recording and Communication

All accident and incident reports will include:

- Name of child or staff member involved
- Date and time of the accident/incident
- Details of how the event occurred
- Description of the injury or issue
- Action taken and treatment given
- Name of staff member completing the report

Parents are made aware of accident and incident procedures through the School and ELC Handbooks and during induction meetings.

In ELC, accidents and incidents will be recorded and audited on a monthly basis. If required, Care Inspectorate may need to be informed.

Duty of Candour

In accordance with Scottish Government legislation, all ELC staff are trained in the Duty of Candour. If a serious adverse event occurs that results in significant harm:

- Appropriate individuals will be informed promptly
- We will act transparently, explain what happened, and issue a formal apology where appropriate
- We will report the incident to the Care Inspectorate and complete an annual Duty of Candour report
- We will reflect and learn from the event to improve future practice

Monitoring and Review

- The Head Teacher is responsible for ensuring all staff, including temporary or new staff, are familiar with this policy.
- Monitoring is carried out through observations, discussions with staff, and review of incident records.
- All medical records and accident forms will be reviewed regularly and updated where needed.
- This policy is shared with parents during enrolment and through the School and ELC Handbooks.
- The policy will be reviewed annually to ensure it remains current and effective.

Conclusion

At Port Ellen Primary School, we are committed to ensuring that children's safety, health, and wellbeing are prioritised at all times. Through clear procedures, open communication, and a caring environment, we aim to protect children's rights, respond swiftly to any issues, and build trust with our families and community.