



PROCEDURE 5.1.4

ACCIDENTS PROCEDURE

PRINCIPLE:

This procedure is designed to establish a simple, effective and widely known process for dealing with accidents. Accidents will be dealt with swiftly and competently when they occur and the safety and well-being of the injured party will be always top priority.

PROCEDURES:

1. Staff will be encouraged to take appropriate first aid training, the cost of which will be met by the BOT.
2. The Office Administrator will have current first aid training (the cost of which will be met by the BOT) and will assume responsibility for the treatment of the majority of injuries at break times (where appropriate).
3. In the event of an accident, reasonable attempts will be made to contact the injured person's parents/caregivers before further medical treatment is sought provided that delays would not place the accident victim at further risk.
4. If staff are uncomfortable about their ability to deal with any injury, they should ring the 111 service or the person will be transported by the appropriate means to the doctor or hospital, whichever is deemed necessary.
5. If it becomes necessary for a staff member to use their own vehicle to transport a pupil in need of medical attention, a claim for expenses may be lodged with the Principal.
6. All moderate - serious injuries (that need more than a plaster/ice pack/TLC) are to be recorded in the Accidents Register (kept in the Medical Room drawer).
7. Parents **MUST** be contacted if the injury/accident involves any knock/bump/graze to the head (even if minor and the child appears fine). All details must also be recorded, including the time parents were phoned / collected the child.

SUPPORTING DOCUMENTS:

5.1.1 Administering Oral Medication
Accidents Register (kept in Medical Room)
Hazard Register (kept in Staffroom)
Flow Chart (being developed August/September 2021)

Reviewed by BOT & Staff

NEXT REVIEW DATE: August 2024