

PROCEDURE FOR DEALING WITH A PUPIL WHO HAS AN ACCIDENT OR INJURY

(Senior and Junior Schools)

(This policy is available on the school website or on request)

When a pupil has an accident or is injured the first person on the scene should assess the situation and, if necessary, commence appropriate first aid.

If possible the injured pupil should be accompanied to the health centre so that he can be assessed and treated by the school nurse.

If the pupil cannot be moved the school nurse should be notified so that she can treat the casualty at the scene.

The school nurse on duty will assess the pupil's condition and decide if the injured pupil should either:-

1. Return to school
2. Receive treatment at the Health Centre as appropriate then return to school
3. Contact his parents or guardian in order to be taken home or for medical review
4. Call an ambulance so that the injured pupil can be taken to hospital for further treatment. It is not necessary to accompany a pupil to hospital. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, the Headmaster can act *in loco parentis*.

All serious accidents and injuries should be entered in the accident book by the first member of staff at the scene of the accident and the school nurse notified. Completed accident forms should be given to the school nurse within 48 hours. Reportable major injuries (appendix 1) should be reported to RIDDOR within 5 school days. All referrals to RIDDOR should be notified to the Bursar, Headmaster and the Health and Safety Advisor. It should be noted that pupils are treated as members of the public therefore any referral to A & E needs to be reported to RIDDOR.

Parents or guardians of pupils involved in accidents at school should be notified as soon as possible when appropriate.

Injuries resulting from school property or equipment should be reported to Maintenance for inspection.

Reportable Major Injuries

Fracture other than to fingers, thumbs or toes

Amputation

Dislocation of the shoulder, hip, knee or spine

Loss of sight (temporary or permanent)

Chemical or hot metal burn to the eye or any penetrating injury to the eye.

Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.

Acute illness requiring medical treatment, or causing loss of consciousness, arising from absorption of any substance by inhalation, ingestion or through the skin.

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.