

# **Accident Procedures**

## **Lingdale Primary School and Lingdale 2 year old provision**

**...to be the best that we can be.**

**This Policy was reviewed during the summer term of 2019.**

**Due to COVID 19 restrictions this policy remains under review  
September 2021.**

**Lingdale Primary School &  
Lingdale 2 year old provision  
Accident Procedures**

At Lingdale Primary School and Lingdale 2 year old provision we provide a safe and adequately supervised environment for your child. However accidents do happen.

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all children.

**Minor accidents**

- If a child has a minor accident while in school or our 2 year old provision or school, the injury will be assessed by a qualified first aider and if necessary a senior member of staff
- It may be treated using a cold compress
- It will be recorded in the accident book as soon as possible after the accident occurs.
- The child will be resettled and monitored
- Parents of 2 year old children, EYFS, KS1 and Y3 & 4 children will be told about the accident when they come to collect their child.
- Year 5 & 6 children that walk home will receive a phone call home.

**Accident or Serious Illness**

- The first aider will assess the severity of the situation and comfort the child.
- If required the first aider will ring the child's parent or ambulance is required.
- If there is reason to suggest a child has broken a bone then an ambulance should be called immediately. As best you can, advise a parent that this is the most appropriate course of action.
- If an ambulance has been called and the parent cannot be with the child, a senior member of staff will accompany the child
- The circumstances of the accident / illness will be recorded in the accident book as soon as possible after the child has been cared for.
- Any equipment responsible or damaged during the accident will be closely inspected and cordoned off if it is deemed necessary.
- The above procedures will be followed for accidents involving adults as well as children.

**Parents will be contacted for any head injury.**