**  
Procedures for Handling Accidents and Incidents (Including Accident Log)**

### **1. Introduction**

The Year 10 Summer School is committed to ensuring the health, safety, and welfare of all pupils, staff, and visitors. This procedure outlines how we manage accidents and incidents and maintain accurate records through our Accident Log.

### **2. Immediate Action**

In the event of an accident or incident:

* Ensure the immediate safety of all individuals involved.
* Administer first aid if required, using trained first aid staff (Roger Reeves).
* Call emergency services (999) for serious injuries or risks to life.

### **3. Informing Parents or Guardians**

* Minor injuries (e.g. grazes, minor cuts) will be reported to parents at the end of the day.
* For more serious incidents (e.g. head injuries or anything requiring professional medical attention), parents will be contacted as soon as possible by phone.

### **4. Recording the Accident**

All accidents and incidents must be recorded in the **Accident and Incident Log** on the same day they occur. The record must include:

* Full name of injured person
* Date, time, and location of incident
* Description of what happened
* Nature and extent of the injury
* Action taken (first aid, referral to A&E, etc.)
* Names of any witnesses
* Name and signature of staff member reporting

### **5. Storage and Monitoring**

* Accident logs will be stored securely in the summer school Google Drive.
* They will be monitored by the Course Director to identify any patterns or hazards.
* Serious incidents will be reviewed and reported to relevant authorities (e.g. RIDDOR if applicable).

### **6. Follow-up Actions**

* Where appropriate, a review of risk assessments will be carried out.
* Any recurring hazards will be addressed immediately.
* Staff may receive further training or be reminded of protocols.