

Pupil Incident Reporting Guide

School Advice Note

1. Definitions

- 1.1. Injuries to pupils who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:
 - 1.1.1. the death of the pupil, and arose out of or in
 - 1.1.2. connection with a work activity; or
 - 1.1.3. an injury that arose out of or in connection with a work activity and the pupil is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Accidents to pupils during sports activities?

- 1.2. Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.
- 1.3. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:
 - 1.3.1. the condition of the premises or sports equipment was a factor in the incident, e.g. where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
 - 1.3.2. there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

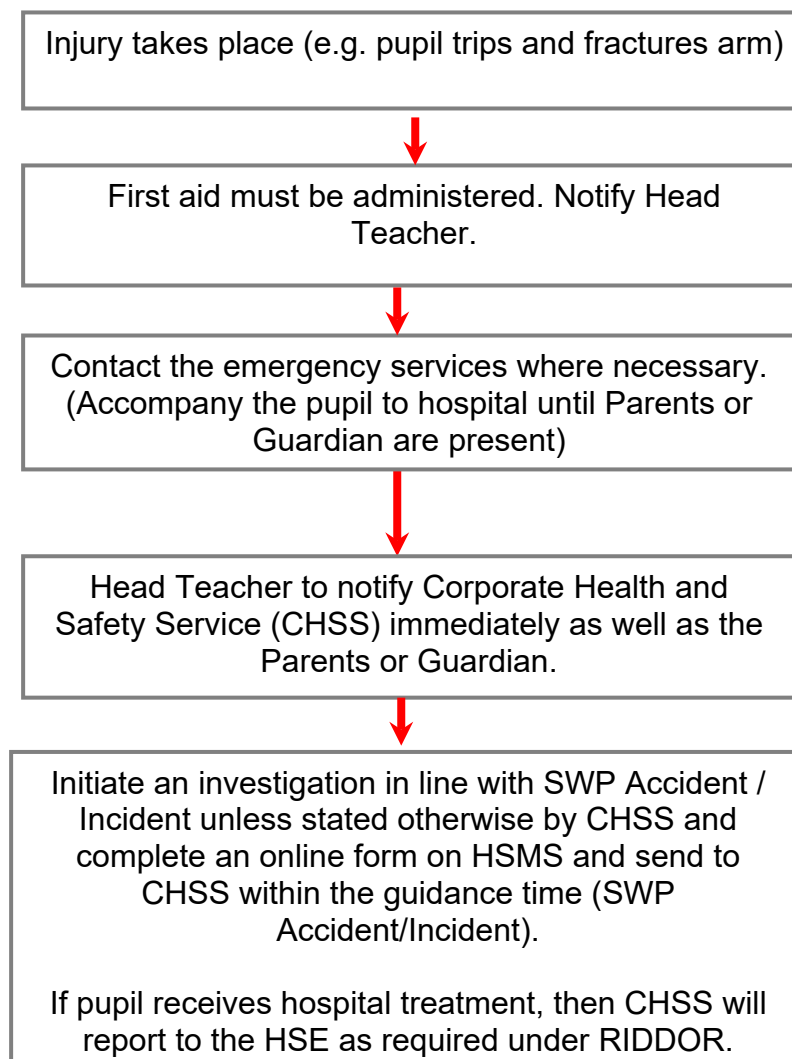
- 1.4. Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

- 1.5. This includes incidents arising because:
 - 1.5.1. the condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
 - 1.5.2. the school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

