

**General**

A copy of North Lanarkshire Council’s Health & Safety Policy MSF/2 is available in the Health & Safety at Work file in the office. Staff should familiarise themselves with the contents.

**First Aid**

First Aider Yvonne Brown

Alison McLaughlin

**Injury To Children**

Minor accidents involving injury to a child must be reported immediately either to the First-Aider, then to the child’s Keyworker. The incident should be recorded in the ‘Accident Book’ as soon as possible after the accident.

Incidents are recorded and shown to parents.

All accidents and injuries, which require treatment e.g. cold compress, plaster etc. must be entered in the Accident Book.

It is the responsibility of the appropriate Keyworker to inform the parent of any accident/injury involving their child.

Serious accidents/injuries must be reported to the Head Teacher immediately. The Head Teacher will contact the parent if medical attention is required.

* An ambulance should be called if

a) a child becomes unconscious

b) a severe injury has been sustained e.g. fracture of a limb.

* Nearest hospital is:

Monklands Hospital Tel. 01236-748748

**Injury To Staff**

All accidents must be reported on CIRIS.

All serious accidents must be recorded on RIDDOR.

Medical attention will be sought if necessary. It is therefore the responsibility of each staff member to keep their Staff Profile up-to-date.

**Updated August 2018 by N. Ferguson**

**Woodlands Nursery Class – ACCIDENTS & INCIDENTS** 

