

Procedures to be adopted in the event of illness or accident to a pupil

Action to be taken will depend on the gravity of the illness or accident but in general the following principles will apply:

- Where the child requires hospital treatment every effort will be made to contact the parents/guardians to arrange for the child to be brought to the hospital. To facilitate this process telephone numbers, which are available through the school office, should be kept up to date.
- If the parents/guardians are not available an ambulance will be called. The child will be accompanied to hospital.
- If contact with the parents/guardians has not been established, every effort will be made to do so at the earliest possible opportunity.
- The supervising teacher will ensure that the accident is recorded in the incident book. This entry should be concise and should indicate :
 - (a) Approximate time of the injury.
 - (b) Nature of the injury.
 - (c) Procedure followed.
 - (d) An insurance form will be filled and forwarded to the insurance company.

Cuts, Grazes and Minor Injuries.

- Accidents on the yard will be referred to the teacher on yard duty. If this teacher feels the injury warrants extra attention the child will be brought in to Cuts and Bruises – the Library.
- First Aid will be administered by the teacher on cuts duty during breaks. Wounds will be cleaned with water and wipes.
- Teacher should wear the gloves provided.
- Plaster will be applied if necessary.
- An ice pack will be available to the children if necessary.
- First aid box will be located in the Library.
- Parents/guardians of the injured child will be informed and sent for if necessary.
- Class teacher will be informed about the incident if necessary and requested to keep a watchful eye.
- All head injuries must be reported to class teacher and parents/guardians.
- Serious accidents will be reported in the accident book, stating date, time, a place of accident, circumstances of accident and action taken, followed by the teacher signature.
- Principal will be notified.

Medical/Dental Appointments

- Pupils are not permitted to leave the school premises during the normal school hours unless accompanied by a parent/guardian. Pupils who have to attend dental/medical appointments must be accompanied by a parent/guardian when leaving the school and must be signed out in the diary in the secretary's office.
- In the event of a pupil being unwell after medical/dental treatment parents/guardians are advised to consider carefully if it is the child's best interest to return to school for the remainder of the day.

Illness while at school

- In the event of the pupils becoming ill during the school day a parent/guardian would be requested to collect them.

Review

- This policy will be reviewed at regular intervals.

Please retain this policy for reference.