

## **Paget Primary School Accident Policy**

Paget Primary School through its practices and policies aims to be a school free of accidents however It acknowledges that unforeseen or unpreventable accidents may occur from time to time without anybody being at fault. If a serious accident occurs the Critical Incident Management procedures are to be followed.

### **The Head Teacher shall be responsible for:**

- Maintaining the school site in good and safe condition
- Arranging for adequate supervision of students
- Providing fully equipped first aid kits
- Ensuring that adequate numbers of staff have current First Aid qualifications and are named as First Aiders

### **Supervising teachers shall be responsible for:**

- Actively supervising students at all times
- Administering minor first aid for small grazes etc.

### **The nominated First Aid Officers shall be responsible for:**

- Maintaining the first aid kit in the school and playground first aid bags
- Providing first aid to the injured when called upon

## **PROCEDURE**

### **In the event of injury to a student:**

1. The supervising teacher shall assist the student and administer minor first aid and send for assistance if required. The nominated First Aid Officer should attend the injured student when called upon.
2. The supervising teacher shall report any serious accident to the nominated First Aid Officer and Head or Assistant Head and School Business Manager.
3. The supervising teacher/first aider shall complete an Accident Report in the Accident Book, located in the office, date, and sign it, on the same day that the accident occurs. A LA accident form must be completed for all serious accidents (obtained from the school office or School Business Manager) this must then be submitted to Birmingham City Council Safety Services.
4. The supervising teacher shall ensure that parents are advised immediately of any serious injury or any head injury to their child.
5. The Head/Assistant Head shall arrange Ambulance transportation if transportation is necessary.
6. The Head Teacher shall arrange for a staff member to accompany the injured student in the Ambulance if parents have not yet arrived.
7. The staff member accompanying the injured student shall remain with the student until the arrival of a parent or guardian.

### **In the event of injury to a staff member:**

1. The nominated First Aid Officer shall provide assistance to the injured staff member.
2. The injured staff member will advise the Head or Assistant Head immediately.
3. The injured staff member (if able) will record details of the incident on a LA accident form, obtained from the Office or SBM. If unable to do so, then the nominated First Aid Officer or School Business Manager will complete the form. This needs to be done within three days of notification of the accident. (not necessarily three days after the accident). The form must be submitted to Birmingham City Council Safety Services.
4. If time off work is required following the accident, then the injured staff member will provide the Head with a medical certificate as soon as possible.