



# Benhurst Primary School Policy Statement



*'Only my best is good enough for me'*

<b>Policy</b>	<b>Accident</b>
<b>Implementation Date</b>	<b>September 2016</b>
<b>Review Date</b>	<b>September 2018</b>

Accidents and medical crises can occur to anyone, adult or child, at any time. It is essential that all staff members are aware of the procedures to be followed in the event of an incident.

**When an accident or a medical crisis occurs, action must be taken.**

Anyone injured or in medical crisis (suffering a fit, breathing difficulty etc.) must receive prompt medical attention. Until a qualified First Aider and/or someone able to give medical attention can reach the patient (a list of qualified First Aiders is listed in the Medical Room), it is the duty of every staff member to act promptly to sustain life and to ensure the safety of other children who may be present at the scene of the accident/crisis.

When on school premises the procedure is to stay with the patient and to send for adult support by:

- sending a message to the school office or pressing the emergency button located in classrooms. When activated, a member of staff will immediately come to assess the situation and provide the necessary support.
- sending two sensible pupils with a brief verbal message or a written note to the Head Teacher or Deputy Head Teacher. In their absence, children must be sent to the Office.

The remainder of the group/class will be instructed to be still, calm and silent. The adult in charge will assess whether the children should leave the classroom and be taken to another part of the school.

The office staff have a list of staff who are qualified First Aiders and will arrange for first aid treatment to be given. The Head Teacher or in his absence, the Deputy Head Teacher, will be immediately informed.

When the First Aider arrives at the scene s/he will take responsibility for the patient. The staff member will resume full control of the rest of the group, removing the children to another place if necessary.

The adults in attendance will make a decision as to whether it is necessary to telephone for an ambulance.

The Head Teacher/Deputy Head Teacher will also contact the next of kin immediately. Parents/Guardians should be asked to come to school to accompany the child in the ambulance or to collect the child (if an ambulance is not needed).

In the case of an accident involving an adult, the same procedure should be followed. If the adult is the class teacher, another adult will be sent for to take control of the class (e.g. a Teaching Assistant/Welfare Assistant), as well as a First Aider attending the incident.

Every child should know that s/he must report immediately to the nearest member of staff any accident or crisis happening to another child, whether in a supervised group or in an unsupervised situation e.g. in toilets or corridors.

### **Recording Accidents/Injuries**

Accidents to children, staff, parents, visitors or contractors on site must be recorded on the Accident/Incident Report sheet (a copy is attached to this policy), both when the school is in session and outside of school hours.

Every child suffers bumps, cuts and grazes during their time at school. An immediate assessment must be made by the member of staff responsible and must include a decision as to whether the injury requires further attention.

Where a child receives first aid treatment or has a bumped head, an Accident/Incident Report must be completed immediately. The original must be kept in the Accident/Incident Folder (stored in the Office), and a copy given to the child for the class teacher to see; this must then be sent home with the child at the end of the day.

Children who have minor incidents during school hours must be treated by a First Aider.

Morning sessions	Children will be dealt with by First Aid trained staff. *
Afternoon sessions	Children will be dealt with by First Aid trained staff. *
Playtimes	Children will be dealt with by Teaching Assistants who are first aid trained on playground duty.
Lunchtimes	Children will be dealt with by Mid-day Supervisors or First Aid trained Office staff.
*During lesson time, children in reception will be dealt with by Teaching Assistants with paediatric first aid training.	

### **Dangerous Occurrences**

"Near misses" must be reported to the Site Manager and action taken where it is reasonable to prevent future occurrences.

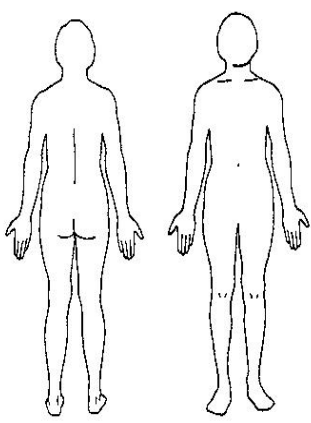


# Benhurst Primary School Accident/Incident Report



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**This form must be completed at the time of the accident/incident.  
The original must be kept in the Accident/Incident Folder (located in the Office), and a copy given to the child for the class teacher to see before it is sent home with the child at the end of the day.**

<b>Date</b>		
<b>Time</b>		
<b>Name of child and Class</b>		
<b>Supervised by</b>		
<b>Details of injury (include area of the body)</b>		
<b>Details of incident (what happened?)</b>		
<b>Treatment (if any)</b>		
<b>Action taken</b>	Returned to the playground/class	
	Parent telephoned	
	Sent home (indicate time)	
	Taken for additional treatment (indicate where)	
	Ambulance called	
	Accident Report Form completed	
	Site Manager notified (Health & Safety concern)	
<b>Signed</b>		
<b>Date</b>		

### Information on Head Injuries

If your child has received a bump to the head at school, you should be aware of the following symptoms that can occur. Please seek medical advice should this be the case.

- Headache
- Drowsiness or difficulty to rouse
- Nausea and vomiting
- Visual disturbance, i.e. double vision or blurred vision
- Giddiness or loss of balance
- Tremors, fits or paralysis