



# Pakistan Higher Secondary School, Ras Al Khaimah

## [SCHOOL INCIDENTS POLICY]

<b>Policy name</b>	SCHOOL INCIDENTS				
<b>Approval Authority</b>	Principal	<b>Date of Issue</b>	March 2025	<b>Reviewed</b>	March 2026
<b>Responsible Personnel</b>	SLT, MLT, HEALTH AND SAFETY INCHARGE				
<b>Responsible Office</b>	SLT & MLT	<b>Available</b>	School Website, Principal's office		

## 1. POLICY STATEMENT AND PURPOSE

1.1 The school is committed to enforce all health and safety guidelines to avoid such occurrences and expects employees to comply. However, accidents are sometimes inevitable. Our provision in this case is to ensure all accidents are reported timely so they can be investigated properly, and preventive measures can be reviewed and reinforced.

## 2. ACCIDENT AND INCIDENT PROCEDURES

### 2.1 What is the difference between an accident and an incident?

2.1.1 An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

2.1.2 An **incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

### 2.2 Dealing with Accidents or Incidents to Children

2.2.1 We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. Any event, however minor, is recorded by completion of an Accident/Incident Report” and the procedure is the same for both types of events as follows:

2.2.1.1 An accident/ Incident Report is completed by the member of staff who witnessed the event.

2.2.1.2 The IR/AC includes the child’s name, the date of the incident or accident, the initials of the member of staff who completed the report and of countersign practitioner who also carries out the final checks on the report before filing it away.

2.2.2 The following information is recorded on the Accident/Incident Report:

2.2.2.1 Whether it is an accident or incident being reports

2.2.2.2 Full name of child

2.2.2.3 Child’s date or birth

2.2.2.4 Date of accident or incident

2.2.2.5 Time of accident or incident

2.2.2.6 Name and signature of person who dealt with the accident or incident

2.2.2.7 Description of accident or incident

2.2.2.8 Description of care given

2.2.2.9 Name of person who gave care (school Nurse or school Doctor)

2.2.2.10 Description of Injury

2.2.3 Position of the injury illustrated on the body map

2.2.3.1 Witness signature (only if witnessed)

2.2.3.2 Counter signature

- 2.2.4 It is then that member of staff's responsibility to ensure that the parent or carer is informed about the accident or incident.
- 2.2.5 It is the responsibility of the nurse to check that all Accident/Incident Reports have been accurately completed, signed appropriately on the day and then filed.
- 2.2.6 Once completed and checked, Accident/Incident Reports are filed on the child's Medical Health Record.
- 2.2.7 We regularly review the Accident/Incident File to ensure that any issues are addressed.

### **2.3 Dealing with Accidents that are not witnessed**

- 2.3.1 The above procedure applies but with the following change:
- 2.3.2 If the accident, incident or injury has not been witnessed by a member of staff or other adult, then the member of staff dealing with the accident must gain an account of what happened from the child, and any other. If they are able to verbalize this or communicate in any other way. The member of staff must record the child's account of events on the Accident/Incident Report and clearly state that the accident was not witnessed.

### **2.4 Dealing with Prior Accidents or Incidents to Children**

- 2.4.1 A "prior Accident or Incident" is an accident or incident that happened outside the setting that has caused an injury or the seeking of medical advice.
- 2.4.2 A prior Accident/Incident Report is completed by the parent or carer each time they notify a member of staff about an accident or incident which has not happened in pre-school. The report is signed by the parent or carer and countersigned by a qualified practitioner.
- 2.4.3 The following information is recorded on the Prior Accident/Incident Report:
  - 2.4.3.1 Whether it is an accident or incident being reported
  - 2.4.3.2 Full name of child
  - 2.4.3.3 Child's date of birth
  - 2.4.3.4 Date of accident or incident
  - 2.4.3.5 Time of accident or incident
  - 2.4.3.6 Description of accident or incident
  - 2.4.3.7 Description of care given
  - 2.4.3.8 Description of injury (if applicable)
  - 2.4.3.9 Position of the injury illustrated on the body map
  - 2.4.3.10 Signature of Nurse
  - 2.4.3.11 Counter signature (witness)

**2.5. Incident Book**

We keep an “Incident Book” for recording all of the incidents and dangerous occurrences, including those that are reportable. The Incident File is not for recording issues of concern involving a child. This is recorded in the child’s Personal File.

**3. Policy Review Cycle**

This policy will be reviewed annually by the school administration to ensure its effectiveness and relevance.

**4. Monitoring and Evaluation:**

The effective implementation of this policy will be monitored by the senior leaders management teams personals.

**Prepared by: School Nurse**

**Approved by: Principal Office**

-----END-----

