

BEBINGTON HIGH SPORTS COLLEGE



RECORDING OF ACCIDENTS **POLICY**

Agreed/Reviewed by Governors – see reverse

Recording of Accidents

For Minor Injuries

For Pupils: Enter details on Pupil Accident Record (M36) form. Each individual pupil should be given their own individual M36 form that will follow them through the school and record each time they have an accident.

For Staff/Contractors/Visitors: An M13 accident form should be reported accurately and fully, after being completed it should be passed to the Business Manager immediately so it can be sent to the authority the same day. In the absence of the Business Manager it should be signed by a senior member of staff and sent to the health and safety section of Wirral Borough Council – the address of which is at the top of the form itself.

Note: A copy of the M13 form must be kept in school – and therefore it is essential a copy is taken before sending the form to the health and safety section.

For Major Injuries

Note: You can find a definition of major injuries at the end of this section.

For pupils: Enter the details of the injury onto the M36 form as above. Then complete an M13 accident report accurately and fully. After being completed it should be passed to the Business Manager immediately so it can be sent to the authority the same day. In the absence of the Business Manager it should be signed by a senior member of staff and sent to the health and safety section of Wirral Borough Council – the address of which is at the top of the form itself.

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Major Injuries that should be reported on an M13:

1. Any fracture, other than to the fingers, thumb or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. An injury resulting from an electric shock or electrical burn.
7. Any other injury:-

- a) leading to hypothermia, heat-induced illness or to unconsciousness
 - b) requiring resuscitation, or
 - c) requiring admittance to hospital for more than 24 hours
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:-
- a) acute illness requiring medical treatment; or
 - b) loss of consciousness
10. Any person including employees, pupils, members of the public, visitors taken from the site of the accident for hospital treatment.

In addition the following must be reported in the same manner as the major injuries above:

- i) Any injury caused by a building defect.
- ii) Any injury caused by faulty equipment, furniture or machinery
- iii) Any incident occurring during a supervised lesson or any activity giving concerns for Health & Safety arrangements,
- iv) Any incident for which the school requires further advice or cannot be dealt

For Injuries Involving the Building, Equipment or Furniture

For an injury that involved a building defect, was caused by equipment or furniture or anything else that you feel should be dealt with by Buildings Management the accident reporting **MUST** be reported to the facilities management company immediately.

The current process for reporting incidents to the Facilities Management company can be sought from the Business Manager.