



Accident Policy

February 2024

This policy is to be utilised by all staff when dealing with accidents in school and/or on any other school visit.

Please use the office diary to note the contact call to parents when a child is sent home, the reason why, the time the parents were contacted, the message given to the parents and the parental response.

Please note for the purpose of this document Parents is a term used to cover; carers, grandparents, other relatives, childminders and any other responsible adult contacted by school in the case of medical need.

Please note the differentiation between injuries and the different methods of dealing with each category.

Minor / Medium / Major Injuries

There are a number of different views on what constitutes a level on injury, with the NHS regarding anything up to and including broken bones as minor; however; for the purposes of our school please follow the information below.

Minor Injuries (Treated in School)

- Grazes to the body excluding the head.
- Small Cuts to the body excluding the head.
- Small bumps/swellings on the body excluding the head.
- Nose bleeds caused by any reason which stop within 10 minutes.
- Nettle stings which cause irritation but not allergic shock.
- Insect bites and stings which cause irritation but not allergic shock.
- Limited bruising of the body excluding the head.
- Tummy Ache without vomiting or diarrhoea.
- Headache without dizziness, vomiting or light headiness.
- Feeling hot.
- Feeling cold.
- "I don't feel well".
- Child complains of minor bang to the head.

Medium Injuries (Treated in School, Parents to Collect)

- Small grazes to the head – person conscious. small bruising to the head – person conscious. Swellings to the head – person conscious.



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- Child complains of painful bang to the head, no outward sign of injury – person conscious.
- Nose bleeds which exceed 10 minutes in duration.
- Allergic reaction to sting, bite, nettle etc but not requiring Epi Pen.
- Asthma incident where child is distressed but able to breathe well.
- More extensive bruising of the body but limited pain.
- Swelling of the body after contact but limited pain.
- Possible sprain with limited pain and good mobility/movement.
- Tummy ache with vomiting and or diarrhoea.
- Headache with dizziness/vomiting/light headiness.
- Feeling hot and dizzy.
- Feeling cold/hypothermic.
- Fainting.
- Bang to the mouth and loss of teeth/broken teeth. Eye injury such as 'something in my eye'.
- Winded.

Major Injury (Treated in School, Ambulance Offered or Called)

- Patient unconscious.
- Patient has been unconscious. Suspected broken bone Suspected dislocation.
- Extensive head injury of any form. Severe allergic reaction.
- Severe or constant blood loss.
- Body going into shock from any source.
- Burn from any source.
- Electrical shock.
- Poisoning.
- Hypoglycaemic
- Severe bang to the head where no swelling but patient disorientated. Bang to the head where fluid is visible from ears
- Severe eye injury.
- Fall from height.
- Struck by vehicle.
- Struck by falling object.
- Struck by livestock.
- Stroke.
- Heart attack/cardiac arrest.
- Stab/Gunshot – Penetrating Wounds Amputation.
- Anaphalatic Shock.
- Severe Asthma Attack.
- Choking.



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- Embedded Objects.
- Spinal Injury.
- Seizure.
- Heat Stroke.

Please note that any Minor Injury may progress to Medium and Medium to Major and that you need to ensure that the treatment you are giving and the parental contact made is appropriate to the patient and the incident.



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Minor

These generally can be treated in school with contact with parents for information purposes unless moving into medium injury.

Injury	Treatment (Gloves should be worn)	Accident Form Home	Contact
Graze to body excl head	Reassure the patient Clean the graze (cold water and gauze) Apply plaster if allowed	Yes	By Form
Small cut to body excl head	Reassure the patient Clean the graze Apply the plaster if allowed	Yes	By Form
Small swellings to the body/excl the head	Reassure the patient Clean the area (cold water and gauze) Apply a cold compress Observe	Yes	By Form Consider phoning parents
Nose bleeds which stop within 10 m	Reassure the patient Patient to lean slightly forward Cold compress on bridge on nose – apply for 10 minutes Observe	Yes	By Form and contact with parent phone or meeting
Limited bruising to the body Excluding head	Reassure the patient Observe	Yes	By Form
Child complains of minor bang to the head. No visible signs and the child say that	Determine if treatment is required	If treatment such as sitting down and being observed then contact.	If treatment is given contact the parents and explain the injury. Ask if they wish to collect. If no treatment is given and the child is ok



