Accident Procedure

If an accident happens in school then please follow these procedures:

N.B. The accident report books and letters are located in the plastic pocket below the First Aid cupboard opposite the school office.

1. If first aid is required then get a member of staff who is first aid trained. A list is kept on the front of the First Aid Cupboard and in the Head's office.

2. First Aid equipment is kept in the First Aid cupboard outside the school office and there is a First Aid Box in all the classrooms. There are also portable First Aid Bags kept in the marked tray outside the school office.

3. If a child is injured fill in the child's record of injury book. Tear out the slip and give to the school clerk for filing (if she is not in the office leave it on her desk). The other copy is to be sent home with the child.

4. If an adult is injured fill in the adult's record of injury book. Tear out the slip and give to the school clerk for filing (if she is not in the office leave it on her desk).

5. If a child is not well enough to stay in school, then please contact the parents to collect the child from school and let the class teacher know.

6. Please contact parents if there are any doubts over the health or welfare of a pupil – please note for small bumps, cuts, grazes etc. you do not need to contact parents.

7. If an adult needs assistance then please phone their emergency contact number so that they can be collected safely from work.

8. If the accident is an emergency then delegate someone to phone 999 for an ambulance whilst you stay with the injured person or vice versa.

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