

## **1.0 AIMS AND OBJECTIVES**

The British Junior Academy of Brussels (BJAB) aims to:

- provide a safe and well-supervised place for all pupils
- reduce the risk of accidents and incidents as much as possible through identifying and removing potential hazards
- provide for the immediate needs of pupils or staff who have sustained injury
- ensure that adequate resources, arrangements and lines of communication are in place to deal with incidents and accidents

## **2.0 PURPOSE**

The purpose of this policy is to ensure the physical safety and emotional well-being of pupils, staff, and visitors.

## **3.0 RESPONSIBILITIES**

The Headteacher should:

- ensure that staff members are aware of BJAB procedures in case of accidents and incidents
- ensure that relevant staff receive training to administer First Aid
- ensure that staff are aware of frequent safety hazards within schools and how to report hazards that may arise throughout the school year

The Health, Safety & Welfare Officer should:

- complete a termly school walk-through with the purpose of identifying and eliminating hazards present in the building
- maintain fully stocked First Aid kits
- review accident forms as they are submitted
- lead investigations, where necessary, to determine the cause of serious accidents and reduce the risk of future accidents

## **4.0 ACCIDENTS**

While BJAB has a commitment to the safety and security of all pupils, staff, and guests, accidents can happen. In case of all accidents, staff should ensure that the immediate hazard is properly eliminated before continuing with any further action. Staff may use their discretion to assess the seriousness of the accident to decide which further action is necessary.

### **4.1 Accident Prevention**

Minor accidents such as trips, slips, and falls are often caused by untidiness. All staff and pupils are expected to contribute to keeping the school tidy and safe. Staff also have a personal responsibility to:

- Ensure there is a suitable walkway through classrooms, paying careful attention not to block fire exits
- Keep the classroom clear with no trailing wires or obstructions
- Check that lighting in classrooms and playground spaces is sufficient depending on the time of day
- Remind children to keep obstructions off the floor – bags should be kept on hooks or in cubbies
- Remind children to wear proper shoes and cold weather apparel during times of inclement weather, and closely guard pupils while they are climbing outside steps during inclement weather

Fire extinguishers are located throughout the school. A fire alarm system is fitted, with emergency lights and sirens, in both buildings. It is the responsibility of the Health, Safety, and Welfare Officer and the Proprietor to ensure these are maintained regularly. All doors within the school comply with fire regulations. Smoke detectors are located throughout both buildings.

A Fire Drill is held with the children at least once every term and recorded on the Fire Drill Log by the Health, Safety, and Welfare Officer.

Electrical points are guarded and marked throughout the premises and cleaning materials are stored securely away from the reach of children. Any medicine required by pupils is kept securely in the main office.

Risk Assessments of each classroom are carried out by staff on an annual basis. Risk Assessments are also completed with each off-site trip, as outlined in the Risk Assessments Policy.

## 4.2 Minor Accidents

In case of any 'near-misses' or accident which does not result in injury, staff should:

- eliminate the hazard if possible; if the hazard is not immediately removable, warn nearby staff and/or put up warning signage
- complete an 'Accident and Incident' form (Appendix 1), including an assessment of the underlying and immediate reasons why the near-miss or accident occurred
- provide feedback to the Health, Safety & Welfare Officer with recommendations to limit the likeliness of (re)occurrence

In case of accident which does result in **minor injury** to a pupil, staff should:

- if possible, take the child to a quiet area away from other children to assess injury
- administer appropriate First Aid to treat the injury; if in doubt, call for a designated First Aider
- follow basic hygiene procedures when dealing with minor cuts and grazes, i.e.: gloves for spillages of blood or other bodily fluids
- complete an 'Accident and Incident' form (Appendix 1) giving details of how the accident occurred, where it occurred, which staff were present, what injury was sustained and what kind of treatment given. This will then be signed by the member of staff that witnessed the accident. Parents will be informed of each accident; the time and method of communication should be noted on the form. Copies are kept in each School Office.

