



# Blue Gate Fields Infant School

## Accident Procedures (Children)

Agreed by staff  
Agreed by governors

January 2019  
Review January 2021

## Objectives

- To prevent unnecessary accidents occurring whilst allowing children opportunities to play and explore.
- Ensure that all adults are aware of the procedures in case of minor or major accidents. ('Major' injuries to children are those which require them being taken directly to hospital and remain for more than twenty four hours.)
- To teach children to take responsibility for their own actions and to play and behave in a safe and appropriate way in school.

## Underlying Principles.

At Blue Gate Infant School we are aware that regardless of all precautions, pupils are susceptible to minor accidents and incidents that are a natural part of growing up. The school agrees with the Royal Society for the Prevention of Accidents (RoSPA) that 'children should be allowed to play demanding games and risk minor injuries as part of wider lessons in life. It is acknowledged that 'by scraping knees, grazing elbows and getting bruises, children learn valuable lifelong lessons that will help them to avoid more serious injuries in later life' (RoSPA, June 2007).

## What do we do to prevent accidents happening?

### Adults

- All adults are reminded regularly that Health and Safety is everybody's responsibility. All staff must be alert to possible dangers in school, including the playground and use of equipment.
- Play and PE equipment is checked annually. There is an annual inspection of all outdoor equipment.
- The premises manager monitors the standard of play equipment on a daily basis in addition to ensuring the building is in good condition.
- Adults supervise children appropriately at all times and ensure that behaviour within their class is of a high standard.
- Adults supervising children in the playground or in the classes during wet play must remain vigilant and alert at all times. Each adult is responsible for ensuring that children are playing safely. If this is not the case, following the behaviour policy the adult should talk to the child or remove them from the activity. Children are taught to use climbing equipment safely and are not allowed to use other equipment, such as skipping ropes, when climbing.
- Adults are not allowed to carry hot drinks around the school.
- Damaged or defective furniture and equipment is reported to the Premises Manager. This includes any sharp edges which may cause injury and/or damage to clothing.

- A high standard of housekeeping reduces the risk of accidents. Furniture and equipment is kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are not allowed to congest working areas. Bags are not left in walkways or areas where they create tripping hazards.

## Children

Children are taught to behave and play in a sensible manner in school. This includes:

- Walking around school, not running.
- Being taught to be aware of other children when they are playing.
- Learning how to play without hurting themselves or other children.
- Holding on the handrail when walking up and down stairs.
- Learning how to climb on equipment.
- Using equipment for the correct purpose e.g. not using skipping ropes to tie around other children.
- Children with long hair, or wearing scarves, tie it securely in PE or games lessons.
- Children must wear shoes which allow them to run and climb safely. 'Party' shoes or shoes with high heels or open toed sandals are not appropriate.

## What do we do if there is an accident?

It is our policy to train as many staff as possible in first aid. Some members of staff have completed the three day first aid training and Paediatric Training. (see list)

Please see appendix A for current First Aiders.

Adults are expected to be aware of any accidents which may happen while they are supervising.

All adults are expected to deal with minor accidents including cuts and bruises.

Children who have been injured must not be left unattended.

In the case of minor accidents children are taught to tell an adult.

Children are also taught to report any accident involving another child.

A first aider is called if there is a more serious injury. This includes a badly bumped head, heavy bruising with a headache or distorted sight, possible fractured or broken bones and severe cuts or external bleeding.

Each class has a first aid box. The class teacher is responsible for ensuring that this is complete. These are checked every half term by the Senior MDS

There is additional first aid equipment for KS1, kept by the door nearest to the playground. The Senior Midday Meals supervisor is responsible for ensuring that this is complete.

First Aid boxes are kept in each classroom for adults to take on trips.

### Record Keeping.

Early Years Foundation Stage units have a log book for minor injuries in their classroom. In KS1 the records for accidents in the playground are kept by the playground door. Each classroom also has an accident book in the classroom. Parents are informed if their child has bumped their head or has a cut or bruise which is significant.

The school follows the Local Authority Guidance on reporting serious accidents, involving hospitalisation, directly to the Local Authority.

### Informing Parents

- Parents are informed at the end of the school day of any minor accidents in school.
- Parents are contacted during the day in the case of a more serious injury including bumps to the head or more serious injuries which may need the child to be taken to Accident and Emergency. Parents will be advised if, in the opinion of the first aider, the child should be taken to Accident and Emergency to be checked.
- In the case of a major injury, the headteacher or first aider will call an ambulance and the parents. If the child is taken to hospital, parents will be expected to go with their child in the ambulance. If the school is unable to contact the parents, an appropriate person from school will accompany the child.

### Cross Curricular Links

- In PSHE children learn the important of playing safely and being aware of other children in their play.

### Equal opportunity

- Children with medical needs have a care plan, but are still encouraged to play alongside other children.
- Staff are aware of children who are unable to tell an adult if they have hurt themselves. These children are supervised more closely. Children with less well developed co-ordination may be more prone to having accidents. The class teacher needs to be aware of this and include opportunities for developing co-ordination within their planning.

These accident procedures for children were approved by governors in January 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in January 2021 or sooner if there are any major changes.

**Appendix A - Staff who have current Paediatric First Aid certificates**

Name	Valid until:
Liz Mannion	Out of date
Syeda Ahmed	June 2021
Saleha Begum Islam	January 2021
Jahanara Jobber	June 2021
Natasha Sahni	December 2020
Lorraine Oates	November 2019
Peara Bibi	April 2019
Fateha Sayed	September 2019
Sabia Khatun	March 2020
Anwara Bibi	November 2020
Jenny Wright	February 2020
Jaheda Khatun	November 2021
Joytara Bibi	May 2020
Shamsun N Ali	January 2021
Nicole Marsh	May 2019
Husnara Begum	June 2019
Naz Chowdhury	December 2020
Gosia Inglese	May 2019
Laura Grinsted	Jun 2019
Mamataj Begum	May 2020
Bable Begum	October 2019
Michelle Ispanedi	February 2019
Shajida Begum	March 2020
Joygun Nessa	May 2019
Dipa Begum	April 2019
Nasima Khanom	October 2019
Amina Khanom	June 2019
Amina Miah	April 2020
Rebecca Phillips	October 2020
Ripa Begum	March 2020
Nasima Begum Ali	March 2020
Amina Abucar	April 2020

Emma Kiernan	February 2020
Halima Khan	March 2020
Hasna Parvin	October 2020