



Accident Procedure Policy

Reviewed: March 2022

Review Date: March 2025

Chair of Board of Governors	Date
Principal	Date

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Record of Review/ Update

Review Date	Next Update Due
May 2021	May 2024
March 2023	March 2026

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ACCIDENT PROCEDURES

Classroom Accidents

In the event of accidents requiring first aid, please contact a member of the First Aid Team (Mrs C Hudson/Mr C Hasson). They will ensure that First Aid is arranged and the Principal / VP are informed. It is the responsibility of the supervisor/class teacher to log the incident in the Accident Book which is retained in the staffroom. In the case of very serious accidents eg broken limbs etc – an EA report form should be completed and returned to office. Every effort should be made to contact parents when a serious accident has occurred (phone call/text message). The school office is notified if children are sick in class and parents/ carers are contacted as necessary.

Break-time Accidents

In the event of accidents requiring first aid a member of the First Aid Team should be notified immediately. No child should go into the office for treatment unattended. It is the responsibility of the teacher on duty to complete the accident book / EA report form as appropriate informing the class teacher (Accident log book stored in staffroom). Parents will be informed of any serious accidents that occur as necessary.

Accidents during Redeployment / Substitute Cover

It is the responsibility of the teacher in charge of the child at the time to follow the above procedures and to inform the class teacher accordingly.

Accident during Lunchtime

In the event of accidents requiring first aid, please contact a member of the First Aid Team (Mrs C Hudson /Mr C Hasson). The accident book should be completed by the supervisor in charge and the class teacher informed accordingly.

- No child should be sent home / out of school without the permission of the Principal / Vice Principal.
- All the teachers in the school can offer advice on First Aid.
- Designated First Aid Response Team- Mrs Hudson/Mr Hasson.

In all circumstances where a serious accident has occurred – parents will be notified by a phone call/text message. Managing Critical Incidents Team in place- D.Graffin

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(Principal), C. Shivers (Vice Principal, DT and SENCo,) First Aid teaching staff C Hasson and C Hudson and non-teaching staff S. Keenan and S.McNicholl.

All staff in New Row Primary School have a collective responsibility to ensure the safety and welfare of children in the school.

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