

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  النور مركز النور لتدريب وتأهيل أصحاب الهمم		
	POLICY		
	INCIDENT REPORTING (ACCIDENT - RECORDING AND REPOSTING)		
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Definition: An incident report is a formal recording of the facts related to an incident. The report relates to an incident or injury that has occurred in school.

Types of Injury

- fall/slip accidents
- playground accidents/sports injuries
- self-inflicted injuries
- sprains and strains
- lacerations, bruises, abrasions
- allergic reactions (anaphylactic reactions)

Purpose/ Scope: To ensure accurate reporting and documentation of an accident or injury that has occurred on the school site is done and maintained for reference and follow up actions

Policy statement :

A. Reporting procedures:

- The report should be generated with a full description of the incident, the location of the incident, the severity of the injury, the immediate measures taken to the incidents.
- All department staff are responsible for reporting all types of hazards, incidents, occurring in and out of the Centre premises.

B. First aid actions:

- School Nurse/first aider to assess the severity of the injury
- School Nurse/first aider to provide first aid based on the signs and symptoms of the injury
- To seek emergency assistance if there is any active bleeding, loss of consciousness or student's condition is deteriorating or requiring emergency care

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C. Communication: School Nurse to inform the incident to school health & safety officer, Program coordinator (in case of students), HR personal (in case of staff) and to the parents of the students.

D. Recording/Description of the incident: The record of the incidents should include:

- Date, time and place of incident.
- The name and class of the injured student.
- Details of the injury and first aid provided.
- Condition of the person immediately after the first aid.
- Name and signature of the first aider or person dealing with the incident

F. Referral:

- Minor first aid cases can be treated in the school clinic with appropriate first aid care.
- Major injuries to be transferred to the hospital or other tertiary level of care facility.
- If injury is not severe, provide the first aid care and send the injured student to home accompanied with parents.

G. Follow up: Nurse to enquire with concerned persons/parents about the medical attention or after care of the incident within 24 hours after the incident occurred

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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	10 Mar 2021	Director
01	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
02	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents.	16 September 2024	Director