

Malmesbury Primary School



Serious Injuries Procedure

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Signed (Chair of Governors)	
Signed (Headteacher)	

MALMESBURY PRIMARY SCHOOL

Serious injuries procedure

As we cannot predict every scenario, in case of an injury which appears to be serious, the first response is to alert another adult to assist you and phone the school office. This is why if you are supervising or teaching children outside, please ensure you have your mobile phone with you.

Adult who is with the child needs to:

- Make a quick assessment – is an ambulance needed? If you decide that an ambulance is not needed, be prepared to change this view quickly should the child's condition deteriorate. If you have any doubt, err on the side of caution.
- Phone the office to summon help. Tell the office which child is hurt and your location.
- Alert another adult to assist you.
- As soon as a full First Aider arrives, hand over responsibility for the injured child. Stay with the child as you will be needed to give details of how the accident occurred to the ambulance service if they are called. Wait with the child and First Aider until the Paramedics have arrived, assessed the child and you have provided all the information they request.

The office will:

- Send for full first aiders and inform SLT.
- Bring details of the child from SIMS outside so that DOB and address can be given to the ambulance service.

SLT will:

- Direct an adult to take charge of the rest of the children. This person should remove the rest of the children to a safe place and look after them
- Direct an adult to wait for the ambulance and ensure they can quickly access the child. This adult should ensure that access gates are opened if this is needed (keys in office)
- Ensure that a member of the SLT or office staff ring the parent/carer of the injured child to inform them of the situation and advise them about the quickest way to meet up with their child – either directly to the hospital or to school.

If the parent has not arrived when the Paramedics are ready to take the child to hospital, the child must be accompanied by a member of school staff. If the parent arrives whilst the child is still at school, you must ensure that at least two members of staff remain on the scene until the ambulance has left the school.

The person who was first on the scene needs to write an account of what happened.