



## BEVENDEAN INJURIES TO CHILDREN

When a child is injured badly enough to require being collected by his/her parents before the end of the school day, the following procedure is to be followed:-

1. The teacher on duty, if the injury occurs during playtime, **must** inform the child's form teacher immediately and the teacher taking responsibility for that child, if different from the form teacher. The child must be looked after by their own teacher from that point on and never left unattended. The office must also be informed.

The teacher needs to know:-

- a) What happened? What time?
  - b) Action that was taken, ie first aid treatment.
  - c) The child's current condition and whether it is deteriorating or improving.
2. The Accident Form needs to be filled out by the person on duty.
3. The form teacher should be the person to hand the child over to his/her parent and inform the parent of the above details a, b and c.
4. If the form teacher is unavailable (ie teaching elsewhere such as games, swimming or Main School lessons) then the child **must** be left in the charge of the Head or Head of Year.
5. In the case of such a serious injury that the child needs to be sent home, please make certain that a qualified first-aider has been involved with the treatment. See list of first-aiders at Bevendean.
6. Finally, ensure that the Head or Head of Year knows about the child, as a follow-up call is generally made.
7. For a more serious accident involving a visit to hospital or further treatment, a Danes Hill Pupil Accident /Incident Report Form must be completed and sent to RSS, GMS, RQ and TJC

R Samson

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