**Uplawmoor Primary School**

First Aid / Accident Policy

**UN Convention Rights of a Child  
  
Article 19:** Every child has the right to be protected from being hurt or badly treated.  
**Article 27:** Every child has the right to food, clothing and a safe place where basic needs are met.

**Rationale:**

*At Uplawmoor Primary School the Health and Wellbeing of all children in our care is of utmost importance. The contents of this policy covers children’s welfare both inside school and when in the playground and surrounding environment.*

**Aims and objectives:**

* To provide a clean and safe environment for children to learn in.
* To help minimise the risk of potentially serious illness for children, parents and staff.
* To ensure parents and guardians have confidence and trust in the standard of care we provide.

**Implementation Guidelines:**

* All staff are aware of First Aid trained staff members.
* First Aiders must carry a two-way radio **at all times**.
* Support Staff must carry First Aid Kits outdoors during playtime / lunch time.
* Any minor accident occurring outdoors during playtime / lunch time should be dealt with in the playground.
* Any minor accident occurring inside should be reported to the school office where a First Aider will be paged to attend.
* Any minor accident should be reported to the school office where the incident will be recorded on an Accident Information Record Form if deemed necessary. Once completed, this will be signed by the Head Teacher and copy sent home to inform parent / guardian. Where required the Business Support Assistant / Head Teacher will contact parent / guardian.
* All head injury should be reported and Business Support Assistant / Head Teacher who will contact parents / guardians.
* Any serious accident occurring outdoors during playtime / lunch time should be attended by a First Aider. The casualty should be brought indoors unless it is dangerous to move them – in which case they should be supervised outdoors. First Aider should remain with the casualty and radio the school office. If an ambulance is required to attend a member of office staff will telephone 999.
* Any serious accident occurring indoors should be reported to the school office where a First Aider will be paged to attend if not already in attendance. First Aider should remain with the casualty and radio the school office. If an ambulance is required to attend, a member of office staff will telephone 999.
* A member of school personnel should travel in the ambulance if a parent / guardian is not available / contactable.
* A serious accident / incident report should be added to the Accident / Incident Recording System by office staff.
* Business Support Assistant will enter incident onto system following the process of reporting as detailed in the Corporate Health and Safety Guidance Note.