Accident Report Policy

Approved by:	Fernando Vasquez, Operations and Business Manager	Date: 7th October 2024
Last reviewed on:	7th October 2024	
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Purpose: This policy outlines the procedure for reporting accidents and incidents that occur within the premises of Baleares International College Sa Porrassa (SAP) aiming to ensure the safety and well-being of students, staff, and visitors.

Reporting Procedure:

1. **Immediate Response:**

   - In the event of an accident or incident, the nearest staff member or witness must provide immediate assistance to the injured party and ensure their safety.

   - If necessary, ask Reception to call emergency services (e.g., ambulance, fire brigade) immediately.

2. **Notify Supervisor or Designated Personnel:**

   - The staff member witnessing or responding to the accident/incident must inform their supervisor or designated personnel promptly.

   - If the supervisor is unavailable, notify the designated backup personnel or the school administration.

3. **Accident/Incident Report Form:**

   - Complete an accident or incident report form (copies held at Reception) as soon as possible after the occurrence.

   - Include detailed information such as the date, time, location, nature of the incident, individuals involved, and witnesses.

   - Describe any injuries sustained and the actions taken to address the situation.

4. **Medical Attention:**

   - Arrange for medical attention or first aid for the injured party, as necessary and provide the student family with any necessary insurance paperwork to attend designated health insurance hospital/clinic A&E department should this be required.

   - Ensure that a trained first aider or medical professional attends to the injured individual promptly.

5. **Document and File:**

   - The Receptionist must submit the completed accident or incident report form to the Operations manager so that this can be communicated to the insurer.

- File a copy of the report in the school's records for documentation and future reference.

Follow-Up Actions:

1. **Investigation:**

   - A thorough investigation into the circumstances surrounding the accident or incident should be conducted to identify contributing factors and prevent recurrence.

   - Involve relevant stakeholders, such as supervisors, health and safety officers (where appropriate, the Regional Head of Schools/ RHoS), and witnesses, in the investigation process. A copy of the report must be shared with the Executive Principal, Head of Operations/ School Business Manager or Head of Admin / Admin Lead and the RHoS.

2. **Corrective Measures:**

   - Implement corrective measures or safety improvements based on the findings of the investigation to mitigate risks and enhance safety protocols.

   - Communicate any changes or updates to relevant staff members and stakeholders.

3. **Support and Follow-Up:**

   - Provide necessary support and follow-up to the individuals involved in the accident or incident, including medical assistance, counseling, or any other required services.

   - Monitor the progress of any injured parties and ensure they receive appropriate care and attention.

Review and Evaluation:

1. **Regular Review:**

   - The Head of Operations/ School Business Manager will periodically review accident and incident reports to identify trends, patterns, or areas of concern. A report of the findings will be submitted to the Executive Principal and the RHoS.

   - Use this information to enhance safety procedures, training programs, and risk mitigation strategies.

- This policy will be reviewed by the HoO/School Business Manager bi-annually.

2. **Continuous Improvement:**

   - Continuously improve the accident reporting and response process based on feedback, lessons learned, and best practices.

   - Encourage staff members to provide input and suggestions for improving safety protocols and procedures.

By adhering to this Accident Report Policy, Baleares International College Sa Porrassa aims to maintain a safe and secure environment for all individuals within its premises and promote the well-being of its community members.