



Accident & First Aid Procedures

Tannochside Primary School Policy Statement

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. Within the school, this can be Lisa Gallagher Acting DHT, Claire Calder Acting DHT, Clare Ferrie HT. With the nursery, this can be Lisa Gallagher Acting DHT, Clare Ferrie HT.

- 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 swabs 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. A head injury advice slip should be sent home with the child and appropriate paperwork should be completed. (Accident form/CIRIS)

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.
- A serious injury is recorded in the accident book and a copy is forwarded to regional headquarters.

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