

Policy for Recording and Reporting Accidents in School including EYFS and U2s

Minor Accidents

All staff must:

Deal with accidents according to First Aid principles.

Refer or report concerns arising from accidents to the Medical Sister and the Bursar.

Record on the child's Accident Form details of:

- Date, time and site of accident
- Nature of injury
- Action taken by staff member

Each incident must be signed off by:

- The staff member dealing with the incident
- The child's parents

Major Accidents:

Having made the child safe using First Aid procedures, all major accidents must be immediately referred to the Medical Sister and the Bursar.

These include:

- Head injuries
- Respiratory problems
- Anaphylaxis (shock)
- Suspected fracture
- Suspected muscular injury
- Fainting
- Incidents you are not comfortable dealing with as a First Aider

FIRST AID DOES NOT INCLUDE ADMINISTERING MEDICINES