

**Brynteg C P School**  
**Accident Procedures and Welfare Policy**

**Safety of Children**

The safety of the pupils at Brynteg C.P.School is paramount and every measure is taken to protect children from hurting themselves.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the Parent or Guardian.

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes in the staffroom, Nursery Plus, Infant and Junior areas.

The following staff at the school have been fully trained in first aid: **Mrs Jones, Miss Bell and Mrs D Jones**. Other staff have attended the general Atrium First Aid Course.

Should any incident involving injury to a child take place, one of the above mentioned members of staff will be called to assist. If necessary, the school will telephone for emergency assistance.

We record incidents involving injury, and we inform parents.

Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

A report should be completed for any accident that occurs on school premises or during school activities that is not minor. School activities also include off site activities.

A commonsense approach should be taken to determining whether or not an accident is a minor one.

As a guide, an accident is not minor and a report *should* generally be prepared when:

- a pupil or visitor is injured at school during school hours and medical attention is provided on site by a first aider.
- a pupil has to leave school early as a consequence of an accident.
- a parent, guardian or relative is summoned to the school as a consequence of an accident.
- a serious incident report is prepared about an incident which resulted in injury or hospitalisation.
- a pupil breaks a bone or suffers an injury to the eyes, head, or teeth.

The accident report should be prepared as close as possible to the time of the accident - preferably on the same day.

### **Seat belts**

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

### **Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Written permission from the parent/guardian will be required. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

### **Internet safety**

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **Equal Opportunities**

The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

### **Declaration**

This policy was approved by the School's Governing Body on 24<sup>th</sup> March 2021 It will be reviewed during the Spring Term of 2024

Signed  Chair of Governors

Headteacher  *R. Connell*