

ACCIDENT PROCEDURE

1. Any injuries requiring First Aid should be treated by a qualified first aider.
2. In the case of a more **serious accident** to a child, the Headteacher will contact the parent/guardian to agree a course of action if time permits.
3. If the parent/guardian cannot be contacted, the Headteacher will seek appropriate medical attention or treatment for the child.
4. Children should not be given anything to eat or drink.
5. If a child is driven to hospital, an adult must accompany the child to hospital who is not the driver. One adult must accompany an injured member of staff.
6. Should an ambulance be required, one adult must accompany the child/member of staff.
7. The child's Registration Form must be taken to the hospital with the child.
8. The hospital will take responsibility to act in the child's best interests if no consent has been given for the staff to act *in loco parentis*.
9. Every effort must be made to maintain appropriate staffing levels at the setting.

Records

10. All accidents to children or staff, however slight the injury, must be clearly recorded on an Accident sheet and signed by the member of staff who dealt with the incident. The child will be given an "I've been brave" sticker, to alert parents that there is a written record of the accident. The Accident sheet is photocopied. One copy is given to parents, one copy is filed in school. This record will include the time of the accident, details of the accident and how the accident was dealt with.
In the case of a more serious accident, a further written record will be completed. This will include: date, time and nature of accident, type location of injury, action taken at the time and subsequently and by whom, circumstances of the accident, any witnesses, other people involved (for whom a separate report will be made). The staff member who dealt with the incident and parent/carer should sign the accident report. This record will be kept in the child's file while they attend the school.
11. The accident records for all children are kept until the child reaches 21 years of age (Limitations Act 1980). The accident records for adults are kept for 3 years after the incident (RIDDOR 1995).

Reporting

12. Any accident requiring treatment by a general practitioner or hospital, will be reported to the Local Authority Health and Safety Team using their

Assessnet system. This system will identify if the incident needs to be reported to the local office of the HSE in line with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations).

Any update on the condition of the child/person will also be reported to RIDDOR after the original report is made. Any death, serious injury or accident of any child in our care will be reported to the Local Children's Safeguarding Board (LSCB)

Reviewed: Spring 2025

Next review: Spring 2027