

# St Christopher's School

A Brighton College School



## ACCIDENT PROCEDURES POLICY

(This policy applies to EYFS)

### INFORMATION

An allergies and reactions form is sent out to parents and an amalgamated list, including health and safety issues for pupils, is kept in the School Office, Common Room, Medical Room, Kitchen and the Olympic Pavilion. Details of individual children's doctors are kept in the pupil files.

#### First Aiders

St Christopher's always ensures that a member of staff who is qualified in First Aid, (Paediatric First Aid in the case of our EYFS pupils) accompanies our pupils on their visits out of school. He or she will administer First Aid if your child suffers an injury during an outing, and will, if necessary, call an ambulance.

#### First Aid Notices

Lists of members of staff who are qualified as First Aiders or Paediatric First Aiders, and lists of those who have been trained as Appointed Persons, are displayed in the Medical Room, School Office and Olympic Pavilion. Their training is reviewed every three years.

#### First Aid Boxes

First aid boxes are placed in the areas below:

- In the Medical Room
- In the School Office
- At the Olympic Pavilion; and
- in the Sports Shed

First aid boxes are taken out when groups of pupils attend organised trips or participate in sporting events; others are located in the minibuses and all first aid boxes are regularly checked by a qualified first aider.

#### Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

### MINOR INJURIES

1. Disposable gloves are available in the Medical Room and must be worn by staff when dealing with any body fluids. Fluids must be disposed of in yellow polythene disposal bags.
2. Treat cuts, grazes QUICKLY using the approved treatment.

3. Complete an 'accident' entry on PASS and print a copy for children in the Pre-Prep so that parents can be informed and hand this to the class teacher. EYFS staff should complete an Accident Report Form when at the Olympic Pavilion site and should inform the office of more serious injuries to add an entry on PASS.
4. Complete an 'accident' entry on PASS for Prep School children if injury appropriate and print a copy of the report to give to the child to pass onto the parent.
5. Games staff must complete the accident book and report details on the accident when they return to the main school site so details can be added to PASS and parents informed.
6. ALL HEAD INJURIES MUST BE RECORDED ON PASS; PARENTS INFORMED AND A COPY OF THE REPORT GIVEN TO THE CHILD TO GIVE TO THE PARENT.

### **MAJOR INJURIES**

If you have any doubt about the seriousness of the injury, get support from a first aider immediately. The Office will contact the main 'First Aider' to deal with the injury.

1. Inform one of the appointed first aiders (see list of first aiders)
2. Make the child comfortable and keep him/her calm and reassured.
3. DO NOT ATTEMPT TO MOVE THE INJURED CHILD OR ADULT
4. Arrange safety measures for other children (cleaning up glass etc.) and keep them at a safe distance from the scene; be aware of risks (to yourself and others).
5. Call for appropriate help - Dial 999 or 112.
  - Inform the Office of what has happened. They will ensure that the pupil's parents are informed as soon as possible, if their son or daughter is taken to hospital, or suffers from anything other than a trivial injury.
  - If necessary, ask the parent to meet the ambulance and staff member at the hospital
  - Inform the Headmaster or the Senior Deputy Head.
6. Complete accident details on PASS or Accident Book, and RIDDOR forms if required.

#### Related Policies:

- Accident Procedure Policy
- Administration of Medicines Policy
- Allergies Policy
- Blood & Body Fluids Policy
- Emergency Procedures
- First Aid Policy

Revised: September 2016

Review: September 2018