

Sandwood Primary School



Accident Policy



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Accident Procedures

The following procedures are to be followed should a pupil have an accident within the school day:-

Reporting Procedures

- Accident reported to a member of staff.
- If a minor injury is sustained e.g. small scratch/cut/bump to body (not head) then PSA/senior management/clerical staff will attend to the pupil's needs.
- If the injury is more serious then the pupil is referred to the First Aider in the school.
- All injuries/administration of first aid is noted by all staff.

Sandwood Primary staff trained in First Aid are:-

Mr Rhys Bendix-Lews & Ms M Kuper – Support for Learning Workers

Treatment

- Should the First Aider feel that the injury requires further medical attention then parents will be contacted to escort the pupil to doctors/hospital. Should the injury be of a very serious nature then an ambulance will be called for and the families informed.
- If a pupil sustains a bump to the head and receives treatment they will be given a sticker saying 'I received a bump to the head' and a note to take home. Families are given a courtesy call also.

Recording Accidents/ Injuries

- The First Aider keeps a record of major head bumps sustained.
- Any serious injuries are recorded on the online Health and Safety Form.
- A copy of the Health and Safety Form is sent to Head Teacher to be forwarded onto Glasgow City Council.
- The school will carry out an investigation with all serious injuries to identify cause and put preventative measures in place. Any findings will be shared with families.