

# Tarbiyyah Primary School

## Accidents & Emergency Policy

Date: September 2026

Prepared by: Headteacher

Agreed with: Chair of Trustees

To be reviewed and updated: September 2027

## Accidents & Emergencies Policy

At Tarbiyyah Primary School (TPS), we acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

TPS have in place procedures to deal with any accident or emergency involving staff, children or school visitors either on TPS premises or on educational visits.

At TPS, we believe it is essential to provide significant health and safety training for all school personnel in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies.

### Aims

- To ensure that we have in place accident and emergency procedures to deal with any accident or emergency that takes place at TPS or on an educational visit.
- To ensure that all accidents and incidents involving injury to staff or visitors are reported and recorded.

### Procedure

#### Role of the Trustees

- Delegate power and responsibility to the Headteacher to ensure that all school personnel and visitors to the school are aware of and comply with this policy.

#### Role of the Headteacher

- To appoint a member of staff to be responsible for Health and Safety
- To ensure all school personnel, children and parents are aware of and comply with this policy
- To provide health and safety training for all school personnel or delegate this to another member of SLT as necessary
- Have in place a system to report all accidents and emergencies
- Report to the Trustees the following work-related accidents and dangerous occurrences resulting in death or major injury:
  - ❖ acts of violence to staff
  - ❖ diseases and medical conditions
  - ❖ accidents causing incapacity of more than three days
  - ❖ near misses
- Ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings
- Annually report to the Trustees on the success and development of this policy

#### Role of the Health and Safety Coordinator (Facilities Manager)

- Lead the development of this policy throughout the school
- Work closely with the Headteacher in ensuring that this policy is implemented effectively
- Provide guidance and support to all staff
- Keep up to date with new developments and resources
- Maintain accurate records of health and safety checks carried out in the school

- Make arrangements for health and safety inspections to be carried out by contractors
- Monitor health and safety in the school and remove hazards which are spotted or reported by personnel

### **Role of School Personnel**

- To comply with this policy
- To attend health and safety during induction training
- To know what to do in the event of an accident or emergency
- To ensure the safety of all children and other members of staff
- To ensure that risks are mitigated as per health and safety policies

### **Role of Children and Parents**

- To be aware of what to do and expect in an emergency (as per below)

### **Action to be taken in the event of an accident, emergency or injury**

In the event of an accident, incident or emergency, staff should take the following action:

- The First Aid Policy and procedures should be followed and first aid care acted upon by a qualified First Aider. Following an incident, the accident form should be completed and one copy of the form is given to the pupil to give to their parents and one will be kept in the 'First Aid' folder.
- In the event that an injury requires medical attention and it is considered necessary, an ambulance should be called as appropriate. If there is any doubt about the need for medical attention, an ambulance should be called immediately and arrangements should be made to take the casualty to the hospital. If the personnel decides that an ambulance is appropriate, the following procedure should be followed:
  - Call 999 and make arrangements for the ambulance immediately. It is essential that the precise location of occurrence is given.
  - Arrangements for the ambulance to be met by a relative or other person as appropriate and if available.
  - The Headteacher must be informed of the incident and the accidents form must be completed.
  - The school administrator will make arrangements for the relative of the pupil (or staff member) to be informed about the incident.

### **Record keeping**

The 'First Aid' folder will document all accidents and emergencies that take place on the school premises and details of accidents dealt with by a qualified first aider. The accident form includes information such as:

- ❖ name of injured person
- ❖ class (for pupils)
- ❖ date and time
- ❖ description of accident, any materials used

❖ Name and signature of first aider

For head injuries, parents must be contacted immediately and a 'head injury' form (see First Aid policy) must be completed and a copy must be kept in the file, whilst another is given to the parents.

This policy will be monitored and reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to the trustees.