

Accident & Illness Procedures

Policy Statement

Hamsey Green Primary School follow RIDDOR (Reporting Injuries and Dangerous Occurrences) guidelines for reporting accidents and incidents. Behavioural incidents between children and Child Protection matters are NOT regarded as incidents and there are separate procedures for this.

The school will report any incidents (except minor ones) on the on-line accident reporting system where it can be reviewed by a senior member of staff.

Procedure

We have a number of staff who have First Aid Training across both sites and some members of staff who have received paediatric First Aid Training who work in Early Years. All training is regularly updated – details are kept by the School Business Manager in the Safeguarding file.

We have first aid workstations located at both site's school offices as well as a number of first aid bags which are situated around both sites. Early years also have their own first aid workstation. A list of all qualified first aiders is displayed around the school.

The contents of our first aid stations as well as our first aid trip bags are kept stocked and are regularly checked to ensure all items are in date.

Our accident forms are stored in a file, which is accessible to all staff at all times. All staff know how to complete these forms and record any injuries. The forms detail the

- The child's name
- Date and time of accident
- Details of accident
- First aid procedure given
- Red injury forms are completed for parents/carers for any head bumps
- Pink injury forms are completed for any other injuries for parents/carers

All completed accident forms are signed by the member of staff who dealt with the accident. Red or Pink injury forms are always given to the child to take home to their parent. If the first aider has any concerns a call will be made home to the parent to advise them of the incident.

Procedure for minor injury or illness

One of our first aiders, will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during the day with a temperature, sickness, diarrhoea, or any head or stomach issues the first aider will contact the parents/carers and ask them to come and collect their child as soon as possible. During this time the child will be made as comfortable as possible and closely supervised.
- If a child suffers a minor injury, first aid will be administered and the relevant adults will be made aware if appropriate. If necessary, the child's parent/carer will be contacted and asked to collect the child as soon as possible.

Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider and supervisor will decide whether the child needs emergency treatment or whether it's safe to wait for their parent/carer to arrive.

- We will contact the child's parents/carers and if they are unavailable we will call the other emergency contacts that we have on file for that child.
- If a child needs emergency treatment and needs to go to hospital a member of staff will accompany them and stay with them until a parent/carer arrives. If applicable the child's care plan will be sent with the member of staff who will refer information on as appropriate. A major incident will be referred to the School Business Manager/ Head Teacher to investigate and consider whether any changes need to be made to the school's policies or procedures.
- We will notify Ofsted and a report will be sent to the Health and Safety Executive using the format for the reporting of Injuries, Diseases and Dangerous Occurrences following School procedures.
- We will notify HSE under RIDDOR in case of a death or major injury on the premises (e.g.: broken limb, amputation, dislocation, etc. – see the

HSE website for full list of reportable injuries) following School procedures.

Communicable diseases and conditions

- If an infectious or communicable disease is detected at school, we will inform parents/carers as soon as possible.
- If there is an incident of food poisoning affecting two or more children the Business Manager will inform the school's catering company as soon as possible.
- If there is an outbreak of a notifiable disease at school, we will inform the local health protection unit and the HSE under RIDDOR (if appropriate).

Next Review: November 2017