



Hartington C of E Primary School

“Caring & sharing as part of God’s family”

“Loving our neighbour as we love ourselves” - Luke 10:27

Bodily fluid incidents reporting form

When an incident occurs in a school environment, staff should ensure that it is adequately reported to maintain an accurate record of any health and safety incidents at the school – this encompasses those relating to bodily fluids, including spillages. Under [RIDDOR](#) regulations, schools also have a duty to report certain injuries or diseases if they meet the specified criteria.

Using this template, staff can ensure the important information relating to a bodily fluid incident is recorded, including the date, time, location of the incident, plus details on the action taken, the exposure, and whether it needed to be reported under RIDDOR.

Name of individual recording incident:		Role:	
Time of incident:		Date of incident:	
Names of all individuals involved:			
Type of bodily fluid (please tick):	<input type="checkbox"/> Blood <input type="checkbox"/> Vomit <input type="checkbox"/> Faeces <input type="checkbox"/> Saliva <input type="checkbox"/> Urine <input type="checkbox"/> Other (specify) _____		
Exposure to the bodily fluid (please tick):	What body part was exposed? <input type="checkbox"/> Intact skin (specify) _____ <input type="checkbox"/> Non-intact skin (specify) _____ <input type="checkbox"/> Eyes <input type="checkbox"/> Nose <input type="checkbox"/> Mouth <input type="checkbox"/> Other (specify) _____		
	How long was the body part exposed for? <input type="checkbox"/> < 5 minutes <input type="checkbox"/> 5-15 minutes <input type="checkbox"/> 15-30 minutes <input type="checkbox"/> 30-60 minutes <input type="checkbox"/> > 60 minutes		
Further details of the incident:	[Include the location of the incident and other details you deem necessary.]		

Was the Bodily Fluid Cleaning Up Kit used? (please tick):	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Action taken following exposure:	[Include details of action taken with reference to the Bodily Fluid Cleaning Up Kit. If you did not use the kit, please explain why.]		
Does this need reporting under RIDDOR? (please tick):	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If reporting under RIDDOR, details of report:	[Include the date, time and name of individual reporting the incident. Specify the information that was reported and any further details necessary.]		
Further action following incident:			
Reviewed by:			
Signed:			
Print name:		Date:	