

# Accident and Incident Reporting Procedure - Updated Spring 2021



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"> <li>Record on SiS register</li> <li>Inform parent/carer on collection</li> </ul>
Sprain / strain / severe bruising	Deformity, swelling, pain	<p><i>RICE:</i> Rest, Ice, Compression, Elevation</p> <p>If severe or unsure, treat as a <b>fracture</b> (see below)</p>	<ul style="list-style-type: none"> <li>Record on SiS register</li> <li>Inform parent/carer on collection</li> <li>Inform manager</li> <li>Complete A &amp; I form through head office</li> <li>Follow-up call to parent/carer later or next morning – head office</li> </ul>
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 <b>call 999</b>.</p> <p>If they can walk, call parent to take them to hospital</p>	<ul style="list-style-type: none"> <li>Inform parent/carer immediately</li> <li>Inform School</li> <li>Inform Manager</li> <li>Complete A&amp;I form through head office</li> <li>Follow up call to parent/carer – head office</li> </ul>
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"> <li>Inform parent/carer on collection</li> <li>Complete A&amp;I form through head office</li> </ul>
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 <b>999</b></p>	<ul style="list-style-type: none"> <li>Inform parent/carer on collection</li> <li>Inform school</li> <li>Inform manager</li> <li>Complete A&amp;I form through head office</li> <li>Follow up call to parent/carer – head office</li> </ul>

<p><b>Unconsciousness</b></p>	<p>Monitor time unconscious, if possible. Headache, dizziness, nausea. Check pupils in the eyes – are they the same size?</p>	<p>Sit/lay them down Apply cold compress Monitor consciousness/recovery Call parent immediately If concerned call <b>999</b> <b>Any occurrence of unconsciousness should be checked by a doctor after the event</b></p>	<ul style="list-style-type: none"> <li>• Inform school for assistance immediately</li> <li>• Inform parent/carer immediately</li> <li>• Inform Manager</li> <li>• Inform Head Office</li> <li>• Complete A&amp;I form through head office</li> <li>• Follow up call to parent/carer – head office</li> </ul>
<p><b>Stings / bites / allergies</b> <b>Anaphylactic shock</b></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 <b>call 999</b> Be prepared to do CPR if necessary</p>	<ul style="list-style-type: none"> <li>• Inform parent/carer immediately</li> <li>• Inform school</li> <li>• Inform manager</li> <li>• Inform Head office</li> <li>• Complete A&amp;I form through head office</li> <li>• Follow up call to parent/carer – head office</li> </ul>
<p><b>Asthma Attack</b></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 <b>call 999</b></p>	<ul style="list-style-type: none"> <li>• Call parent/carer if you or the child are concerned</li> <li>• Otherwise inform parent at collection If serious:</li> <li>• Inform school</li> <li>• Inform manager</li> <li>• Inform Head office</li> <li>• Complete A&amp;I form through head office</li> <li>• Follow up call to parent/carer – head office</li> </ul>
<p><b>Epilepsy / Seizure</b>  <b>Minor</b></p>	<p>Blank look, absence of awareness of surroundings.</p>	<p>Sit them down in a safe place. Reassure when they recover from the absence. Ask if it has happened before.</p>	<ul style="list-style-type: none"> <li>• Inform parent/carer on collection – advise to see doctor if it's the first time.</li> <li>• Inform school</li> <li>• Inform manager</li> <li>• Inform Head office</li> <li>• Complete A&amp;I form through head office</li> <li>• Follow up call to parent/carer – head office</li> </ul>

<p><b>Major</b></p>	<p>Collapse. violent, uncontrollable shaking, eyes rolled back, lack of response, possible blue/grey skin colour</p>	<p>Clear the area of people and possible obstructions. Protect the head by placing something soft under it. Time the seizure. Call parent/carer <b>Call 999 if:</b></p> <ul style="list-style-type: none"> <li>• You know it's the first time</li> <li>• The seizure lasts longer than 5 minutes</li> <li>• Seizure is repeated</li> <li>• Unresponsive for more than 10 mins</li> </ul> <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"> <li>• Inform parent/carer immediately</li> <li>• Record on register</li> <li>• Inform school</li> <li>• Inform manager</li> <li>• Inform Head office</li> <li>• Complete A&amp;I form through head office</li> <li>• Follow up call to parent/carer – head office</li> </ul>
<p><b>Sickle Cell Anaemia</b></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 <b>call 999</b> Be prepared to give <b>CPR</b></p>	<ul style="list-style-type: none"> <li>• Call parent/ carer</li> <li>• Inform school</li> <li>• Inform manager</li> <li>• Record on SiS register</li> <li>• Follow up call to parent/carer – head office</li> </ul>
<p><b>Illness</b></p> <p><b>If a child reports feeling ill either before or during the session and is unable /unwilling to participate</b></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"> <li>• 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.</li> <li>• Record on SiS register</li> <li>• Follow up call to parent/carer – head office</li> </ul>