Procedure for
Accident or Illness in School
To Adults and Children in
Scarning V.C. Primary School

Scarning V.C. Primary School conforms to the advice and regulations of Norfolk County Council’s *Children’s Services Health and Safety Manual*. First aid in the workplace is defined as:

- The treatment given for the purposes of preserving life and minimising the consequences of injury and illness until professional help is available
- The treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner [Section 10]

**Responsibilities**

It is the responsibility of the Director of Children’s Services to ensure that the Health and Safety (First-Aid) Regulations 1981 are adhered to within the Department.

Headteachers and other Managers will be responsible for ensuring:

- An assessment of first-aid needs appropriate to the circumstances of their workplace is carried out with reference to the guidance contained in this document
- Adequate first-aid equipment and facilities are available throughout the premises
- The appointment, where deemed to be necessary, of First-Aiders and/or Appointed Persons
- Keeping adequate records of all persons trained in first-aid within their premises and ensuring arrangements are made to refresh training as required
- All staff and others within their premises are made aware of first-aid arrangements and the location of equipment and personnel

First-Aiders or Appointed Persons will have the following responsibilities:

- To take charge in situations where personal injury or illness has occurred and where further medical help is needed by acting in accordance with their first aid training
- To ensure accidents and/or injuries to which they attend are recorded in accordance with the relevant procedures
- To ensure that first aid boxes are adequately stocked, and replenished with approved items only, in accordance with Annexe 1. *Children’s Services Health and Safety Manual*
First Aid

The persons responsible for First Aid are [Mrs Simpson, Miss Forde, Mrs King and Mrs Fitt]. The First Aid Box is located in the Front Office store. The person responsible for maintaining the stocks of First Aid equipment are the School Assistants [Mrs. Bradfield and Mrs. Denton].

In the event of an injury occurring which requires hospital treatment the person responsible for summoning an ambulance or arranging transport to hospital is the Headteacher/Deputy Headteacher or the Designated Senior Teacher on advice from the attending First Aider.

The person responsible for accompanying injured persons to hospital is the Headteacher or Deputy Headteacher or an appointed member of staff. Parents or Guardians must be informed as soon as possible.

Accidents or Illness in School

In the event of minor accident or illness:

During lesson time children will be sent or taken to the School Assistants [Mrs. Bradfield, Mrs. Cole and Mrs. Denton] for an assessment.

At break time the child will report to the member of staff on duty or will report themselves to the School Assistant(s) in the school office entrance area.

During lunchtime the child will report to one of the Lunchtime Supervisors.

- Following a minor accident or when a child is ill the School Assistant or Lunchtime Supervisor will attend to the child.
- In the event of illness the School Assistant, Headteacher or Deputy Headteacher will make the decision as to whether the parent should be advised to take the child home.
- Where children as a result of feeling ill do not wish to eat any lunch parents will be advised to fetch them from school.
- All children who suffer a blow to the head should be given a ‘bump-note’ to take home to their parents. Their parents will also be informed by phone to...
ensure the message is communicated. Class teachers should also be notified when a child has received a bump-note.

More serious accidents

- In the event of a more serious accident assistance will be sought from one of the appointed persons responsible for first aid.
- Parents will be contacted in the event of illness or serious accident. Staff should err on the side of caution when in any doubt and notify the parents.
- In the event of a serious accident in addition to contacting of parents an ambulance will be called if required.
- At the close of a serious incident the school should review its handling of the situation to see if there needs to be change to its procedures.
- Norfolk County Council has provided ‘A Support Framework for Norfolk Schools’ that deals with responding to Critical Incidents. There is a copy at the front desk and another in the headteacher’s office.

Review

*The governing body will review this procedure every year. The governors may however review earlier than this if the government introduces new regulations or there are recommendations on how the policy might be improved.*

Agreed by Governors ............................................... Date ............

Agreed by Staff .......................................................... Date ............

Annual September 2011