

ST LUKE'S CATHOLIC PRIMARY SCHOOL

CRITICAL INCIDENT POLICY

****See Also Major Incident Recovery
Policy & Plan/Major Incident Crisis Kit***



**Adopted by the Governing Body
*2022***

Review Date: *March 2023*

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CRITICAL INCIDENT POLICY
(see also Major Incident Recovery Policy & Plan
/Major Incident Crisis Kit)

In the event of their being a 'Critical Incident' at St Luke's, the head teacher must be informed immediately and in her absence the deputy head teacher who will then notify the appropriate authorities.

Depending upon the nature of the incident, there is a list of 'Contact Arrangements for Managing Critical Incidents' displayed in the office. Another copy is contained in the Health and Safety Manual.

The Diocese would then be informed of any 'Critical Incident' and their advice acted upon.

Contact would also be made with the **Chair of Governors** or in her absence, **Vice Chair**. (A list of telephone numbers and addresses for the Governors of St Luke's and staff is also kept in our Health and Safety Manual).

Lunch time arrangements – to enable a quick response, all MDA's have been provided with a 'walkie-talkie' to maintain contact with the school office and with each other. This ensures that any 'Critical Incident' occurring at lunch time will be reported and dealt with immediately.

Mid Day Assistants are required to log any injury in line with our accident reporting process. Serious injuries or knocks to the head should simultaneously be reported to the head teacher or a senior member of staff. The school office will contact parents if necessary and ensure that a head bump letter goes home with the child. A Local Authority Accident Form (Prime) should also be completed if there is serious injury or the need to go to hospital and if there is an accident to an employee which involves time off work.

P. Stubb

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