

Hilltop Primary School, Language Communication Support Centre and Nursery Class



Accident, First Aid and Medical Emergency Procedures Policy

February 2025

It is the aim of Hilltop Primary School, LCSC and Nursery 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 a FIRST AID report slip from the school.

Minor Injuries

The designated first aider(s) – Anne Sangster, Principal Teacher, Laura Drummond, Acting Principal Teacher, Kenny Daye, Class Teacher, Teresa Gallagher, Additional Support Needs Assistant, and Sinead McAleese, Lead Practitioner 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 to safeguard the child will be referred immediately to the HT/DHTs 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 DHTs, as appropriate.

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 as per NLC's Council Information Reporting and Information System.
- **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 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) RIDDOR.

Ed Clinton

Hilltop Primary School, LCSC and Nursery Class

Acting Head Teacher

Review: February 2026