



Caring, Courageous, Inspired

Guidance on dealing with and reporting children's injuries and accidents

Prevention:

Injuries and accidents do occur, but it is the responsibility of all adults in the school to do everything reasonably possible to minimize their occurrence.

1. Be aware of and follow guidelines and timetables on pupil supervision. If you know adults designated to supervise children aren't there, please cover and send a message to the headteacher or deputy who will arrange cover.
2. **ALWAYS** intervene with children if you feel there is any reasonable likelihood of injury or accident, for example 'Play Fighting' or inappropriate use of sports equipment.
3. There is a book in the office marked 'Health and Safety'. Make a note of anything, anywhere in the school that is broken or defective especially if there is any possibility of it being dangerous or if it could cause an accident. The Health and Safety(H & S) representative will be responsible for checking this and alerting the Head Teacher/H & S Governor to any issues.

Dealing with Accidents & Injuries

1. All staff in the school have had Paediatric First Aid training. As a school we can only administer basic first aid.
2. At lunchtime the Senior Lunchbreak Supervisor has the responsibility for overseeing any decisions to be made regarding First Aid.
3. At breaktime all TAs are able to deal with minor first aid issues and the two TAs with nominated First Aid responsibility will oversee any more serious accident/medical emergencies.
4. At other times during the school day children should be sent a class where there is a TA or to the office.
5. If there is any doubt about the injury being Category B or C, seek a second opinion from the nominated First Aiders who work in school every day.
6. Head/bump notes must be passed from adult to adult and staff covering classes must be informed of any injuries that need monitoring.
7. If in doubt staff should always contact the parent/carer to give them the option of taking child to the Doctor or collecting child from school.

Reporting Read the agreed South Glos Policy (Appendix 1)

*"PUPILS – All accidents to pupils are to be recorded in the schools **pupil accident book**, which is kept by the medicine cabinet"*

Clearly not every bump, bruise or upset is an 'Accident' (as in the agreed policy).

Not every incident needs to be recorded and/or reported but any incident where the child requires treatment must be recorded and parent/carers need to be informed that day.

The table on the following page shows the treatment/procedure that needs to be followed for likely injuries in school. This table is not exclusive of other possible accidents and advice must always be sought if there are concerns about an incident.

A	B	C
<ul style="list-style-type: none"> • Minor bumps including heads hit with balls or clashes with other pupils that do not show any B category symptoms. • Minor bruise • Minor cuts/grazes • Minor stings (nettles etc) • Simple muscle strain or low level bruise (<i>that go away with no sign of damage or sustained pain</i>) • Mild asthma – if inhaler is given, note sent home • Nose bleeds (less than 10 mins) 	<ul style="list-style-type: none"> • Head bump that involves any of these: serious and/or sustained distress, swelling or bruising, fainting or dizziness, sustained headache. • Any eye injuries • Nose bleed (10mins+) • Any burn • Chipped teeth • Serious cut or graze • Severe bruising or swelling • Sprain, strain or twist where there is restriction of movement, sustained pain or discomfort 	<p><u>ANY serious injury e.g.</u></p> <ul style="list-style-type: none"> • Deep cut • Dislodged or broken bone • Sustained asthma attack • Fit or fainting • Severe head bump resulting in signs of concussion(drowsy or vomiting)
<p>If treatment is given, need to fill out the accident record and a ‘bump’ note. The note needs to be sent home that day and given to the adult at the end of the day. All head bumps need a sticker on child –‘please monitor me’</p>	<p>Log the accident in the school accident book. Fill out either a notification of injury or head bump note(‘bump’ note). <u>A phone call home must be made at this stage.</u> Consult with office on whether a South Glos accident form needs to be completed.</p>	<p><u>Seek immediate help</u>, if there is any possibility that the person might need immediate medical support beyond what the School’s basic first Aid can provide, <u>call 999</u>. Fill out an official Accident Form and contact the parents.</p>

Signed Signed
Chair of Governors Date..... Headteacher Date.....

Appendix 1: From the agreed South Glos School policy

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils are to be recorded in the schools **pupil accident book**. Any accident to a pupil which results in a fatality or their being taken to hospital, whether by ambulance, with member of staff or relative, etc. is to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE as required). An Accident/Incident/Violence Report form must then be completed and sent to the Schools' H&S unit within 7 days.

1.2 – STAFF – All accidents to staff are to be recorded on the Accident/Incident/Violence form. Any accident to a member of staff which results in a serious injury, e.g. broken bone, a fatality or those requiring hospitalisation, are to be telephoned through to the H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). A copy of any Accident/Incident/Violence form completed by staff must then be sent to the H&S unit to arrive within 7 days of the incident.

1.3 – VISITORS – All accidents to visitors that result in either a fatality or the visitor being taken from site to hospital are to be telephoned through to the H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence Form must then be completed and a copy sent to the H&S unit to arrive within 7 days of the incident.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an Accident/Incident/Violence form is to be completed. Where the incident is a notifiable dangerous occurrence, (see page 1.333 of the H&S Manual), they are to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required).

1.5 – VIOLENCE – The definition of accident includes an act of non-consensual violence done to a person at work. The term non-consensual has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place, i.e. injuries arising from certain sporting activities.

Any act of non-consensual violence, which involves a serious injury, broken bone, fatality or hospitalisation, is to be telephoned through to the Schools' H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence form must also be completed and sent to the H&S unit within 7 days.