

Ashgrove Primary School

Policy
Relating to
Medical
Assistance
in cases of
Accident
or
Illness

7 November 2005
Version 2:1

Policy Relating to Medical Assistance in Cases of Accident or Illness

Rationale

It will remain the policy of Ashgrove Primary School to exercise judgement in loco parentis and to provide emergency first aid to any person who is within the premises and grounds, or to any pupil or member of staff on an educational visit outside school.

This policy must be read within the context of consent for medical intervention.

Procedure

Objections to the principle of loco parentis will be sought annually. The names of any children for whom we do not have consent will be made clear to all staff along with children's relevant day-to-day health factors.

In cases of pupil accident or illness, it is the policy that members of staff will exercise pastoral care, provide first aid where necessary, and consult the principal, vice-principal or person with agreed responsibility. In extreme situations where those people are unavailable or a member of staff finds himself/herself alone an individual decision will be made and, if necessary, medical attention will be sought.

Superficial injuries, such as small bumps, scratches and grazes, occur regularly in all children as part of normal play. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school the child will be given a note to inform his/her parents of what happened and the treatment given (washing, small plaster, etc.) In the case of Primary One or Two children the class teacher will inform parents about any first aid administered.

Any incident that is believed to have involved a knock to the head will be reported to the child's parents without delay.

The principal or a member of staff will deal with minor accidents requiring medical assistance as follows:

1. every attempt will be made to contact the parent/guardian/named carer and to pass on information and/or concerns. If the parent is available and concerns warrant collection, the child will be made ready with bags, coat, etc;
2. should parents initially be unavailable, attempts to contact them will be maintained, so that they can be appraised of the situation - whether the child has been taken to casualty/health centre/home, and if so by who;
3. where his/her condition causes adequate concern a child will be taken to casualty immediately or an ambulance summoned. Simultaneous contact with home will be attempted and parents advised to go directly themselves.

Action To Be Taken During An Educational Visit

Educational Visits are an integral part of primary education and as such require special attention. All such visits will be planned and staffed with paramount consideration being given to the safety and well being of the pupils. Each visit will be organised according to the conditions for such visits and advice offered by NEELB and Board of Governors (eg activities planned to suit the ages, aptitudes and abilities of pupils, a photocopy of classroll, list of telephone numbers, a first aid kit, etc.)

Should a pupil be injured in what is obviously a superficial manner – he/she will be attended to using clean dressings from the first aid kit, which will be carried at all times on an educational visit. If, however, a pupil should be injured or become ill and the teacher does not feel competent to assess the injury/illness, arrangements will be made to place the pupil under competent local medical care in a health centre, surgery or hospital. A teacher will remain with the injured/ill pupil at all times. The principal will be informed as soon as possible in order to contact parents and arrange for the most appropriate course of action in line with the school’s Policy for Fieldwork & Educational Visits.

Record- keeping and Accountability

The senior supervisor or class teacher will keep a record of each incident and inform the relevant parties as follows as outlined below.

Type of Accident	Procedure
minor bump, cut or graze not including the head	<ul style="list-style-type: none"> • complete accident record in NEELB book • write name of child on stub in book • complete minor accident slip • send upper half to parent • staple lower half to accident record and give to principal to check before filing
minor bump, cut or graze to head	<ul style="list-style-type: none"> • complete accident record in NEELB book • phone home to alert parent that there was a knock to the head with no obvious side effects; to give the parent the option of coming to see the child; and to ask that the parent monitors the child after school • record your phonecall at the bottom of the form eg “Mr Smith phoned home, 1:00pm, 12 Nov 2005” • give form to principal to check before filing
serious injuries - cuts and suspected fractures including head	<ul style="list-style-type: none"> • complete accident record in NEELB book • write name of child on stub in book • complete second form AR1 • staple AR1 to accident record and give to principal to check before filing and copying to NEELB