



School Accident Procedures

All staff, volunteers and visitors MUST read

The following is taken from the Health and Safety Policy

- If an incident does happen, resulting in an injury to a child, the staff will do all they can to aid the child concerned.
- We keep a first aid pack in each classroom, staffroom and office.
- The following staff in school are trained and hold current certificates in first aid:
 - **Mrs Sarah Hurst** – EYFS Class Teacher
 - **Mrs Zoe Amos** – Year 3&4 Class Teacher
 - **Mrs Lynsey Hanscombe** – Teaching Assistant/Wellbeing Lead

- Should any incident involving injury to a child take place, one of the above named staff must be called to assist.

All incident must be recorded in the accident & illness record file.

- If necessary, the school office or Head of School/Executive Head Teacher will be called to assist for emergency assistance.
- Should a child be seriously hurt the parent must be contacted to be informed (this includes all head injuries). Parent contact numbers can be found in the blue box, which can be found in the school office.
- All serious incidents – that includes head injuries will be followed up with a bump head/injury letter to be handed to the parent/adult on collection at the end of the school day.
- Major incidents that require emergency assistance 999 must be called by another member of staff, parents then informed, whilst one of our First Aiders assist the child.

Please ensure that:

- There is adequate and effective supervision for all groups of children.
- Whoever collects a child is aware if they have had an accident that has been referred to a first aider. Especially if they have injured their head.
- All head injuries have been followed up with a letter home & a signature at the gate that this has been received by the parent/person collecting the child.