

ACCIDENTS AND INJURIES

A GUIDE FROM THE UTU

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ACCIDENTS AND INJURIES

WHAT TO DO?

1 - WHAT TO REPORT

All accidents, however trivial they appear, should be reported. What may appear to be a slight accident at the time may have longer term consequences.

All schools should have an accident book (or accident forms) in which all accidents and injuries (including assaults, physical and verbal) should be recorded. All staff should be aware of the location of this book (or forms).

"Near miss" accidents should also be recorded. Loose paving slabs, unsafe carpets, for example, should be recorded so that remedial action can be taken. Likewise if a teacher has been the victim of a "near miss" from a pupil (chair throwing, for example) this should be recorded.

2 - WHAT DETAILS TO RECORD

- The date and time of the accident.
- The name of the injured person and the nature of the injury.
- A description of the place the accident took place.
- A brief description of the circumstances when the accident took place.

3 - SHOULD AN INVESTIGATION TAKE PLACE?

Employers should investigate any reported accident as should the school Safety Rep.

4 - FOR THE UTU MEMBER'S OWN RECORDS

- **Check that all relevant school policies are being followed.**
- **Make sure that the accident book (or form) is filled in but also keep records for yourself and, if necessary, inform the police.**
- **Take statements from any witnesses, note who the witnesses are.**
- **Inform and work closely with the school Safety Rep.**
- **Make a clear description of the site of the accident/injury, take measurements and photographs.**
- **Visit your GP to record the accident and take photographs of the injury.**
- **The above are for your own records only and should not be disclosed to a third party.**

5 - INJURIES TO PUPILS

Any injury to pupils should be recorded in the Accident Book (or on an Accident Form) as above. A teacher should also keep his/her records as above.

6 -PUPILS GIVING CAUSE FOR CONCERN

When a teacher is concerned about the behaviour of a pupil caused by learning or other difficulties and these have not already been recorded, then the teacher should note this behaviour and make a report to the Principal.

- What behavioural problems are being exhibited?
- What effect is this behaviour having on pupils and teachers?
- What help is required?

**** A teacher cannot refuse to teach a child - this could constitute a breach of contract. Suspension or exclusion could be considered if an assault has been threatened or has taken place ****

7 - INTERVIEWS FOLLOWING ACCIDENTS/INJURIES

- Contact the UTU for advice.
- In an interview a UTU member should be accompanied by a UTU Representative or colleague.
- If asked for a written report the UTU member should seek advice from the UTU BEFORE committing anything to writing.
- If the police wish to interview you, seek advice from the UTU. Ask for the interview to be delayed if necessary. Find out the name, rank, police station and a contact telephone number of the officer to whom you will be speaking.

UNDER NO CIRCUMSTANCES ATTEND A POLICE INTERVIEW WITHOUT SEEKING ADVICE FROM UTU.

HOW TO CONTACT THE UTU...

- Ask your School Rep to contact the UTU for you.
- Contact HQ yourself: By 'phone on 02890662216
Via email - office@utu.edu

Don't forget to check the UTU website where you will find a great deal of useful information.