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he/she is fine. E.g. heading a football		If no treatment then no contact	then no contact is necessary.
Tummy ache w/o V or D	Reassure the patient Establish pain and area Observe	Yes	By Form Phone parent
Headache w/o other symptoms	Reassure the patient Establish pain and area Offer water Observe	Yes	By Form Phone Parent
Feeling Cold	Reassure the patient Warm the patient	Yes	By Form
Feeling Hot	Reassure the patient Cool patient slowly	Yes	By Form Phone Parent if medical need exists
"I don't feel well"	Talk to the patient and establish what hurts Apply treatment above as appropriate Observe	Yes	By Form unless increases in severity the Phone Parents



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Medium

These are generally treated first in school with contact to the parent to determine if the parent should collect, unless develops into a major incident.

Injury	Treatment	Accident Form Home	Contact
Small graze to head - Conscious	Reassure the patient Clean with cold water and gauze Apply cover Observe	Yes	Definite contact to parents by Phone and explain injury. Ask if they wish to collect.
Small cut to head - Conscious	Reassure the patient Clean with cold water and gauze Apply cover Observe	Yes	Definite contact to parents by Phone and explain injury. Ask if they wish to collect.
Bumps and swelling to head - Conscious	Reassure the patient Clean if required with cold water and gauze Apply cold compress Observe	Yes	Definite contact to parents by Phone and explain injury. Ask if they wish to collect.
Child complains of bang to head. There are no visible signs but the child says that his/her head hurts is painful.	Reassure the patient and observe. Determine if further treatment is required	Yes	As the child is complaining of pain, contact the parents.
Nose bleeds extending past 10 minutes	Reassure the patient Patient to lean slightly forward Cold compress on bridge on nose – apply for 10 minutes Observe	Yes	Phone Parents, explain the injury and ask for collection
Allergic reaction to bite, sting etc – not needing Epi Pen	Reassure the patient Clean with cold water Cool the area	Yes	Phone Parents, explain injury and ask if want to collect
Asthma incident	Reassure the patient Sit patient upright leaning on a	Yes	Phone Parent, explaining incident



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Extensive bruising to the body but limited pain excl head	Reassure the patient Observe	Yes	Phone Parent, explain the injury and determine if the child is to be collected
Swelling to the body but limited pain excl head	Reassure the patient. Apply cold pack to injured area Observe	Yes	Phone Parent, explain the injury and determine if the child is to be collected
Possible sprain, with limited pain & good movement	Reassure the patient Apply cold pack and elevate where possible Consider immobilising the area Observe	Yes	Phone parent and request that the parent attends to collect the child
Tummy Ache with V or D	Reassure the patient Provide assistance as required	Yes	Phone Parent and organise collection
Headache with additional symptoms such as V	Reassure the patient Provide assistance as required	Yes	Phone Parent and organise collection
Feeling hot and dizzy	Allow them to drink water Use fan Observe	Yes	Phone parents and arrange collection
Feeling cold/hypothermic	Reassure the patient and warm gradually Do Not heat quickly as this can be dangerous Observe	Yes	Phone parents and arrange collection
Fainting	Reassure the patient Lay patient down and raise legs (aids blood flow to brain) Fresh air After a period of time attempt to sit up	Yes	Phone Parent and arrange collection
Bang to the mouth, loss or broken teeth	Reassure the patient Sit them down with the head tilted to one side to allow blood to drain away	Yes	Phone Parent and arrange collection



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	Use gauze if wound is visible. Observe Another adult place the tooth in a small container of milk		
Eye injury – 'Something in my eye'	Reassure the patient Gently look into the eye If a foreign object is there sluice with clean water away from the other eye	Yes	Phone parent and explain the injury and determine if the parent wishes to collect



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Major

This is a serious incident where an ambulance should be called or where we contact parents and determine if an ambulance should be called

