Incident and Accident Reporting Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
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This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí.

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Purpose

This policy outlines the procedure for reporting incidents and accidents that occur within the premises or activities of Baleares International College, aiming to ensure the safety and wellbeing of students, staff, and visitors.

All incidents (including 'near misses' - events that do not result in an injury but could have done) should follow a process of immediate response, notification of designated personnel, documentation, retention and review.

Scope

This policy applies to all staff, students and visitors witnessing and/or responding to an incident or accident on the school premises or at an off-site school activity.

Serious incidents will be reported to the Regional Head of Schools and, where the law requires it, to the Spanish authorities: workplace accidents to employees through the mutua (Umivale Activa) and the Delt@ system, and serious accidents to the Balearic labour authority (Direcció General de Treball i Salut Laboral, Conselleria d'Empresa, Ocupació i Energia).

Records will be retained in line with Spanish law, the requirements of the school's insurer and the school's records retention schedule.

Legislation and Guidance

This policy draws on the UK's statutory framework for workplace safety (the Health and Safety at Work etc. Act 1974 and RIDDOR 2013) as a benchmark of good practice. The law that applies to the school is Spanish: Ley 31/1995 de Prevención de Riesgos Laborales (Article 23 requires the employer to keep a record of accidents and occupational diseases), the Orden de 16 de diciembre de 1987 and Orden TAS/2926/2002 on the notification of workplace accidents (Delt@), and Real Decreto 1299/2006 on occupational diseases.

Roles and Responsibilities

Reporting Procedure:

1. **Immediate Response:**
    - In the event of an incident/accident, the nearest staff member or witness should:
        - provide immediate assistance to any injured party and ensure their safety; and
        - if necessary, call emergency services (e.g., ambulance, fire brigade) immediately.
2. **Medical Attention:**
    - A member of staff witnessing or responding to the incident/accident should:
        - arrange for first aid and/or medical attention for the injured party, as necessary; and
        - ensure that a trained first aider attends, and that emergency services are called where needed to the injured individual promptly.
3. **Notification of Designated Personnel:**

- Any member of the school community witnessing or responding to an incident/accident must inform a member of staff or their line manager promptly.
- If the line manager is unavailable, they should notify reception, which will inform the Operations and Business Manager.

4. **Documentation:**
    - A member of staff witnessing or responding to an incident/accident (including being notified by a student, parent or other member of the community) or a 'near miss' should:
        - complete an incident or accident report form (see Appendix 1 and 2) as soon as possible after the occurrence and submit this to **reception at the relevant site (copies of the form are held at reception), which passes it the same day to the Operations and Business Manager (Fernando Vasquez, finance@balearesint.net)**;
        - include detailed information such as the date, time, location, nature of the incident, individuals involved, and witnesses; and
        - describe any injuries sustained and the actions taken to address the situation.
5. **Retention:**
    - Reception staff enter the details into the Incident Log. The Operations and Business Manager checks the log to monitor incidents and files a copy of each report in the school's records for documentation and future reference.
    - In the case of injury and medical treatment, the first aider who gave treatment will also enter the details into the Accident / Incident log held at reception and file a copy of the report in the school's medical records for documentation and future reference.
        - Information about injuries to a student is kept in the student's medical record with access limited to staff who need it. Any injury that raises a safeguarding concern is reported without delay to the DSL and recorded on CPOMS in line with the Child Protection and Safeguarding Policy.
        - Information about injuries to a staff member will also be kept in the individual's personnel file.
    - Records held in the Incident or Medical logs will be retained by the school for the periods set out in the school's records retention schedule, and in any case for at least five years from the date of the incident, or longer where the insurer, a legal claim or the age of the pupil requires it.
    - This policy replaces the school's Accident Report and First Aid Policy (2025). First aid arrangements are set out in Appendix 3 of the Health and Safety Policy.

Follow-Up Actions:

1. **Notifying parents/carers:**

- The first aider or class teacher/form tutor, through reception, will inform parents/carers of any accident or injury sustained by a student and any first aid treatment given as soon as reasonably practicable on the same day.

1. **Investigation:**
    - **The Operations and Business Manager, with the Head of Primary or Head of Secondary for incidents involving students,** will carry out a proportionate investigation (minor, manager

review, or serious incident / root-cause analysis, as set out in Appendix 4 of the Health and Safety Policy); for employee accidents, the investigation required by Article 16.3 of Ley 31/1995 into the circumstances surrounding the incident/accident to identify contributing factors and prevent recurrence.

- Relevant stakeholders, such as line managers, the Operations and Business Manager, witnesses and, where appropriate, the Regional Head of Schools should be involved in the investigation process.
- Reports of serious incidents, and the findings of their investigation, are shared with the Principal, the Operations and Business Manager and the RHoS.

