

## Pupil Accident and Illness Policy

### Introduction

At Willow Green Academy the health and safety of our pupils is of paramount importance to all our staff. We also recognise that children need to play and learn through the exploration of the world around them. Consequently, children will from time to time trip, slip or bump causing themselves or others minor injuries. We expect staff to use professional judgement in assisting someone who has hurt themselves.

An accident is an unplanned, uncontrolled event, which causes, or could cause injury, damage or loss.

### We aim to reduce the risk of accidents by:

- Completing risk assessments for foreseeable risks. By doing risk assessments we identify hazards and look at how we can eliminate or reduce the risk.
- Regularly checking the school site.
- Ensuring staff and children are aware of potential hazards e.g. putting toys / learning resources away tidily.
- Expecting staff to identify and report hazards and risks and encouraging children to do the same.
- Appointing a health and safety coordinator to oversee all health and safety issues.

This policy outlines our practice and procedures for accidents that may occur.

### Minor Accidents

Minor accidents such as small grazes, nosebleeds and minor bumps - **except bumps to the head** - can be dealt with by staff. First aiders are not necessarily needed for minor accidents as these can often be tended to with the application of a wet paper towel, cooling pad or medical wipe (we do not consider this level of assistance to be first aid treatment).

Minor accidents do not always need to be written in the Accident Log e.g. for a child knocked over on the playground, who after adult attention and assistance is calm and does not complain of further discomfort. However, if the accident occurred at lunchtime or playtime, whilst the details may not have been formally recorded, they still need to be passed on to the class teacher. The child's teacher can then monitor and take further action if necessary.

### **Accidents Requiring First Aider Attention**

More serious accidents such as deep cuts, possible breaks, sprains and any bump to the head, will always be dealt with by a trained first aider. The first aider will assess the problem and administer first aid as appropriate.

Any injury at this level will always be recorded in the Accident Log and a senior member of staff will be informed.

### **Telephoning Parents**

When there is any bang or knock to the head, parents will be informed by telephone as soon as possible. Parents will also be informed where there is a suspected break, allergic reaction, seizure or other serious occurrence.

If a phone call home is required due to an accident or illness, a record of the telephone call will be made.

### **Accident Log**

Accidents we consider sufficiently serious, or where it has been necessary for treatment to be administered by a first aider, are recorded on a 'bump' slip. The duplicated copies of the original are kept together and form our on-going Accident Log. The original copy is given to the parent of the child or sent home with the child if they are not picked up from school.

Information recorded on our 'bump' slip:

- the date, time and place of the incident
- the name (and class) of the injured or ill person
- details of the injury or illness
- details of the first aid provided
- what happened to the person immediately afterwards
- the name and signature of the first aider or person dealing with the incident.

### **Calling Emergency Services**

In the rare instance of a major accident, we will call the emergency services. Parents will be contacted immediately.

Serious accidents and incidents, where appropriate, will be reported to the Health and Safety Executive under RIDDOR. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

### **First Aid Training and First Aid Kits**

At Willow Green Academy we have fully trained first aiders on site during the school day and to accompany off site visits. First Aid training certificates are valid for only 3 years. Retraining is then required. We keep First Aid kits in 3 locations around school: the main office cupboard, the EYFS kitchen and the lunchtime supervisor's trolley. First Aid kits are checked on a regular basis.

See Appendix A for named First Aiders.

### **Health and Safety**

All staff carrying out first aid or administering treatment should use the equipment provided. Protective clothing should be worn such as disposable gloves.

Accidents caused by faulty equipment, inappropriate placement of equipment or other health and safety hazard, should be reported to the Head of Academy, who will ensure the hazard is cleared.

### **Safeguarding**

Staff dealing with injuries to certain body areas eg, groin or chest, should respect the child's privacy and dignity whilst this is being carried out. Children will be asked to show their injury, but this will be done only after permission has been obtained from the child. Staff should not examine injuries of this nature alone but should ask for another member of staff to attend.

Where children are reluctant to show the injury to a member of staff, parents will be contacted.

### **Pupil Illness**

When a pupil reports they are feeling ill, in the first instance and if appropriate, this can be tended to by their class teacher or teaching assistant – allowed a drink, toilet break, fresh air etc. At the teacher's discretion and if a pupil continues to present as unwell, parents will be notified by telephone and asked to collect their child.

### **Vomiting & Diarrhoea**

If a child vomits, parents should always be contacted to discuss the collection of the child from school. The area should be cleaned thoroughly using the bodily fluid waste disposal pack.

If a child soils him/herself due to illness they should be given clean clothing to change into and dependent on the age of the child, appropriate help/ assistance. Parents will be called to collect their child from school.

**Appendix A**

**First Aiders**

<b>Name</b>	<b>Qualification</b>	<b>Date of training</b>
Sue Bevan	Emergency First Aid at Work for School	5.1.17
Sharon Doidge	Emergency First Aid at Work for School	5.1.17
Kaye Greenwood	Emergency First Aid at Work for School	5.1.17
Lynn Griffiths	Emergency First Aid at Work for School	5.1.17
Jennifer Haigh	Emergency First Aid at Work for School	5.1.17
Peter Johnson	Emergency First Aid at Work for School	5.1.17
Helen Latham	Emergency First Aid at Work for School	5.1.17
Sally Leiper	Emergency First Aid at Work for School	5.1.17
Denise Macdonald	Emergency First Aid at Work for School	5.1.17
Ann Russell	Emergency First Aid at Work for School	5.1.17
Karen Swales	Emergency First Aid at Work for School	5.1.17
Lindsey Wood	Emergency First Aid at Work for School	5.1.17
Debbie Kitching	Paediatric First Aid	10.6.2015
Jill O'Gara	Paediatric First Aid	10.6.2015

**Correct as of September, 2016.**

**Review date: September, 2017.**