Injury	Treatment	Accident Form Home	Contact
Patient is unconscious	Ensure airways are maintained opened and the patient is breathing Call for help and stay with the patient whilst an ambulance is called	Yes	Phone 999 then phone Parents and explain ambulance called
Patient has been unconscious	Support the patient in a comfortable resting position Check for changes in response Send for help and call for an ambulance Ensure breathing	Yes	Phone 999 then phone Parents and explain ambulance called
Possible broken bone	Reassure the patient Where possible immobilise the injury Apply icepack if appropriate Stay with patient and observe	Yes	Phone Parent and explain injury Offer to phone for ambulance. If open fracture phone 999 first then parent.
Suspected dislocation	Reassure the patient Where possible immobilise the injury Stay with the patient and observe	Yes	Phone Parent and explain injury Offer to phone for ambulance.
Extensive head injury of any description	Check for consciousness If conscious stay with patient reassuring and observing Send for help and call 999 Control bleeding if required Continue to observe	Yes	Phone 999 then phone Parents and explain ambulance called
Severe allergic reaction	Send for help dial 999 Administer	Yes	Phone 999 then



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	EPI Pen if prescribed Observe vital signs If conscious help to sit in a position which helps breathing		phone Parents and explain ambulance called
Severe or constant blood loss	Apply direct pressure to the wound using a sterile dressing Call for help and dial 999 If possible raise the injury above level of heart Help to lie down if possible If shock a factor raise legs above level of heart Monitor vital signs	Yes	Phone 999 then phone Parents and explain ambulance called
Going into shock	Consider the injury of the patient and treat Lay the patient down Raise legs above the heart loosen tight clothing Reassure	Yes	Phone Parent and explain situation and offer 999 or collection from school
Electrical shock	Consider own safety first DO NOT TOUCH the patient Turn off source of electrical current Send for help and phone 999 Check vital signs and respond as appropriate	Yes	Phone 999 then phone Parents and explain ambulance called
Poisoning	If unconscious then go to unconscious guidance If conscious sit still and monitor vital signs Remove contaminated clothing and clean away sick if required Do not give drinks and do not make the patient sick Call for help and phone 999 If possible give poison to paramedics	Yes	Phone 999 then phone Parents and explain ambulance called
Burn from any source	Cool the burn with poured cold water at least 10 minutes or longer Gentle remove burnt clothing	Yes	Phone 999 if burn is severe then Parent



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	unless it is stuck to the skin Cover injured area with a sterile dressing		If not severe phone Parent and offer to contact 999
Hypoglycaemia	Give a sugary drink or agreed medical support if under a care plan. Give food and drink Stay and observe. If after 10minutes they don't recover or during that time get worse call 999 If fall unconscious maintain airway	yes	If I doubt phone 999 Always contact the Parent
Bang to the head with no visible injury but disorientation/flushed, nausea	Treat as Compression Call for help and dial 999. Keep the patient calm and help them to lie down Monitor vital signs	Yes	Phone 999 then phone Parents and explain ambulance called
Head injury with loss of fluid from ears/nose etc	If conscious help to lie down DO NOT turn the head Call for help and dial 999 If there is discharge lightly dress with sterile dressing DO NOT 'Plug' Monitor vital signs	Yes	Phone 999 then phone Parents and explain ambulance called
Severe eye injury	Call for help and dial 999 Keep the patient still place soft sterile dressing over eye and bandage if required Close and bandage good eye (helps to keep injured eye still) Monitor vital signs and reassure	Yes	Phone 999 then phone Parents and explain ambulance called
Fall from height	Call for help and dial 999 Consider own safety Monitor vital signs and apply treatment as required AVOID MOVEMENT if at all possible	Yes	Phone 999 then phone Parents and explain ambulance called



