

Thornley Primary School/



Policy for Accident Procedures

Co-ordinator : Mrs J S Pearce

Last review : September 2013

Thornley Primary School

Procedures for Treating and Recording Minor Accidents in School

Staff with First Aid Qualifications:

Mrs S Legg
Mr K Prince
Miss K Mather
Mrs D Craven
Mrs L Reynolda

Location of First Aid Boxes:

1. Corridor near school office
2. Foundation Stage Unit Kitchen

Cuts/Scrapes

Any member of staff can treat minor cuts and scrapes.

Staff treating/cleaning up blood (or other bodily fluids) MUST wear the protective gloves provided.

Only plain sterile water should be used to clean up cuts and scrapes.

The member of staff treating a child with a cut or scrape should check the records held in the Accident Register to see if the pupil involved is allowed to have a plaster.

Other Injuries

When a child suffers a bump to the head or thinks that they have sprined or twisted a joint, then one of the school's First Aiders should be called so that an initial assessment can be made of the seriousness of the injury.

If it is suspected that a child may need medical attention from a practice nurse, a doctor or even needs to visit a hospital, then parents/carers will be contacted using the emergency numbers provided. An Accident form must be completed and sent to Health and Safety at County Hall.

[Corporate Guidance - Corporate How to complete accident form guide \(SMPACC0001G\).pdf](#)
[Form - Accident and Ill-Health \(Version 5\).pdf](#)

Recording Minor Accidents

All minor accidents should be logged in the School's Accident Register, and a letter to parents prepared giving details of the accident and the treatment administered.

Policy agreed at a governing body meeting on _____

Signed (on behalf of the governing body) _____

