



Ravensmead Primary School

Early Years Foundation Stage

Accident and Injury Policy

In the event of an accident or injury:

- There are first aid boxes stored in the Nursery and Reception classroom as well as the corridor.
- In the event of a minor accident to a child, a member of staff should provide the treatment considered necessary. Whenever possible, this should be dealt with by a member of staff with a Paediatric First Aid qualification (Mrs Griffiths, Mrs Ashley & Miss Bould). Lunchtime supervisors also hold a first aid certificate.
- The member of staff who witnessed or dealt with the accident should enter details in the accident book. The lunchtime supervisors use a separate accident book stored in the corridor. Teaching staff must be informed of any accident.

Head bump:

- If the accident involves a head bump, a head bump note must be completed and sent home to inform parents. Should the accident happen at lunchtime, the child's class teacher must be informed so that this message can be passed on to the child's parents. Mr Bell (Headteacher) and Mrs Goodall (Assistant Headteacher) must be informed of any head bump injuries.
- If an accident resulting in a serious injury takes place the Headteacher, Deputy head or Assistant Headteacher must be informed immediately.
- If the child requires further treatment the parents will be advised to take the child to the doctor/hospital.
- If the injury requires hospital treatment urgently a member of staff will call an ambulance and may accompany the child to hospital before the arrival of a parent, if necessary.
- For a serious injury the head teacher will complete a RIDDOR form.

Adults

The same procedure applies for members of staff or public who are injured on the premises.
(See also Sickness Policy and Administering Medicines Policy)

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September 2017