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Struck by vehicle/livestock	<p>Ensure own safety</p> <p>Call for help and dial 999 Check for life threatening injuries Yes</p> <p>DO NOT MOVE if at all possible</p> <p>Treat injuries as required</p> <p>Reassure and maintain calmness</p> <p>Monitor vital signs and maintain airway</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Struck by falling object	<p>Consider own safety and that of patient</p> <p>Send for help and call 999 Apply treatment as required</p> <p>Monitor vital signs and respond to them</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Stroke	<p>Call for help and dial 999</p> <p>If conscious help to lie down head and shoulders slightly raised and supported Monitor vital signs</p> <p>If unconscious monitor vital signs and maintain airway</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Heart Attack	<p>If conscious help to sit up with head and shoulders supported and knees bent</p> <p>Send for help and dial 999</p> <p>If unconscious check for vital signs and ensure airway is open</p> <p>Monitor vital signs</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Stab/Gunshot Wound	<p>Help to lie down</p> <p>Call for help and dial 999 Loosen tight clothing</p> <p>Cover with a sterile dressing or 2 if seeps through</p> <p>Check for shock Check for vital signs</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Amputation	<p>Send for help and call 999 Raise</p>	Yes	Phone 999 then



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	<p>injured limb if possible and apply pressure using tourniquet</p> <p>Apply sterile dressing and secure with bandage Treat for shock</p> <p>Monitor vital signs</p> <p>Wrap amputated part in kitchen film or plastic bag</p> <p>Wrap in fabric and place in crushed ice in container Mark container date time and name of patient</p>		<p>phone Parents and explain ambulance called</p>
Severe Asthma	<p>Call for help and dial 999 Sit the patient up</p> <p>Apply medication</p> <p>Support the patient and only lay down if deeply unconscious</p> <p>Monitor vital signs</p>	Yes	<p>Phone 999 then phone Parents and explain ambulance called</p>
Choking	<p>Call for help and dial 999 Adult – 5 back slaps (bend forward) then 5 abdominal thrusts</p> <p>Child – 5 back slaps (lean over knee)</p> <p>Then 5 abdominal thrust</p> <p>Repeat until ambulance arrives</p>	Yes	<p>Phone 999 then phone Parents and explain ambulance called</p>
Embedded object	<p>Raise injury above the heart to minimise blood loss if possible</p> <p>Call for help and dial 999</p> <p>Place padding either side of the object</p> <p>Dress over this gentle without pressing on the object</p> <p>Monitor vital signs</p>	Yes	<p>Phone 999 then phone Parents and explain ambulance called</p>
Seizure	<p>If possible lessen fall</p> <p>Clear away dangerous objects around the patient</p> <p>Clear bystanders away if possible</p> <p>Observe and place in recovery position when seizure stops</p>	Yes	<p>Phone 999 then phone Parents and explain ambulance called</p>



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	<p>Maintain patients dignity and cover if required</p> <p>If possible protect the head</p> <p>Loosen clothing around the neck</p>		
Spinal Injury	<p>Steady and Support the head</p> <p>Send for help and dial 999 Place padding around neck and shoulders</p> <p>Keep holding head until ambulance arrives</p> <p>DO NOT MOVE unless life threatened</p> <p>Monitor vital signs and reassure</p>	Yes	Phone 999 then phone Parents and explain ambulance called
Heat Stroke	<p>Send for help and dial 999 Move patient to a cool and shaded area</p> <p>Rapidly cool the patient by removing outer clothing and covering with wet sheet Monitor vital signs</p> <p>If patient fits protect from injury After fit resume check of vital signs</p>	Yes	



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General Principles

Ensure your own safety

Leave the patient where they are to make an initial assessment, either

- Allow them to walk to a safe place.
- Keep them safe and immobile where they are and send for help.
- Complete first aid as required.

Depending on treatment

- Allow them to go back to play.
- Keep them in a secure and reassuring area to rest.
- Keep them in a safe and secure area until parent arrives Stay with them until ambulance arrives.

At all times ensure patient is breathing

Complete fully all necessary forms – (school first aid and serious injury).

Ensure all necessary people are informed fully.

First Aiders in school February 2024

Andy Blakeley

Katrina Bates

Katie Wike

Emily Golec-Davey

Arti Mistry

Holly Parry

Janet Jackson

Nicola Johnson

Katie Tattersal

Sophie Marshall

Anne Cherrington

Emma Kitchen



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