



مدرسة المتحدة الدولية
United School International
The Pearl Island جزيرة اللؤلؤة
an Orbital Education School

Accident Report Policy

United School International

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an Orbital Education School
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CR No. 142027 | School Code: 31071

Accident Report Policy

Purpose: This policy outlines the procedure for reporting accidents and incidents that occur within the premises of United School International 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 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 Lead Nurse.
- File a copy of the report in the school's records for documentation and future reference.

Follow-Up Actions:

1. Investigation:

- Member of SLT to conduct 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 Regional Head of Schools/ RHoS), and witnesses, in the investigation process. A copy of the report must be shared with the Executive Principal, Head of Operations and the RHoS.

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 Head of Operations 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 Executive Principal and the RHoS.
- Use this information to enhance safety procedures, training programs, and risk mitigation strategies.
- This policy will be reviewed by the HoO 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, United School International aims to maintain a safe and secure environment for all individuals within its premises and promote the well-being of its community members.

Monitoring and Review

This policy is to be reviewed annually, though any deficiencies or weaknesses in Accident Reporting arrangements will be remedied without delay.

This policy will be reviewed by The Executive Principal.

This policy will be approved by The Executive Principal.

Date when the policy was last approved: **September 2024**

Date when the next review is due: **September 2025**