



Injuries Protocol

2023-25

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Written by: Kathy Hughes

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Introduction

Children will from time to time experience a minor accident or injury e.g. a trip, a fall, or a graze whether in the school building or outside during playtimes. Fortunately, children are very resilient and most of the time there will be no need for intervention or first aid. However occasionally, there will be a need for first aid.

General protocol guidance:

- All injuries will be seen and assessed by a qualified first aider. Appendix 1
- First aiders who treat a child will keep a record of the child's name, class, the nature of the injury and any treatment given. They will also record the time and location of the accident.
- The initial first aider will retain accountability for a child until all first aid protocols have been completed – this includes administering first aid, completing paper work and informing parents/carers if needed.
- A child who sustains a head injury, will be monitored even when there are no apparent or obvious symptoms. Pupils suffering from a head injury will not be left unattended by school first aid staff until they are confident that a serious injury has not been sustained. Parents/carers must always be informed by phone call of any head bump.
- If a serious incident occurs on the school playground (one that the adult suspects will require urgent external treatment), the first member of staff in attendance must follow the emergency system of calling an ambulance. This must be done at the scene of the accident using a mobile phone as the 999 responder will ask questions regarding the patient. The school office will not be able to make the 999 call from the office. Appendix 2
- The Headteacher will be made aware of all significant injuries sustained in school and will inform the Local Authority and HSE as required. He will inform the Chair or Vice-Chair of Governors as soon as is practicably possible after a significantly severe injury or in due course through the half-termly Head's Report to Governors if the injury is less severe.

Reporting to Parents/Carers protocol guidance:

- **Very minor injuries** that do not require first aid are dealt with in school. School will not contact parents/carers.
- **Minor injuries** requiring first aid assessment and or treatment (e.g. cold compress, antiseptic wipes). The first aider will complete an 'accident slip' and will accompany the child to class to advise the class teacher of the incident. **The first aider will not rely on a pupil to inform their teacher of their injury.** The first aider will give the class teacher a copy of the accident slip to be handed over to parents/carers at the end of the school day, or (in KS2) given to the child to take home. School will retain a copy. When a child returns to class after receiving first aid, they will continue to be monitored by their class teachers. Children will be advised to speak to their teacher if they begin to feel unwell so their condition can be reassessed.
- **All bumps the head** requiring first aid or assessment. Procedures as above. **A phone call must be made** to inform parents/carers of the accident by the member of staff who has given the first aid.
- **Significant injuries** requiring further medical assistance. A first aider will assess the child's condition/complete the paperwork and parents/carers will be asked to collect their child and to



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seek further medical assistance. A member of the SLT needs to be informed before a phone call is made.

- **Very serious injuries** requiring immediate urgent medical assistance. Emergency services will be requested and then parents/carers contacted to inform them of the incident and directing them to come into school or go straight to a receiving hospital.



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Appendix 1

Class	Names	Expires
Nursery	Lisa Rogerson	Dec 2024 Paediatric
Nursery	Beth Marsh	Jan 2025 Paediatric
Reception	Pam Waugh	July 2024 Paediatric
Reception	Adele Sweet	Nov 2025 Paediatric
Year 1	Jo Wheeler (W, T, F)	Oct 2023
Year 1	Jayne Bousie (M, T, W)	Nov 2025
Year 2	Sian Osborne	July 2023
Year 2	Yasmin Dadabhoy	Nov 2025
Year 2	Melissa Lie	Nov 2025
Zen Zone/whole school	Emma Minshull	Jan 2025
Year 3	Lisa Harrison - Taylor	Nov 2025
Year 4	Lisa Kinneer	Nov 2025
Year 4 & 5	Shirley McGurrian	Jan 2025
Year 4	Alejandro Rios Garcia	Nov 2025
Year 5	Neil Grant	Dec 2024
Year 5	Alia Jafar	Nov 2025
Year 5	Fiona Brown	Nov 2025
Year 5	Rachel Knight	Jan 2025
Year 6	Kathryn Solley	July 2023
Year 6	Tanya Borowy	Nov 2025
Year 6	Lorna Watt	Nov 2025
Across school/SLO	Julie Bennett	Jan 2025
Across school	Jo Young	Jan 2025
Office staff	Anne Smyth	Oct 2023
Office staff	Joanne Burns	July 2024



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Appendix 2

Action in emergencies: A copy of this information will be displayed around the school close to exit doors. If a child is experiencing a medical emergency during the normal school day, then a first aider and the school office must be notified immediately. If the emergency occurs during lunchtimes, then the lunchtime organiser will send for another adult to inform the office/senior lunchtime organiser. The emergency protocol for Asthma or Anaphylaxis will be followed where appropriate. **The child must not be left alone at any time.** If the first adult in attendance has immediate access to a mobile phone, then he/she must call for an ambulance and inform the office that this has been done.

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The school's telephone number: 0161 224 8789
2. Your name
3. Your location: (Alma Park Primary School, Errwood Road, Levenshulme, M19 2PF)
4. Provide the exact location of the child within the school
5. Provide the name and a brief description of their symptoms
6. Inform the ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
7. Contact the parents to inform them of the situation

A member of staff will stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff will accompany the child in the ambulance. Office staff will give this member of staff a **copy** of the child's medical information to take with them to hospital.