Accident Report Policy

Approved by:	M W Clack, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	August 2027

Purpose: This policy outlines the procedure for reporting accidents and incidents that occur within the premises of Britannica International School, 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, 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 (held in the Facilities Manager's office) 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.
- Ensure that a trained first aider or medical professional attends to the injured individual promptly.

5. Document and File:

- Submit the completed accident or incident report form to the designated administrative personnel or health and safety officer, Balint Rokas
- File a copy of the report in the school's records for documentation and future reference.

Follow-Up Actions:

1. Investigation:

- Head of Primary / Head of Secondary / Business Manager (depending on the staff and students) conducts a thorough investigation into the circumstances surrounding the accident or incident to identify contributing factors and prevent recurrence.
- Involve relevant stakeholders, such as supervisors, health and safety officers (where appropriate, the Director of Education), 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 Director of Education.

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 School Business Manager/ Facilities Manager or Head of Admin / Admin Lead 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 Principal and the Director of Education.
- Use this information to enhance safety procedures, training programmes, and risk mitigation strategies.
- This policy will be reviewed by the School Business Manager/ Facilities Manager or Head of Admin / Admin Lead 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, Britannica International School, Budapest aims to maintain a safe and secure environment for all individuals within its premises and promote the well-being of its community members.