



INCIDENT NOTIFICATION FORM

Reference No. **IN080689**

All time shown in Greenwich Mean Time (GMT)

Injury

INCIDENT DATE	INCIDENT TIME	REPORT DATE	REPORT TIME
06/06/2024	08:15	10/06/2024	12:52
REPORTED BY			
Reported By	Daniel Walker-Cheetham		
Telephone No.	01737823239		
INCIDENT OWNERSHIP			
Division	Business	Site	
All Maintained Schools	Nursery & Primary	Nutfield Church (C/E) Primary School	
INCIDENT DESCRIPTION			
HL was at the front gate welcoming children into the Ark (breakfast club). An eye whitness (SM) said that HL dropped her walkie talkie, bent down to pick it up but couldn't quite get it. As HL went to stand up she tumbled over and collapsed on the floor. FK raised the alarm and informed KB and CC who went to assist. Upon KB and CC's arrival they found HL sat up, however she was confused and not making sense. After a little while KB and CC helped HL up at which point she collapsed again. KB and CC managed to walk HL back into the school building and sat her down in reception where they immediately called for an ambulance. HL was given some water and an icepack was applied to her face which was grazed and starting to swell/bruise. The ambulance arrived just before 9am. HL was inspected on the ambulance and then taken to East Surrey Hospital. She was discharged later that day. AJB checked in with HL who said she was feeling okay. AJB suggested HL didn't come into school on Friday 7th June and that she rested. AJB checked on HL again over the weekend and HL returned to school as normal on Monday 10th June.			
Immediate Cause:			
INCIDENT LOCATION [General description of where Incident took place]			
Front playground near the pedestrian gate.			
On or Off-Site	Site	Area	Sub Area
On-Site	All Schools	At the school reporting the event	External areas

PERSON INVOLVED			
Helen Lindsay	Involvement: Category: Employee Contact Tel: Email:		
On or Off Duty?	On Duty		
Nature of Injury	Body Part	Side	Area
Abrasion/graze	Face	Left	Cheek
Bruising	Face	Left	Cheek
Was treatment given?	Yes - at scene		
Time & Date:	08:15 06/06/2024		
Nature of treatment:	Ice pack to the side of her face.		
Provided by:	Katharine Brooks		
Became unconscious?	No	Required resuscitation?	No
Went to hospital?	Yes	Post treatment:	Taken to hospital
Mode of transport (if applicable):	By ambulance		
Injured Person's Signature (if appropriate)			
Signature:		Date:	

PERSON INVOLVED			
Katharine Brooks	Involvement: Category: Employee Contact Tel: Email:		
On or Off Duty?	On Duty		
Injured Person's Signature (if appropriate)			
Signature:		Date:	

PERSON INVOLVED	
Charlotte Cordey	Involvement: Category: Employee Contact Tel: Email:
On or Off Duty?	On Duty
Injured Person's Signature (if appropriate)	
Signature:	Date:

PERSON INVOLVED	
Fred Kolndreu	Involvement: Category: Employee Contact Tel: Email:
On or Off Duty?	On Duty
Injured Person's Signature (if appropriate)	
Signature:	Date:

PERSON INVOLVED	
Simon Mould	Involvement: Category: Other Contact Tel: Email: Address:
Employer's Details	
Contact tel No.	
Injured Person's Signature (if appropriate)	
Signature:	Date:

Incidents involving Service Users

Did this incident involve a Service User?

Yes

No

Questions about the type of incident (answer all)

Injury, illness or death (recorded in earlier section)?

Yes

No

Leaving without consent?

Yes

No

Allegation of misconduct by registered person or any persons who work at establishment?

Yes

No

Event which adversely affects the wellbeing or safety of any service user?

Yes

No

Infectious disease - outbreak of any, sufficiently serious to be notifiable?

Yes

No

Police Involvement?

Yes

No

If "Other", please specify:

Describe the general atmosphere eg. noise level, what were the staff doing at the time?

HL was standing at the gate welcoming Ark (breakfast club) children into school. There was little to no noise.

What was the service user/client doing at the time of the incident? Describe the demands, changes, inactivity, interaction, etc?

Standing at the gate

What occurred immediately before the incident? Describe the activity, task, event, interactions?

Nothing

What happened immediately after the incident?

HL was taken inside the school building, recieved first aid and was then taken to hospital

What were the consequences of the incident eg. demand/person being removed, attention given/removed, access to activity/tangibles given/denied, escape situation?

Another member of staff was positioned on the gate

Have relative(s) been informed?

Yes

No

If "Yes" please provide names and contact details:

Have other people been informed?

Yes

No

If "Yes" please provide names and contact details:

Anna Benjamin - Deputy Headteacher

Has the incident been referred in accordance with the local multui-agency procedures?

Yes

No

Unknown

Tools, machinery & equipment

Were any tools, machinery or equipment involved?

Yes

No

If "Yes", were they powered at the time?

Yes

No

N/A

Please describe the tools, machinery or equipment in question:

Hazardous substances & materials

Were hazardous substances or materials involved?

Yes

No

If "Yes", provide details:

If "Yes", is a Safety Data Sheet (SDS) available?

Yes

No

N/A

If "Yes", indicate how the exposure occurred:

[Select]

Personal Protective Equipment (PPE)

Was any PPE being worn/used at the time?

Yes

No

If "Yes", please describe:

Immediate Remedial Actions

Describe any immediate remedial actions taken at the scene:

Light conditions (if applicable)

What were light conditions like? Daylight

If "Other", please describe:

Weather conditions (if applicable)

What were weather conditions like? Dry

If "Other", please describe:

Ground/floor conditions (if applicable)

What were the ground/floor conditions: Dry

If "Other", please describe:

INCIDENT REPORTED BY: Daniel Walker-Cheetham (Contact Tel: 01737823239)

Signature:

Date of Signature:

DATA PROTECTION

Personal information collected during incident reporting and investigation will be used to fulfil our obligations under Health and Safety policy and legislation. It will be retained for up to 6 years after the incident. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared. You have the right to confirm that any information held about you is correct.