



ST. MARY'S *Catholic High School, Dubai*

INCIDENT REPORTING POLICY

2026-2027

Incident Reporting Policy and Form

In order to promote a culture of safety and learning, St. Mary's Catholic High School is committed to their through reporting and review of all adverse events, incidents and near misses. This includes any situation with the potential to cause unintended or unexpected physical or psychological injury, illness or disability to students, staff members or visitors.

To this –

1. Ensure that all critical incidents are promptly reported and thoroughly investigated.
2. Identify the root causes of all reported incidents.
3. Develop and implement appropriate corrective or preventive actions to mitigate future risks.

Accident & Incident Policy

The purpose of this policy is to ensure that when an accident occurs in school premises, a appropriate action is taken, and accurate information is recorded and communicated.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with appropriately and swiftly.



The safety of the children is paramount; every measure will be taken to protect the children from hurting themselves. However sometimes accidents do unavoidably happen, and the following procedure will be carried out in dealing with the situation:

- The child will be comforted and reassured
- The extent of the injury will be assessed and if necessary, call for medical support/ambulance
- The first aid procedures will be carried out, if necessary, by the school clinical team.
- Once the child is more settled, the parent/carer will be contacted and informed of the accident.
- A phone call to the parents or carers will always be made following a head/eye injury.

After every accident, however minor:

- An incident report will be completed, signed, and witnessed
- Accidents are logged and evaluated at the end of each semester. Any patterns in accidents or injuries will be risk assessed and adaption to the classroom, garden or routine will be made to ensure accidents/incidents are kept to a minimum.

In the case of a head injury or Eye injury

- Ensure the parent has been phoned to notify.
- Monitor the child thoroughly throughout the day for any changes in health.

Accident & Incident Procedures

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

An **Incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents, or injuries to a child together with any first aid treatment given. Any accident, however minor, is recorded by completion of an incident report.

- An incident report is completed by a member of staff who witnessed the event or the medical team who treated the child.
- The form must be written accurately and clearly.



The form must include:

Whether it is an accident or incident being recorded

- Date of accident/incident
- Time of accident/incident
- Name and signature of person who dealt with the accident/incident
- Description of accident/incident
- Description of injury (if applicable)
- Position of injury illustrated (use body map if necessary)
- Witness signature
- Counter signatures
- Post incident corrective measures taken, if any.

In the event of an incident, both accident and incident reports must be completed. The name of any other child involved in an accident/incident report **must** remain confidential.



Review Date:	August 2026
Next Review Date:	June 2027



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INCIDENT REPORT FORM

Student Name: _____ Year: _____

Students/Teachers Involved: _____

INCIDENT DETAILS

Time: _____ Date: _____ Location: _____

Nature of incident : Medical / Non-Medical / Cobine

Severity of the incident : Emergency / Urgent / Non-Urgent

Brief Description of Incident reported:

Was anybody Injured? Yes ☐ No ☐

Did the student receive any medical attention/counselling? Yes ☐ No ☐

Were the parents contacted? Yes ☐ No ☐

Parent contact details: _____

Has this student been involved in a similar incident before? Yes ☐ No ☐

Consequences:

Restorative Justice:

Corrective Measures (If Any):

This report was filled up by: _____ Date: _____

Section Head

Principal / Vice Principal