2. **Corrective Measures:**
    - The Principal will ensure the implementation of corrective measures or safety improvements based on the findings of the investigation to mitigate risks and enhance safety protocols.
    - The Principal will communicate any updates or changes to relevant staff members and stakeholders.
3. **Support and Follow-Up:**
    - The school should provide necessary support and follow-up to the individuals involved in the incident/accident, including medical assistance, counselling, or any other required services.
    - The Principal or designated representative should monitor the progress of any injured parties and ensure they receive appropriate care and attention.
4. **External Reporting:**
    - Internal escalation to the RHoS (on behalf of the Board) is required for the incidents listed below. Separately, and regardless of this list, every accident at work suffered by an employee is notified under Spanish law as set out below. Incidents for internal escalation include:
        - death;
        - any incident where the casualty is taken directly from the scene to hospital for treatment;
        - fractures (other than to fingers, thumbs and toes);
        - amputations;
        - any injury likely to lead to permanent loss of sight or reduction in sight;
        - any crush injury to the head or torso causing damage to the brain or internal organs;
        - serious burns (including scalding) which:
            - covers more than 10% of the whole body's total surface; or
            - causes significant damage to the eyes, respiratory system or other vital organs
        - any scalping requiring hospital treatment;
        - any loss of consciousness caused by head injury or asphyxia;
        - any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;
        - any work-related injury that leads to an employee being away from work or unable to perform their normal work duties;
        - any accident resulting from a failure in the way a work activity was organised (e.g., inadequate supervision of a field trip);

        - any accident resulting from the way equipment or substances were used (e.g., lifts, machinery, experiments etc);
        - any accident resulting from the condition of the premises (e.g., poorly maintained or slippery floors)
        - any disease where a doctor has made a written diagnosis that the disease is linked to occupational exposure.
    - The Principal should report significant incidents to the RHoS as soon as is reasonably practicable.
    - For employees, the Operations and Business Manager ensures the mutua (Umivale Activa) and the Delt@ notifications are made within the legal deadlines: a parte de accidente de trabajo within five working days of the accident or start of sick leave; serious, very serious or fatal accidents, or those affecting more than four workers, notified to the Balearic labour authority (Direcció General de Treball i Salut Laboral, Conselleria d'Empresa, Ocupació i Energia) within 24 hours; and the monthly list of accidents without sick leave within the first five working days of the following month. For students and visitors, the accident is reported to the school's insurer (Allianz).
    - In line with the school's Plan de Prevención, the school investigates accidents to employees and sends its investigations to the external prevention service (Arxiduc) monthly, and immediately in the case of serious, very serious or fatal accidents.

Monitoring and Review

1. **Continuous Improvement:**
    - The school aims to continuously improve the incident/accident reporting and response process, based on feedback, lessons learned, and best practices.
    - Staff members are encouraged to provide input and suggestions for improving safety protocols and procedures.
2. **Regular Review:**
    - The **Operations and Business Manager** will:
        - periodically review incident/accident reports to identify trends, patterns, or areas of concern. A report of the findings will be submitted to the Principal and RHoS;
        - use this information to enhance safety procedures, training programmes and risk mitigation strategies.
    - This policy will be reviewed annually by the Principal and the Operations and Business Manager, and after any significant incident or change in legislation.

Related Policies

This policy should be read in conjunction with the following documents:

- Health & Safety Policy
- Staff Handbook (accidents at work: Umivale Activa procedure)

APPENDICES

Appendix 1 - Incident Report Form (General Incident)

Title		**Date Prepared**	
Location		Prepared By	
Date of Incident		Time	

Nature of Incident		
☐ Near Miss ☐ Unsafe Acts ☐ Minor Injury ☐ Lost Time Accident	☐ Workplace Hazard ☐ Security Incident ☐ Fire Incident ☐ Fatalities	☐ Property Damage ☐ Medical Treatment ☐ Environmental ☐ Other *(please specify)* _____

Full Details of Incident (including events leading up to, through and after incident)

Action Taken

Reported by:							
Name		**Title**		**Date**		**Signature**	

Reviewed by:							
Name		**Title**		**Date**		**Signature**	

Appendix 2 - Incident Report Form (Personal Injury)

About the person who was involved in the incident:

Injured person: Student Visitor Staff Contractor Gender:

Full name: _____ D:o:B: _____ / _____ / _____

Contact phone: _____ Contact e-mail: ___

_____

About the person completing the form:

Full Name: ___

Contact phone: _____ Contact e-mail: ___

About the person/s who witnessed the incident:

Name of witness: _____

Contact phone: _____ Contact e-mail: ___

_____

Incident details:

Date of incident: ___ / ___ /_____ Time of incident: ___ : ___ *(24 hour format)*

Location of facility: _____

Exact location of incident at facility: _____

Description of incident:

How did the incident happen?

How many other participants were in the casualty's activity at the time of the incident? _____.

What action was taken to ensure the safety of the other participants?

Describe the injury or illness sustained (signs, symptoms and condition of the casualty)

Front Back

First Aid details:

Was First Aid: Accepted Refused Was the casualty referred to hospital: Yes No

Describe the treatment given:

Follow-up details:

Time Health and Safety representative/ Deputy contacted: ___ : ___ *(24 hour format)*

Time parent was contacted: ___ : ___ *(24 hour format)*

What was the outcome of this contact?

Remedial Actions (e.g. any further actions taken to reduce risk)

Responder/Witness Signature: _____ Date: ___ / ___ /_____.

Operations and Business Manager (or deputy) signature: _____ Date: ___ / /_____.

Participant/ Parent/ Guardian Signature: _____ Date: ___ / ___ / .