



CARGILFIELD

POLICY & PROCEDURES FOR DEALING WITH INJURIES TO CHILDREN

Paediatric first aiders are: Head of Nursery, All EYP staff.

All Pre-Prep staff have had first aid training in case of an emergency in the Pre-Prep.

Minor injuries

- Minor injuries such as cuts and grazes should be washed and cleaned with antiseptic wipes and a plaster applied if necessary.
- Any treatment should be recorded on iSAMS for Pre-Prep children and in the parent communication book and on iSAMS for Nursery children. These injuries should be verbalised to parents at the end of the day.
- All incidents are filed in the accidents and incident folder in the Nursery cupboard and these are reviewed by the Head of Nursery weekly to see any patterns that emerge. Action is taken to eradicate any causes if found.

Significant injuries

- Any injury to the trunk or head which has required an ice pack to be applied should be referred to the School Nurse on duty in the first instance.
- This will be recorded on iSAMS the school reporting system as an accident or injury. Then iSAMS records are filed in the accident and incident folder in Nursery.
- The accident book, which is kept in the accident folder, should be completed and parents should sign the book; a copy given to parents and the hard copy kept in the accident book.

Head injuries

- Any concerns with a bump to the head should be referred to the school nurse on duty - nurse@cargilfield.com
- Any head injury should be recorded in the Nursery/accidents/incidents book and a copy given to parents.

CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: admin@cargilfield.com Website: www.cargilfield.com

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

- If a head injury is caused by an incident or accident the incident and details need to be loaded on to iSAMS. A hard copy is then filed in the accidents/incidents folder in the Nursery cupboard.

Staff should monitor any child who has received a knock to the head or back and if any of the following is observed refer at once to the school nurse on duty.

- Loss of colour to face
- Loss of balance
- Dizziness or sleepiness
- Child complaining of feeling unwell or of pain.

Significant Blood Loss

- Any injuries which results in a large loss of blood or when bleeding cannot be stemmed should be dealt with by one of the first aiders in the first instance.
- The school nurse on duty, school nursery, should be notified as soon as possible and assistance requested.
- This will be recorded on iSAMS and emailed to the relevant persons named on the form.
- The accident book, which is kept in the accident folder, should be completed and parents should sign the book; a copy given to parents and the hard copy kept in the accident book.

Painful limb injuries

- Any accident which results in a child complaining about an arm or leg hurting should be checked by a first aider initially and referred to the school nurse on duty.
- This should be recorded on iSAMS by the person who was present at the incident or accident. This is then filed in the accidents and incidents folder in the Nursery cupboard.
- The accident book, which is kept in the accident folder, should be completed and parents should sign the book; a copy given to parents and the hard copy kept in the accident book.

Accidents or Injuries which require hospitalisation/attendance at a GP surgery

- Any accident or injury that requires hospitalisation or the attendance at a GP surgery needs to be reported to the Care Inspectorate via the e-forms part of the Care Inspectorate website.

- The forms can be accessed via this link:
<https://eforms.careinspectorate.com/>
- It is important that any relevant risk assessments are reviewed in the instance of a serious accident or injury.
- If the accident or injury doesn't result in a hospital/GP visit but is considered a 'near miss' an appropriate form needs to be completed and shared with Kirsty Lukas (Bursar), David Walker (Head of Health and Safety) and Rob Taylor (Head Teacher).

Duty of Candour

See the Whistleblowing policy in relation to current practice in relation to Duty of Candour following a serious accident causing serious injury.

Please also see the following link for details:

<https://www2.gov.scot/Topics/Health/Policy/Duty-of-Candour>

In general the procedure is as follows:

- Nursery children who need to see a first aider should be seen by a nursery first aider in the first instance.
- The school nurse should be contacted and requested to attend in the Nursery.
- If this is not possible then the child should then be taken up to the surgery or a phone call/radio call to the school nurse to ask for advice.

Please remember to inform the parents of any injuries and to be clear on the treatment given. Parents must sign accident/injury form from the green book and/or the medicine folder if pain relief etc is administered.

The school nurse should be in the surgery except for at the following times. If they are not there please go to the office for assistance in contacting them.

11:10am – 12noon: Dining Room or Staff Room

12:15pm - 1:40pm: Dining Room

1:55pm – 2:20pm: Changing Rooms

2:55pm- 3:10pm: Changing Rooms

4:00pm-4:30pm: Changing Rooms

2:15pm -4:30pm: Wednesday Changing Room/pitches

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Remember it is important to apply common sense to dealing with injuries and to apply your own judgement to the situation.

Updated by Tiffany Murdoch, Head of Nursery, August 2023

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