



Christ the King Catholic Primary School



Policy

Issue

04

Accident, Handling & Reporting

Date

12/09/16

Introduction

The school recognises its responsibility to provide as far as is reasonably practical a safe working environment for its staff and pupils, and has in place a number of policies to ensure that responsibility is met. The school also recognises that the primary school learning environment must necessarily provide opportunities for a certain freedom of movement and expression to encourage pupils to form friendships, develop character and satisfy inquisitive minds. In striking a balance between regulation and control and freedom of expression, the school accepts that occasions may arise in which a pupil may suffer injury, eg due to playtime exuberance, on the sports field, etc.

Objective

This policy sets out the procedures to be employed for the handling and reporting of accidents at school so as to ensure timely treatment, support for the injured, notification and consistency of action.

First Aid

All members of staff receive emergency aid training. In addition, several members of the teaching and support staff receive formal First Aid training and are the school's designated First Aiders.

A list of the school's official First Aiders is displayed:

- in the Administration Office at the school's Scots Lane site;
- in the Administration Office at the school's and Westhill Road site.

Accident Recording

An Accident Book for the recording of accidents is held:

- on the Stage at the school's Scots Lane site;
- in the Library at the school's Westhill Road site.

All accidents are to be entered into the Accident Book. Playtime accidents should be entered by the class teacher or teacher on duty. The dining room supervisor should enter accidents occurring at lunchtime. The class teacher will enter classroom accidents.

An accident involving a member of staff or other adult will be entered in the Accident Book by the First Aider providing assistance.

Minor Accidents

All minor accidents will be dealt with by staff and recorded in the Accident Book. A First Aider will be called if the member of staff is in doubt about treatment.

Serious Accidents

The Head Teacher and Administration staff must be informed about any serious accident, particularly if a child is sent home or taken to hospital. Fatal accidents and accidents

involving incapacitation of more than seven days will be reported to the appropriate authorities. If a child is taken home or to hospital as a result of an accident an official accident form must be completed.

Contacting Parents

The person dealing with an incident involving a pupil will make every effort to contact the parents if in any doubt as to the severity of the accident. In severe cases the child may be taken to hospital; an ambulance may be requested depending on the severity of the case.

Accompanying the Child to Hospital

There may be occasions when it is necessary to accompany a child to hospital, whether with a parent or to meet a parent at the hospital. In such cases the Head Teacher and Administration Office must be informed.

Informing Parents

It is recommended that parents are invited to meet the pupil's class teacher after school in all cases where the child has received a nasty, if not serious, injury during the day. Parents usually appreciate having an accurate account of the incident.

Bumped Heads

Such accidents must always be recorded in the Accident Book and reported to parents. Slips are available from the Administration Offices to ensure parents are made aware of such incidents. Each class teacher should ensure they have a supply of slips.

EXAMPLE

CHRIST THE KING PRIMARY SCHOOL

Dear

Your child,, had an accident in school today which involved a bump on his/her head. We have treated him/her in school and the class teacher has observed his/her condition throughout the day. As a precaution, would you please continue to keep an eye on him/her for any delayed symptoms, e.g. sickness, headache, drowsiness, confusion etc. If these symptoms do occur, contact your doctor. Please see the class teacher for further details of the incident.

Yours sincerely

Mr P Burke

Head Teacher

Date: _____ Time of accident: _____

Review

This policy will be reviewed periodically according to the School's policy review cycle.

Review history

Issue 01	Policy approved by Governors	12/11/12
Issue 02	Policy reviewed	06/09/14
Issue 03	Policy reviewed	20/09/15
Issue 04	Policy reviewed	12/09/16