



Greengairs Primary School



Accident & First Aid Procedures

We are committed to providing a safe environment for our children in line with current legislation and North Lanarkshire's Health and Safety Policy.

Our first priority must always be the welfare of the child. When an accident occurs, a First Aider will be called for (if required). Our current First Aiders are Lindsay Crawford (Office/Nursery) and Rhonda Murray (Acting PT). In consultation with the person in the area where the accident took place, they will decide if any treatment is necessary and if parents need to be informed immediately.

- All staff must wear protective clothing at all times i.e. disposable aprons and gloves.
- If the First Aider is required they should be made comfortable to treat their needs i.e. cold pack etc.
- After treating the injury the child should be observed during play.
- With the discretion of the school staff, the child's parent or guardian may be contacted to advise them of the accident or to seek further advice.
- In the event of a head injury, a parent/carer **MUST** be contacted and alerted of the incident. Child will be given "I had First Aid today" wristband and a slip in the Accident Book should be completed.
- With minor injuries, child will be given "I had First Aid today" wristband and a slip in the Accident Book should be completed.

In the event of a more serious accident:-

- In the first instance, the emergency services are called if necessary, whilst another member of staff remain with the child at all times.
- The First Aider will be in attendance and will administer emergency care.
- The parent is contacted immediately and if the parent cannot be contacted, then the emergency contact will be contacted. In the event of no contact being made and emergency treatment being necessary, the child will be removed to hospital. The Head Teacher will, of course, be informed.
- First Aid Report will be completed.
- A serious injury where the child goes straight to hospital should be recorded on CIRIS (RIDDOR).
- An injury which has been a result of a near miss, dangerous occurrence, personal injury, violent incident should be recorded on CIRIS.

All necessary arrangements should be made to ensure other children are in a safe place and that they are not unduly distressed.