



ACCIDENT PROCEDURES AT THE MAIN SCHOOL

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

1. The School Nurse or First Aider present in The Medical Centre, after consultation with the teacher present at the accident, i.e. the person on duty at the time, will complete accident form. A copy should be emailed to nurse and Health and safety officer.
2. Parents will be informed of injuries i.e. significant head injuries, more major cuts and grazes, strains and sprains, that day by School nurse or Form Teacher either by phone or at the end of the school day. Parents will be called or emailed if the child is given any pain relief.
3. A child with a head injury or possible arm fracture should be escorted to The Medical Centre by a member of staff not another child. If in doubt whether the child should be moved, please contact The Medical Centre for advice.

Please see Danes Hill Accident Form – renewed Nov 2017
Reporting to RIDDOR – see regulations for reporting to RIDDOR

TJC

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Renewed 1 Feb 18