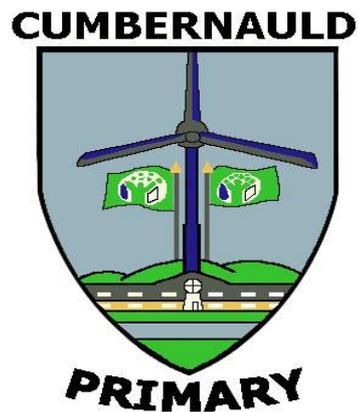


Cumbernauld Primary School



Accident, First Aid and Medical Emergency Procedures Policy

Session 2020-21

It is the aim of Cumbernauld Primary to keep all children safe and secure and respond appropriately to unforeseen circumstances.

- In the event of an emergency, staff will follow school procedures where possible and adhere to North Lanarkshire Council policies.
- In the event of an emergency, whereby a child has an identified medical protocol, all procedures will be followed. Emergency Services (Ambulance) will be called if appropriate. Parents/Carers will be contacted.
- In the event of an emergency, whereby a child does not have any identified conditions or illness staff will contact the Emergency Services (Ambulance) to attend. Parents/Carers will be contacted.
- Where a child receives a head injury, the first aider(s) will assess the situation and advise the office staff to inform parents/carers. All children receiving a head injury will also take home an ACCIDENT/INCIDENT/ILLNESS report slip from the school.

Minor Injuries

The designated first aider(s) – Susan Cooper, ASNA and Margo Keirnan, Classroom Assistant will treat minor injuries such as superficial bumps, cuts, abrasions etc. Particulars should be noted as appropriate. Proper judgement exercised regarding the notification of teachers and parents.

Injuries that might require professional medical treatment

Injuries, such as, fractures, severe sprains, dislocations, head injuries and cuts requiring stitches will be a cause for parents to be notified. The first aider(s) will exercise appropriate interim first aid care and refer further treatment through the parent/carer to the appropriate doctor/hospital. The school will take the child for medical assistance where it is not possible either to contact the parent/carer or they have no means to take the child themselves.

Serious injuries that might require immediate professional medical attention

Serious injuries that might require immediate professional medical attention in order to safeguard the child will be referred immediately to the HT/DHT who will take the child to the local Accident and Emergency department where possible, along with a second person, preferably a first aider. Where

the injury is too severe to remove the child, an ambulance shall be called. Parents will be notified immediately. They will be advised that their child will be taken to the local Accident and Emergency department. When a child suffers a serious injury such as a compound fracture, a severe head wound, injuries resulting in substantial loss of blood, concussion etc.

School staff will use their best judgement in determining the appropriate course of action. Appropriate emergency contact information is to be taken to the hospital with the child, where treatment may be administered.

Accident checklist

Step 1- Child/Adult referred to, reports incident to the School Office.

Step 2- Office staff contact first aider(s) and HT or DHT

Step 3- Determine the level of risk.

- **Low risk-** administer basic first aid and consider risk assessment procedures
- **Medium risk-** administer first aid. Inform parent/carer. Parent/carer advises if able to collect their child and take for medical attention. If unable school takes child for treatment. Ensure all emergency information is collected from the office staff. Investigate the incident and complete necessary health and safety paperwork (CIRIS)
- **High risk-** child assessed to see if able to be taken to hospital or if requires an ambulance to be called. Parents informed immediately. Medical information taken with the child/passed on to paramedics. Investigate incident in line with council procedures for health and safety. Contact NLC Health and Safety Team to inform of accident/incident. Record information on CIRIS system. Guidance from Health and Safety will determine if the accident/incident should be reported via RIDDOR.

Ed Clinton

Cumbernauld Primary School

Head Teacher

Review: May 2024