

# **Bordon Junior School**

## **POLICY FOR ACCIDENTS AND EMERGENCIES**

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These guidelines are intended to establish and maintain the care and safety of all adults and children at Bordon Junior School and to establish procedures to be adhered to in the event of accidents/emergencies.

It is the responsibility of all adults in the school to minimise the possibility of accidents by proper supervision, anticipating situations which could be dangerous and insisting that all children adhere to the behaviour policy.

**Important – it is imperative that anyone in contact with injured persons where blood or bodily fluids are involved wear disposable surgical gloves for the purpose of personal protection.**

A list of trained first aiders will be displayed in the staff room, admin office and by the first aid post at all times.

### **Serious Accidents**

- Do not move the injured person, send for a trained first aider but remain with the casualty keeping them as calm as possible.
- Ask the office to dial 999 for an ambulance if hospital is needed urgently.
- Ask the office to contact a parent/guardian. If next of kin are able to get to school in time they will go in the ambulance, alternately a member of school staff must accompany the child.
- If the injury is less serious inform the Head teacher who, with the first aider, will make the decision about hospital.
- If it is appropriate to take a child to hospital by car, and a parent/guardian is not available to carry this out, a member of staff must accompany the driver to ensure the safety of the child. A member of staff will remain with the child until a parent/guardian arrives.
- Always inform parent/guardian as soon as possible.
- Always ensure that the school accident book is completed.
- See **RIDDOR** Manual of Personnel.

### **Minor Accidents**

- First aid boxes are located in the front admin office, kitchen and at the first aid post on the ground floor.
- Use gauze swabs, plasters, clean water and antiseptic wipes.
- DO NOT use creams, disinfectants or cotton wool.
- Ensure all incidents are recorded in the accident book.
- Ice packs for bumps are located in the fridge at the first aid post.
- Try to inform the class teacher of all but the most minor injuries.

## **Head Injuries**

- A trained first aider should make an assessment of the head injury and act accordingly.
- A phone call home to parent/guardian should always be made.
- A letter for parents should be filled out for all head injuries, this should be passed to the class teacher for the child to take home at the end of the day.
- Ensure all details are recorded in the accident book.

## **Sickness and Diarrhoea**

- Parent/guardian should be contacted if it is deemed that a child is unfit to be kept in school.
- ALWAYS use disposable surgical gloves when dealing with sickness and diarrhoea.
- Cover any spilt fluid with paper towels as soon as possible.
- Spare clothes are kept in the office should they be required.
- Each classroom should have a 'sick hat'.
- Sawdust, mops, buckets and cleaning solutions are kept in the caretaker's room.

## **Medication**

Please refer to the Administration of Medicines Policy.



Head teacher

This Policy is renewed annually by the governing body in line with the policy review schedule.