

The Manor CE Primary School

In Case of Injury

Staff dealing with any instance of injury to a child should always err on the side of caution. The safety and well-being of the child is at all times paramount. In these litigious times it is all too easy for parents or others to allege that a child has been treated with too little care; it is unlikely that anyone could ever complain of too much care.

Upon presentation the injured child should be examined thoroughly in order to enable the following judgements to be made and the appropriate actions taken:

1) Is the child obviously seriously injured, or do you suspect that s/he might be?

Yes —————▶ **CALL AN AMBULANCE** otherwise go to 2.

Having done this endeavour to contact parent or nominated emergency "contact". Where possible the child should be accompanied in the ambulance by either a relative or member of the school staff. If this cannot be done the ambulance crew are authorised to take sole charge of a schoolchild patient. Staff accompanying a child should remain at the hospital until a parent or another responsible adult arrives. The staff member should then return to school by taxi, the cost of which will be refunded.

2) Does the child need immediate expert medical attention?

Yes —————▶ Contact parents or other emergency "contacts" with request that they come to school to take child for treatment. If it is not possible to reach any of emergency contacts **CALL AN AMBULANCE AND PROCEED AS ABOVE**, otherwise go to 3.

3) Administer appropriate First Aid. Ensure that the child is comfortable and safe. If necessary make arrangements for the child to be supervised continuously until no anxiety remains as to the stability of his/her condition. If the injury is judged to be other than trivial a record should be made of the circumstances of the injury and its treatment in the school's "Accident Book" and the class teacher informed. Where possible arrangements should also be made for the parent(s) to be informed on collecting the child. A "head bump" sticker should be issued to the child for any incident involving the head.

NB A child unaccompanied by parent or legal guardian should not be taken for treatment in the private car of a member of staff. Issues of consent and insurance liability would be raised by this action.

A child awaiting collection by parents following injury should not eat or drink anything as this could delay surgery, if subsequently required.

The Headteacher or senior member of staff should be informed of all accidents (other than the trivial) and the action taken.