



ACCIDENT & INCIDENT PROCEDURES POLICY

Reviewed annually by Senior Management, last reviewed August 2023

Signed  _____

Jason O'Connor (Managing Director)

Nature of Injury/ Incident	First Aid		Reporting Procedure
	Check for	Treatment/ Action	
Minor injuries – including: Cuts, grazes, bumps, bruises	Dirt, blood	Clean, apply plaster/dressing / cold pack as appropriate	<ul style="list-style-type: none"> Record on SiS register Inform parent/carer on collection
Sprain / strain / severe bruising	Deformity, swelling, pain	<p>RICE: Rest, Ice, Compression, Elevation</p> <p>If severe or unsure, treat as a fracture (see below)</p>	<ul style="list-style-type: none"> Record on SiS register Inform parent/carer on collection Inform manager Complete A & I form through head office Follow-up call to parent/carer later or next morning – head office
Fracture or suspected fracture	Deformity, swelling, pain, broken skin	<p>Immobilise limb and get to hospital.</p> <p>If it's a leg or there is no other way to get them to hospital call 999.</p> <p>If they can walk, call parent to take them to hospital</p>	<ul style="list-style-type: none"> Inform parent/carer immediately Inform School Inform Manager Complete A&I form through head office Follow up call to parent/carer – head office
Head Injuries			
Minor bumps	Bruising, blood	<p>Sit them down for 10 mins</p> <p>Apply cold compress</p> <p>Check if they are ok to continue</p>	<ul style="list-style-type: none"> Inform parent/carer on collection Complete A&I form through head office
More serious – possible concussion	<p>'Egg' swelling, headache, dizziness, nausea.</p> <p>Check pupils in the eyes – are they the same size?</p>	<p>Sit them down</p> <p>Stop participation</p> <p>Apply cold compress</p> <p>Monitor consciousness/recovery</p> <p>If concerned call parent or 999</p>	<ul style="list-style-type: none"> Inform parent/carer on collection Inform school Inform manager Complete A&I form through head office Follow up call to parent/carer – head office
Unconsciousness	<p>Monitor time unconscious, if possible.</p> <p>Headache, dizziness, nausea.</p> <p>Check pupils in the eyes – are they the same size?</p>	<p>Sit/lay them down</p> <p>Apply cold compress</p> <p>Monitor consciousness/recovery</p> <p>Call parent immediately</p> <p>If concerned call 999</p>	<ul style="list-style-type: none"> Inform school for assistance immediately Inform parent/carer immediately Inform Manager Inform Head Office

<p>.../Cont. Head Injuries/Unconsciousness</p>		<p>Any occurrence of unconsciousness should be checked by a doctor after the event</p>	<ul style="list-style-type: none"> • Complete A&I form through head office • Follow up call to parent/carer – head office
<p>Stings / bites / allergies Anaphylactic shock</p>	<p>Severe allergic reaction i.e. Swelling/rash/difficulty breathing</p>	<p>If allergy is known, detected or suspected ask if they have an EpiPen (they may have it in school office.) Use EpiPen and call 999 Be prepared to do CPR if necessary</p>	<ul style="list-style-type: none"> • Inform parent/carer immediately • Inform school • Inform manager • Inform Head office • Complete A&I form through head office • Follow up call to parent/carer – head office
<p>Asthma Attack</p>	<p>Noisy breathing Blue/grey in the face</p>	<p>Advise to use their inhaler Call parent if they don't have it or if it's the first time they've felt like this. Sit them down (not lie down) with a friend if not too bad. Monitor condition If it worsens quickly call 999</p>	<ul style="list-style-type: none"> • Call parent/carer if you or the child are concerned • Otherwise inform parent at collection If serious: • Inform school • Inform manager • Inform Head office • Complete A&I form through head office • Follow up call to parent/carer – head office
<p>Epilepsy / Seizure</p> <p>Minor</p> <p>Major</p>	<p>Blank look, absence of awareness of surroundings.</p> <p>Collapse. violent, uncontrollable shaking, eyes rolled back, lack of response, possible blue/grey skin colour</p>	<p>Sit them down in a safe place. Reassure when they recover from the absence. Ask if it has happened before.</p> <p>Clear the area of people and possible obstructions. Protect the head by placing something soft under it. Time the seizure.</p>	<ul style="list-style-type: none"> • Inform parent/carer on collection – advise to see doctor if it's the first time. • Inform school • Inform manager • Inform Head office • Complete A&I form through head office • Follow up call to parent/carer – head office <ul style="list-style-type: none"> • Inform parent/carer immediately • Record on register • Inform school • Inform manager • Inform Head office

<p>.../Cont. Epilepsy/Major</p>		<p>Call parent/carer Call 999 if:</p> <ul style="list-style-type: none"> You know it's the first time The seizure lasts longer than 5 minutes Seizure is repeated Unresponsive for more than 10 mins <p>When seizure ends check they are ok, place in recovery position, keep warm and allow to sleep. Treat any injuries.</p>	<ul style="list-style-type: none"> Complete A&I form through head office Follow up call to parent/carer – head office
<p>Sickle Cell Anaemia</p>	<p>Pain or stiffness in arms, legs, back, stomach, chest, neck or joints. Swelling of hands or feet. Drowsiness, weakness, face drooping.</p>	<p>Keep them warm Call parent/ carer Give plenty to drink If serious or you are concerned call 999 Be prepared to give CPR</p>	<ul style="list-style-type: none"> Call parent/ carer Inform school Inform manager Record on SiS register Follow up call to parent/carer – head office
<p>Illness If a child reports feeling ill either before or during the session and is unable /unwilling to participate</p>	<p>Ask questions about the nature of the illness</p>	<p>Allow them to sit out if you think necessary Let them take medication (e.g. inhaler) Monitor condition</p>	<ul style="list-style-type: none"> Call parent / carer straight away to inform them that their child is feeling ill. They can decide if they wish to collect or if their child can sit out. Record on SiS register Follow up call to parent/carer – head office
<p>Accident – a child wetting or soiling themselves</p>	<p>Clear evidence of faeces or recognise a child who looks uncomfortable</p>	<p>Reassure the child that what they have done is fine and ensure they are at ease. Do they have a change of clothing? Call the parent or guardian informing them of the accident. What can you use to help them into dry clothing?</p>	<ul style="list-style-type: none"> Ensure the parent/guardian is informed immediately. Depending on the circumstances they may collect earlier or bring a change of clothes. There is no need to report to Head Office/School unless this is a regular occurrence