



BEVENDEAN ACCIDENT PROCEDURES

When a child has an accident on the school premises the following procedures must be adhered to:-

1. Apart from minor cuts and grazes, all accidents, and in particular injuries associated with the head, must be entered into the **ACCIDENT BOOK**. This is kept in the Secretary's Office.
2. The teacher present at the accident, i.e. the person on duty at the time, must record all of the following details:-
 - Child's name, including surname, and form.
 - Date and time of accident.
 - Where the accident occurred.
 - Circumstances i.e. was the child pushed? Was any of the playground equipment instrumental in the accident? Was it purely accidental?
 - Action taken by the teacher.
3. In addition to this, please carry out the following:-
 - Inform, as soon as possible, the child's form teacher and Head of Pre-Prep.
 - The parent must be informed, by the form teacher that day.
 - The Head of Pre-Prep must be informed of all Accident Book entries so that she is fully aware of the circumstances when she speaks with the child's parents so a copy of the accident form must be left on the Head's desk or put in her tray in the office.

****** Every possible endeavour should be carried out to inform a parent immediately of an injury to a child which involves:-

- A visit to hospital (the school will take the child if the parent cannot be contacted easily).
- Prolonged bleeding of any part of the head.
- Any major blow to the head.
- Any major mouth injury.
- Any loss of consciousness.

For a more serious accident involving a visit to hospital or further treatment, a Danes Hill Pupil Accident /Incident Report Form must be completed.

When a child falls ill at school, the parents or emergency contacts should be informed in order to collect the child a.s.a.p. The school will care for the child until they are collected unless, in the opinion of the Head Teacher, emergency aid needs to be sought immediately.

R Samson

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