

Mavisbank School
Accident / Incident Policy and Procedures

When a child / is involved in either an accident or an adverse incident, details must be immediately noted by the staff member who witnessed / reported it by using the appropriate form.

When a member of staff is involved in either an accident or an adverse incident, as far as if possible, details must be immediately noted by the staff member himself/herself by using the appropriate form, which are located in the main office.

There are two separate recording forms:

1. Accident Form
2. Incident Form

Seek advice from the head teacher before completing the appropriate form.

The staff member must sign and date.

If a child has been involved he / she must be checked over by the health and well - being Supervisor and the outcome reported to the Head Teacher.

The completed form must then be sent home to parent with accompanying letter to be signed and returned to the school.

A copy of this form must be kept on file in the MAIN OFFICE.

Reviewed by: John Lochrie, Eileen McDonnell Sept 2014

Date of next review: Sept 2017