Grove Lea Primary School

First Aid and Accident Policy

Introduction

Our School is committed to providing an environment which is as healthy and as safe as possible for its children, staff and visitors. However, accidents and incidents do happen and there is a statutory requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health & Safety Executive (HSE). The school also has a duty to investigate and report all accidents and incidents. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents happening.

When and How to Report

If a minor accident happens to either a child it will be recorded using the CPOMs system. A slip will be sent home to parents. More serious accidents and/or near misses will be reported online to Wakefield Council.

Accident Procedure

If a child has a minor injury i.e. minor cuts and grazes:

- Administer first aid by an adult.
- Allow the child time to recover in a quiet place with supervision
- Record details in the Accident books and complete slip for child to pass to parent/guardian (Younger children to be given a sticker to inform parent/guardian they have had an accident and to speak to class teacher).
- Report to class teacher to report to parent / carer at the end of the day

NB: PARENTS/CARERS MUST BE INFORMED WHERE A CHILD HAS POSSIBLY HAD AN IMPACT TO THE HEAD-THESE ARE RECORDED ON A DIFFERENT COLOURED SLIP. These are recorded as a separate category on CPOMs

If a child has a more serious injury:

- Administer first aid by a qualified first aider
- Inform member of staff working with child
- Report details to Wakefield LA
- The general principle is that a child who has a serious injury needs observing for 24 hours and this may need to be done at home. If deemed more serious children will be sent home with parents/carers and advised to visit GP or an ambulance will be called for immediate action. Actions should be recorded in the HSE the accident book and the Headteacher informed.
- An ambulance should be called in cases of serious injury i.e. life or health threatening circumstances including loss of blood, requiring the child to be taken to hospital, a member of staff should accompany the child unless the parent arrives before the ambulance departs.

 Only HT, DHT, AHT or Business Manager can authorise parents to be contacted. In the unlikely event of all of their absences the next person with seniority e.g. TLR would make that decision etc.
 A record to be made that the child has left the premises.
 Parents should collect the child as soon as possible after receiving the call from the school. However, if the child's health deteriorates then medical assistance will be called.

If an adult has an accident:
 Follow the appropriate elements of the above procedure.

In the case of a more serious injury:
 Apply first aid by a qualified first aider **do not** leave the adult
 Should a serious injury occur, particularly if there is any suspicion of a back or neck injury or a broken bone, the casualty should **not** be moved.
 Inform a member of SLT.
 An ambulance to be called.
 The next of kin to be contacted.
 Member of staff to accompany the adult in the ambulance unless next of kin arrives before ambulance departs

In the case of a serious accident involving hospitalisation, the LA must be informed.

What should be reported?
 All accidents.
 Damage i.e. an incident that has resulted in damage or destruction of property or resources. The damage may be covered by an insurance policy.
 A near miss i.e.an incident which could have resulted in any of the above.
 Ill health which could have been caused or aggravated by work.
 Violent, aggressive or threatening behaviour – any incident, verbal or physical, in which a person is abused, threatened or assaulted in circumstances related to their work for the school.(see separate policy)

Immediate Action following a serious or fatal accident:
Where the injuries received result in the death of a child, employee or member of the public, the following additional people should be notified:
 Headteacher or Deputy in charge who will notify the next of kin
 Chair of Governors.
 The Health & Safety Team at Wakefield Council. They will give advice as to whom else to contact.
 The Police if advised to do so by the Health & Safety Team.
 Ofsted
 HSE

Follow-up Action:

 Statements from witnesses to the accident and other relevant persons must be taken as soon as possible; if Health & Safety Officers are unavailable to attend immediately, the Senior Leader present or persons nominated; by him/her while details are fresh in the witness' mind.

 The Health & Safety Team will carry out an on-site investigation in conjunction with other Council Officials as considered necessary. A report will be circulated to the appropriate Directors and Chief Executive. A senior person from the Legal Section will also attend any subsequent inquest and/or legal proceedings.

 Initial contact from the media must be referred to the Public Relations Section. If more detailed information is requested thereafter, no comments should be made without prior approval.

 The Headteacher, wherever possible, will make themselves available to visit the next of kin after the prior approval of the Council's Health & Safety Team.

Signed …… Chair of Governors Date ……..
Signed …… Head Teacher Date …….....