



Wickersley Northfield Primary

Part of White Woods Primary Academy Trust

Accident and Incident Policy 2018 – 2019



We classify an accident as what we have witnessed and an incident as something we did not see.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss. In most cases accidents can be avoided and it is our intention to prevent as many as possible.

We aim to reduce the risk of accidents by:

- Making risk assessments for as many foreseeable risks as possible. By doing risk assessments we can identify hazards and look at how we can eliminate or reduce the risk.
- Checking the premises regularly and ensuring they are used properly.
- Ensuring staff and to some extent the children, are aware of hazards, i.e. putting toys away tidily etc.
- Encouraging staff and children to care about their environment and their colleagues/peers.
- Ensuring staff identify and report hazards and risks and encourage children to do the same.

There is always a first aider on site at all times, who will deal with minor injuries.

Appointed person for first aid is **Mrs. B Cookson**.

All our staff are first aid trained. Whole staff training on First Aid will be undertaken every three years and all teaching and support staff are expected to attend when necessary.

The next whole school First Aid training will be organised on or before February 2019

The First Aid box can be found in the cupboard next to the office.

The First Aid box will be checked regularly, termly, and refilled by Mrs. Cookson, any missing items will be noted and replaced as soon as possible.

Medication for named individuals is kept in the classroom red First Aid box, which is kept in the store room, along with the child's individual care plan.

A First Aid box is taken on all outings.

Minor accidents/incidents or illness in school

- Minor accidents/incidents should be dealt with in class.
- Each classroom is furnished with a red first aid box and this is kept in a designated place in stock cupboards.
- Accident book in the staff room completed.
- Any child, who bumps their head, will be given a bump note to take home.
- If the child continues to be distressed they will be sent to the office with a completed feeling unwell card, to be assessed by Mrs. Cookson.

Minor accidents/incidents or illness in the playground

- Minor accidents/incidents should be dealt with on the yard.
- First aid equipment to be used is kept in the rucksack, which is taken onto the yard every playtime.
- Accident sheets completed.
- Any child, who bumps their head, will be given a bump note to take home.
- If the child continues to be distressed they will be sent to the office with a sensible child, to be assessed by Mrs. Cookson.

Major accidents/incidents or illness

- Children should be brought to the office accompanied by a sensible child OR a red hand sent to the office for assistance by Mrs. Cookson or a member of SLT
- Mrs. Cookson (First aider) assesses injury/illness and:
 - Monitors child's condition
 - Phones parents/ambulance where necessary

(A member of staff will accompany the child until the parents arrive.)

- Accident book completed. (Incidents involving other pupils will be recorded on CPOMS)
- Serious accidents or illness will be recorded in the accident or illness register by a member of the office staff. RIDDOR will be informed as necessary.

If a child is distressed, even if the injury does not look serious parents will be contacted.

All accidents and incidents are reviewed to see if anything can be done to prevent the accident/incident happening again.

Accidents and incidents relating to staff or visitors to our school should be reported to the office staff and recorded using the School forms.

Off-site activities

Parents will complete a medical consent form before each school visit, giving details of existing medical conditions, permission for emergency medical treatment and emergency contact details. (Please see appendix 1) At least one first aid kit will be taken on all off site activities/visits, along with individual pupil's medication such as inhalers, epipens etc. The parental consents and medical information will be taken on the school visit, in case of emergencies.

We will always follow our accident/incident procedures in any accident or injury.

The monitoring and effectiveness of this policy will be reviewed annually or when the need arises and the necessary recommendation for improvements will be made to the governors.

Date for review July 2019

**Wickersley Northfield Primary School
Parental Consent for an Educational visit**

Visit to _____

Date: _____ Times: From: _____ To: _____

I agree to _____ (name) Class _____ taking part in this school visit

(Please delete/circle as appropriate)

I acknowledge the need for my son/daughter to behave responsibly Yes

Medical information about your child

a. Date of birth of your son/daughter: _____

b. Does your child suffer from any conditions which the visit leader needs to be aware of for example: medical condition, illness, travel sickness etc? Yes No

If **yes**, please provide details below:

c. Does your child take medication? Yes No

If **yes**, please give details, including how medication is administered, details of medication, timing and dosage:

d. Is your son/daughter allergic to any medication? Yes No

If **yes**, please specify below:

e. When did your son/daughter last have a tetanus injection? _____

f. Please outline any special dietary requirements of your child:

g. I will inform the Visit Leader/Head teacher as soon as possible of any changes in medical or other circumstances between now and the start of the visit. Yes

h. I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Yes No

Emergency Contact Information

Name: _____ Relationship to pupil _____ can be contacted using the following telephone numbers:

Work: _____ Home: _____

Mobile: _____

Home address:

Alternative Emergency Contact:

Name: _____ Relationship to pupil _____ can be contacted using the following telephone numbers:

Work: _____ Home: _____

Mobile: _____

Home address:

Name of Family doctor: _____ Telephone Number: _____

Address: _____

Return to School

On return to school my son/daughter will be collected by _____

Relationship to child _____

OR

I give permission for my son/daughter to walk home on their own YES / NO

Signed: _____

I consent to my child taking part in this visit

Signed: _____ Date: _____

Full name (capitals) _____