

PROCEDURE FOR DEALING WITH A PUPIL WHO HAS AN ACCIDENT OR INJURY (Senior and Junior Schools)

(This document is available on the school website or on request)

Reviewed January 2018

When a pupil has an accident or is injured the first person on the scene should assess the situation and, if necessary, commence appropriate first aid.

If possible, the injured pupil should be accompanied to the health centre so that they can be assessed and treated by the school nurse.

If the pupil cannot be moved the school nurse should be notified so that she can treat the casualty at the scene.

The school nurse on duty will assess the pupil's condition and decide if the injured pupil should either:-

1. Return to school
2. Receive treatment at the Health Centre as appropriate then return to school
3. Contact their parents or guardian in order to be taken home or for medical review
4. Call an ambulance so that the injured pupil can be taken to hospital for further treatment. It is not necessary to accompany a pupil to hospital. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, the Headmaster can act *in loco parentis*.

All serious accidents and injuries should be entered in the accident book by the first member of staff at the scene of the accident and the school nurse notified. Completed accident forms should be given to the school nurse within 48 hours. Accidents can also be reported on line through school base via the school nurse. Reportable major injuries will be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) within 5 school days by the School Nurse. All referrals to RIDDOR should be notified to the Headmaster, Bursar and the Health and Safety Advisor.

Parents or guardians of pupils involved in accidents at school should be notified as soon as possible when appropriate.

Injuries resulting from school property or equipment should be reported to Maintenance for inspection.

Accidents that happen during sporting fixtures should be reported to parents by the attending first aider.