





DINGLE COMMUNITY PRIMARY SCHOOL

ACCIDENT POLICY

Date adopted:	5 th September 2014
Date reviewed:	10 th October 2017
	10 th November 2020
	14 th November 2023
	20 th January 2026
Next review due:	Spring 2029
Reviewed by:	Full Governing Board
Signed:	 (Headteacher)
Signed:	 (Chair of Governing Board)
Date:	20 th January 2026

The following procedures must be adhered to by all staff in the event of accidents involving pupils:

1. Accidents occurring within the school building

- The member of staff in charge should remain at the scene of the accident.
- The member of staff in charge should send for an accredited first aider for assistance.

2. Accidents occurring outside the school building – e.g. playground

- The member of staff in charge should remain at the scene of the accident.
- The member of staff in charge should send for an accredited first aider for assistance.

3. Accidents requiring hospital treatment

- The first aider will assess whether hospital treatment is required, which may, for example be for a wound where blood flow cannot be stemmed, severe bumps to the head with loss of consciousness, hyperventilation that lasts for more than 10 minutes, an epileptic seizure that continues for longer than normal for the individual child.
- If emergency hospital treatment is required an ambulance will be summoned and the parent/carer of the pupil notified accordingly.
- If hospital treatment is recommended for which an ambulance may not be essential (e.g. a suspected fractured finger, the need for stitches where bleeding has been arrested), the parent/carer will be advised accordingly. Staff will not take the pupil to hospital in such circumstances but will assist the parent/carer in making arrangements if they do not have their own transport.
- Emergency contact details, including telephone numbers of parents/carers, are held in the school office.

4. Accidents occurring off-site

- Before leaving school the member of staff in charge of the party should nominate a person who can be contacted in the event of an accident, lateness of a return coach, or other circumstance as may arise.
- In the event of an accident occurring the member of staff in charge should contact the Headteacher (or the person in charge in the absence of the Headteacher) and the 'nominated person' at the earliest possible opportunity, to provide information and/or instructions.

5. Recording of accidents requiring medical assistance

- Any accident which requires medical assistance should be recorded on MediTracker and email notification sent to parents/carers.
- Any accident which requires medical assistance beyond school e.g. hospital, should be recorded on an online 'Accident Form': the member of staff must report to the Schools Business Manager to do this. The Schools Business Manager will then report to the Headteacher (or the person in charge in the absence of the Headteacher) immediately. The Local Authority should be notified of the accident necessitating hospital treatment (for pupils) and all accidents involving members of staff, in accordance with current procedures, as notified by the Health and Safety Officer.