

SUNCROFT NATIONAL SCHOOL

Policy Number: 7 - POLICY ON PUPILS INJURIES, MINOR ACCIDENTS AND THE ADMINISTRATION OF FIRST AID REV:2

AIMS:

This policy aims to ensure that there are safe procedures in place to deal with pupil injuries, minor accidents and the administration of First Aid

POLICY

1. The classroom teacher (during class time) or the teacher on lunchtime supervision will decide, to the best of her ability, on the level of the injury - whether it is a serious or a minor injury.
2. In the case of a **minor injury**, the teacher will administer First Aid to the injured pupil. The teacher will first consult the list of pupils with allergies, which is contained in the First Aid kit and in the office.
 - Pupils are not allowed to administer First Aid in the school.
 - The First Aid kit is kept locked.
 - It is on a wall out of the reach of the pupils.
 - The teacher administering First Aid will wear protective gloves at all times.
 - The First Aid kit will be checked regularly to ensure that there is no out of date material in the kit.
 - Each teacher also has a First Aid box.
3. In the case of a more **serious injury**, the school will contact the parents or guardian of the injured pupil and ask them to call to the school, where possible, in order to decide on the treatment of the injury.
4. If the parents or guardian cannot get to the school they will be asked to give the school permission to take the child to the family doctor.
5. Where a parent or a guardian cannot be contacted, a **designated** other person, such as a grandparent or a neighbour will be contacted and informed of the situation.
6. In the case of a **very serious injury**, where parents or guardians cannot be contacted, the school will arrange for a designated person to bring the injured pupil to the family doctor.
7. Where the movement of the pupil is considered dangerous or harmful the family doctor will be asked to call to the school to assess the pupil's injury and whether the ambulance will be called.

8. Where the family doctor is not available, the doctor nearest to the school, will be contacted.
9. Details of an accident, other than superficial ones, will be recorded in the school's accident report book.
10. Church and General Insurance and the I.N.T.O. will be notified as soon as possible after a serious injury.
11. A list of parents and guardians addresses and phone numbers is available in the office, together with a list of designated emergency numbers.
12. A list of family doctors and their phone numbers is also available in the office.
13. A list of pupils with allergies is available in the First Aid kit and in the office.

REVISED AND UP-DATED: 14TH February 2011