

Woodthorpe J.I. School

Emergency Action in Case of Accident / Illness

1. Policy

It is the policy of Woodthorpe J.I. School to ensure that injured / ill persons receive the medical treatment which is appropriate to the injury / illness and that they receive the treatment as quickly as possible. To ensure that this is the case, an ambulance will always be called out where there is a need for hospital treatment. Arrangements will always be made via the school office.

The main legislation which is relevant to this subject is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (First-Aid) Regulations 1981. First Aid in Schools 2014.

2. Procedures / Guidance

2.1 Medical Treatment

In the event of an injury where medical attention is considered advisable or necessary, the casualty should be dispatched directly to a hospital casualty unit.

If there is any doubt about the need for medical attention, arrangements to take the casualty to hospital should be instituted. It should be noted that not all hospitals have Casualty Departments open 24 hours a day.

The Accident and Emergency Facility at the QE Hospital (for adults) and the Children's Hospital are the primary centres for emergency treatment.

2.2 Transport to Hospital

The first-aider (or other person) attending to the casualty will decide whether or not the casualty needs to attend hospital.

S/he shall

- Inform the Office to make arrangements for the ambulance to be sent immediately, so that the patient can be taken to hospital. It is essential that a precise location of the occurrence is given and the nearest point of arrival for the ambulance suggested;
- Make arrangements for the ambulance to be met by a member of staff or other person as appropriate and access to the carpark or playground;
- Ensure that the casualty is accompanied to hospital, when appropriate, by a responsible person and that s/he contacts an appropriate person soon after arrival at the hospital to give updated information on the condition and location of the casualty.

2.3 Notification of Accident / Illness

Statutory requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to HSE. The school keeps a record of any reportable injury, disease or dangerous occurrence (inc. date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease).

The first aider (or other person) attending to the casualty shall ensure that the appropriate people are notified of the accident/illness as detailed below:

- Ensure that arrangements are made for relatives or friends of the casualty to be advised fully of the situation, if necessary;
- Notify the Headteacher as soon as possible;
- Ensure that an Accident or Incident Report Form is completed as soon as possible.
- Parents/carers will be notified by office staff if their child needs to be taken to hospital. If we are unable to contact parents/carer or if they are unable to safely transport their child or attend in time for the ambulance to take their child to hospital, a senior member of staff will accompany the child. If it is still not possible to contact parents/carers then Children's Services will be informed.
- In cases of serious/significant accidents ((the person involved is killed or is taken from the site of the accident to hospital or relates to a school activity both on or off the premises), the Head Teacher will submit a report to HSE. For fatal and major injuries and dangerous occurrences, the Head Teacher will contact HSE immediately by phone and then submit a written report within ten days (Form 2508).

Signed:

Approved: 16 November 2018

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