



Bagthorpe Primary School

Accidents & First Aid Policy

Approved: 2014
Reviewed: 2024

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Accidents and First Aid

All accidents, other than very minor ones, **should be referred to a named First Aider** who will deal with the injury following First Aid guidelines, record details in the Accident Book and, if necessary, make a telephone call to the parents/carers.

If the accident is of a more serious nature, a senior member of staff should be informed and an Accident Form must also be completed and signed before handing to the School Office.

If the accident is such that a visit to hospital may be required, the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident is of a very serious nature, an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff should accompany the child in the ambulance if the parents have not been able to get to school on time.

If there is any doubt as to how serious an accident is, then a senior member of staff must be consulted immediately.

If a child has received a minor injury or bump on the head, an entry should be made in the Accident Book and a standard (remove - 'Minor Injury') 'Incident & Illness Register' note sent home with the child. If the head injury is anything more than minor, the parents must be contacted as soon as possible and advised to take their child to casualty as a precaution.

If a child is taken ill, then the parents must be contacted as soon as possible in order that they may collect their child from school.

It is the responsibility of the school to inform the Local Authority of any serious injury during the school day.

When working away from the school building staff should take a 2-way radio, so that they can radio for assistance in an emergency.

In all cases of accident and illness, the child's wellbeing is the primary concern and, therefore, it is better to be over-cautious when making judgments and deciding on what action to take.

Inhalers and Medicines

The school follows the procedures in the 'Supporting Pupils with Medical Conditions' policy.

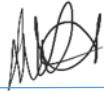
Children with asthma inhalers should keep them in the classroom and, if needed, medicines should be stored in the fridge in the staff room.

It is the responsibility of the relevant members of staff, ie, class teacher or class teaching assistant to ensure the medicines are administered after gaining written permission from the parents. Permission forms are kept in the main office and with class teachers. (p17/18 in the policy). A record should also be kept of all medicines administered to individual children (p19/20 in the policy) and a full record of all medicines administered in the school (p21 in the policy).

An up-to-date allergy list is kept by every class teacher and available in the staff room, main office and kitchen.

Protocols

All staff must be aware if there is a child in school with an ongoing medical issue and these children will have an Individual Health Care Plan set up with the Health Service, ie, diabetes, physical disability, etc.

Signed: 

(Co-Chair of Governors)

Signed: 

(Head Teacher)

Date: 14.10.2024

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