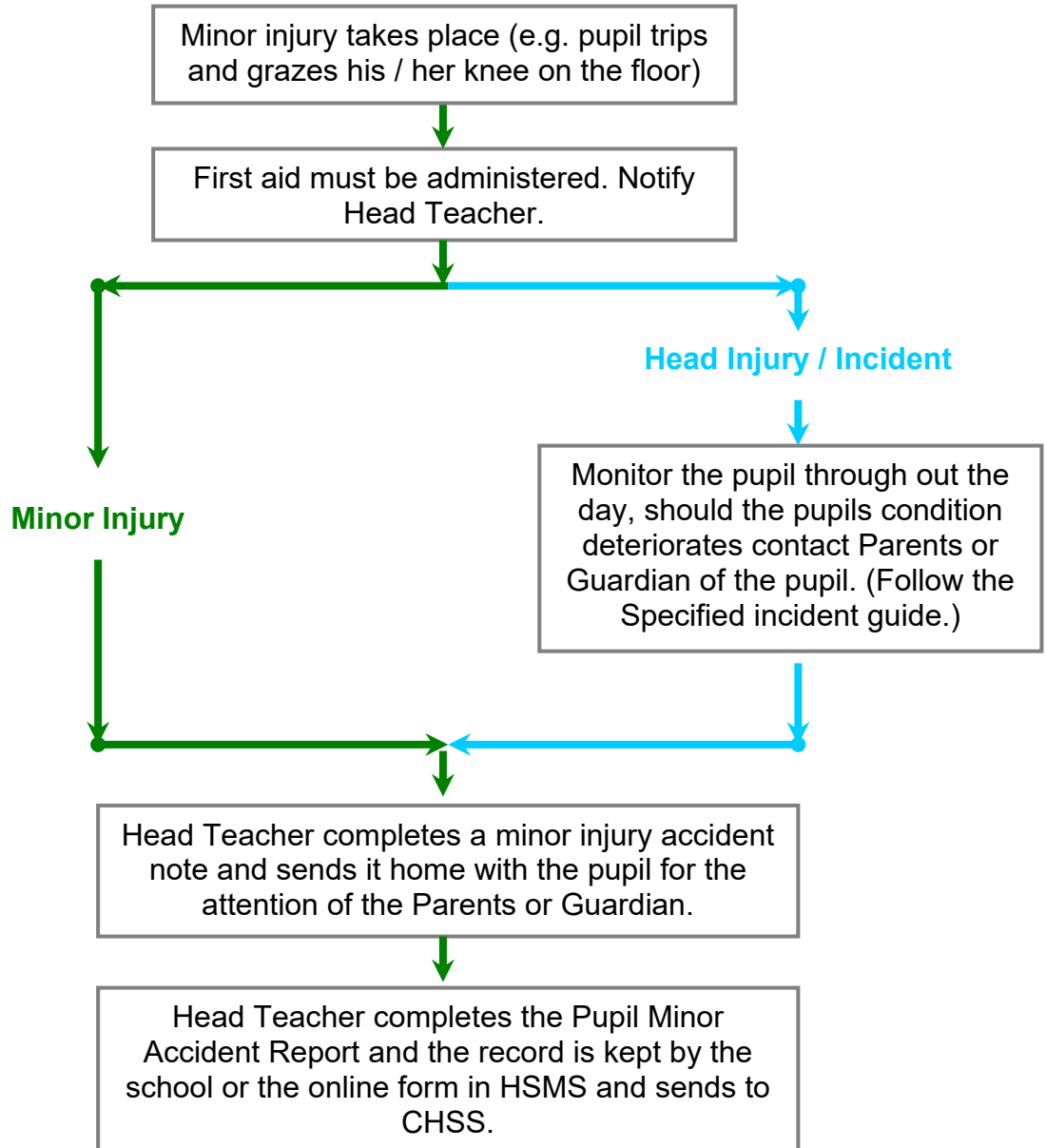
Pupil Minor injuries

- 1.6. Pupil minor injuries are recorded on the pupil minor accident report form and these records are kept by the school or they can be recorded on HSMS. Minor injuries include the following:
 - 1.6.1. Cuts
 - 1.6.2. Grazes
 - 1.6.3. Abrasions
 - 1.6.4. Rashes
 - 1.6.5. Bruising
- 1.7. Head Injuries / Incidents
 - 1.7.1. These are occurrences which raise concern for the pupils well being which may produce symptoms at a later stage or date.

2. Pupil Injury Reporting Guide



3. Minor Injury & Non-Injury Occurrence Reporting Guide



4. Minor Injury Accident Note Model Template

<p>0001 Date: _____ Time: _____ Pupil: _____ Description: _____ _____ _____ _____ _____ _____ _____</p>	<p>0001 Minor Injury Accident Notification Date: _____ Time: _____ Pupil Name: _____ Injury: _____ Description: _____ _____ _____ _____ Teacher Name: _____ Signature: _____</p> 
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