## 4.3 Major Accidents

While serious injuries are rare, occasionally a child may suffer from an accident which results an injury requiring professional medical attention. In these events, staff should follow this procedure:

1. The Headteacher will be informed as soon as possible
2. Office Staff will be informed as soon as possible to contact the pupil's parents or emergency contacts
3. If possible, the child will be moved to a quiet area where they can be kept calm, OR other children will be removed from the immediate area of the accident by an assisting member of staff
4. A designated First Aider will be called to assess the injury and decide if it requires immediate treatment by an ambulance. If there is any doubt, an ambulance will be called.

If an ambulance is called, a member of staff will accompany the child to the hospital, taking with them the child's contact file provided by the School Office and a mobile phone.

If it is determined not necessary to call an ambulance, a member of staff will keep the child calm and comfortable until his/her parent or guardian arrives. The member(s) of staff who witnessed the accident will fill out an 'Accident and Incident' form.

All major accidents will be followed up by an investigation of the sight of the accident and any equipment involved.

## **5.0 INCIDENTS**

### **5.1 Behavioural Incidents**

At BJAB, we are committed to supporting a positive environment and expect all members of our community to behave in a considerate way towards others. From time to time, a child may display inappropriate behaviour which warrants sanctioning as outlined in the Promoting Positive Behaviours Policy.

In the case that a behavioural incident results in physical harm to another child, staff will fill out an 'Accident and Incident' form explaining the circumstances of the behaviour, the behaviour management response, and who was present when the incident occurred. The form will be signed and dated by the staff member who dealt with the incident. Where necessary, the Head of Pastoral Care may advise follow-up actions for the pupil's behaviour.

### **5.2 Critical Incidents**

A critical incident is a sudden or unexpected event which causes trauma within a school community. Critical incidents may occur in or out of school, but its result is likely to be a serious disruption to the everyday function of the school.

Examples of in-school critical incidents include:

- A serious accident to a pupil or adult
- Death of a pupil or staff member
- Violence within school
- Malicious intruder(s) in the school
- A school fire or explosion
- Abduction of a pupil
- A severe illness such as meningitis within the school
- Severe weather requiring closure of the school

Examples of out-of-school critical incidents include:

- An accident to a pupil or staff while on a visit or at the gym, etc
- A traffic accident involving a pupil or staff member
- Death or injuries on a school visit
- Tragedies involving children from nearby schools
- Civil disturbances
- Terrorist attacks

In the event of a critical incident, BJAB aims above all to ensure the safety and security of its pupils, staff, and visitors. The CIMT (Critical Incident Management Team) will be crucial in handling the events following the incident to minimize disruption to regular operations where possible. Class teachers also play an important role in managing critical incidents, as good communication with pupils and open classroom discussion are both effective methods of handling a crisis.

Procedures for critical incidents are outlined in the Critical Incident Policy.

## **6.0 RECORD KEEPING**

Completed Accident and Incident forms are kept in the School Office and are reviewed by the Health, Safety, and Welfare Officer for patterns in order that appropriate action can be taken. A major accident will always trigger an investigation as to its causes and how to prevent it being repeated in the future.

In order to comply with Data Protection, the completed Accident and Incident Forms are locked in a secure cupboard. We endeavour to handle Accidents and Incidents with the privacy of our pupils in mind. Should a third-party request information about an Accident or Incident, only information of direct interest and relevance will be passed on.

This policy is the responsibility of Mr Retter, the Headteacher and Madame De Maertelaere, the Proprietor	Revised: January 2024
<b>Mr Retter, Headteacher</b> ..... <b>Madame De Maertelaere, School Proprietor</b> .....	
<b>To be reviewed:</b>	January 2025

## Appendix 1: Accident and Incident Form



### Accident Form

Name of Pupil(s): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

What happened:

\_\_\_\_\_

Resulting injuries:

\_\_\_\_\_

\_\_\_\_\_

Treatment or follow-up actions:

\_\_\_\_\_

\_\_\_\_\_

Does the school recommend a visit to: (Circle if needed) Doctor / Dentist / Hospital

Teacher's name: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

Parents informed by:

\_\_\_\_\_ via \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(staff member)                            (means of communication)                      (date)                      (time)

Please return this form to the School Office

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**The British Junior Academy of Brussels**  
**Headteacher Mr Francis Retter**

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