

Accident Policy

Through its practices and policies, BIS aims to be a school free of accidents however It acknowledges that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. If a serious accident occurs the Critical Incident Management procedures are to be followed. The Admin Manager shall be responsible for:

- Maintaining the school site in good and safe condition
- Arranging for adequate supervision of students
- Providing fully equipped first aid kits
- Actively supervising students at all time
- Administering minor first aid for minor injuries etc.

The Nurse shall be responsible for:

- Maintaining the first aid kit in the school and playground first aid bags
- Providing first aid to the injured when called upon PROCEDURE

In the event of injury to a student

1. The teacher shall assist the student to the clinic and the nurse will administer first aid and send for assistance if required.
2. The teacher/nurse shall complete an Accident Report in the Accident Book, located in the office, date and sign it, on the same day that the accident occurs.
3. The nurse shall ensure that parents are informed immediately of any serious injury to their child.
4. The Nurse/ Head of Section shall arrange Ambulance transportation if transportation is necessary
5. The Head of Section shall arrange for a staff member to accompany the injured student in the Ambulance if parents have not yet arrived.
6. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

In the event of injury to a staff member:

1. The Nurse shall provide assistance to the injured staff member.
2. The injured staff member (if able) will record details of the incident in the Accident Book. A copy is also to be placed in personal staff files. If unable to do so, then the Nurse or Head

of Section will complete the form. This needs to be done within three days of notification of the accident.

This Policy is reviewed by the Senior Management Team in June 2018. It will be next reviewed in June 2019.