

## Accidents / Incidents Policy

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### **In a case of a minor injury, we will:**

- Administer first aid and monitor the student
- Add a brief note about the accident/incident on the message sheet
- Complete an accident form as soon as possible
- As soon as possible but within 24 hours, share the form via email to one of the email addresses held.

Parents/carers can create a shared email address if they both wish to receive notifications about accidents. Staff will not give verbal feedback about accidents/incidents unless the accident has just happened or happened in front of the parent/carer, or if we are experiencing technical issues and can't share the form electronically. If the form is not received within one working day, parents/carers can request a copy by email.

### **In a case of a serious injury, we will:**

- Administer first aid and monitor the student
- Seek medical assistance
- Follow medical advice
- Immediately call the parents/carers and let them know about the injury
- Complete an accident form and share this with medical professionals and the parents/carers
- Record the accident/incident and follow our accident/incident policy and procedure

If it is an emergency, we will call an ambulance / take the student to hospital. Following any injury, we ask parents/carers to take the student to hospital if they have a concern. At times we may ring parents/carers asking them to collect the student for closer monitoring at home.

### **CALL 999 IF AT HOME THE STUDENT SHOWS ANY OF THE SIGNS BELOW:**

In many accidents, it will be immediately clear that an injury is serious.

### **The signs of a serious/major head injury may include:**

Unconsciousness | Difficulty staying awake | Clear fluid leaking from nose or ears | Bleeding from one or both ears | Bruising behind one or both ears | Any sign of skull damage or a penetrating head injury | Difficulty speaking | Difficulty understanding what people say | Balance problems or difficulty walking | Loss of power or sensation in part of the body | Vision problems: blurred or double vision | Having a seizure or fit | Memory loss (amnesia) | A persistent headache | Vomiting since the injury | Irritability or unusual behaviour.

### **What is not a major injury:**

Bite | Small burn | Cuts | Scrapes | Scratches | Bruise | Swelling | Black eye | Splinters | Blisters | Sprains etc. We note that minor injuries can sometimes get worse, lead to serious complications or become chronic if not treated.

We understand that minor injuries may not be so minor to you.

### **ALWAYS SEEK MEDICAL ATTENTION IF YOU ARE WORRIED ABOUT THE STUDENT**

Please refer to our Health and Safety Policies and T&C.