



ACCIDENT PROCEDURE FOR PPA COVER AND HOLIDAY CAMPS

The **'Central Education Accident Procedure'** should be re-visited and practiced at the beginning of each half term and reinforced with each class/group where necessary. All staff members should be familiar with the procedure.

The **'Central Education Accident Procedure'** assumes that the staff member is working alone with a class/group during a PPA session, therefore without the support of a teaching or coaching assistant. During a Holiday Camp session, a second member of staff will always be present.

PREPARATION FOR PE LESSON OR CAMP SESSION:

1. Each staff member should know the school or camp first-aid procedure and arrangements, and ensure that they are clearly understood
2. Identify who the appointed school first-aider or camp first aider is during your lesson/session, and relay this to the class/group
3. Ensure your first-aid kit is well-stocked and functional, and in your Central Education kit bag
4. Ensure the red Central Education emergency 'help hand' is in the hall/playground ready for use if necessary
5. Ensure individual pupil's medication is taken to working area every lesson if required, such as inhalers, EpiPens etc...

IN THE EVENT OF AN ACCIDENT/INJURY:

- Stay calm, observe the situation and act quickly
- Attend to the injury immediately, whilst ensuring other pupils have stopped the activity and are safe
- Take appropriate action for minor injuries
- If you feel the injury requires further non-emergency treatment (i.e. minor cuts and grazes, bleeding etc...), ensure the injured child is accompanied by a responsible pupil to first-aid (curriculum time only)
- If the injury is deemed to be serious, and requires specialist attention, send two responsible pupils with the red Central Education emergency 'help hand' to locate any member of staff working within the school or setting. Ensure they go quickly and sensibly. Decide further reasonable action to take in each case
- Log all significant injuries in the accident book as soon as possible. All injured children need to go home with a school accident form (curriculum time) or a Central Education accident form (holiday camps)
- Inform Central Education Head Office of significant injuries at the earliest opportunity, who will liaise with the school where necessary

FOR HOLIDAY CAMPS ONLY:

In the event of any significant injuries - including all head injuries (**see details below**) - give the child's parent/carer a completed copy of the accident notification form. Fill in one accident form for the parent/carer, and fill in one to keep in the book.

HEAD INJURIES

Central Education recognises that accidents involving a pupil's head can be problematic, as the injury may not be evident and the effects may only become noticeable after a period of time.

Where emergency treatment is not required, the **school Accident Form** or the **Central Education Accident Notification Form** will be used and completed for **ALL** head injuries, and should be given to the child's parent/carer.

TRANSPORT TO HOSPITAL OR HOME

- The lead staff member will determine what is a reasonable and sensible action to take in each case
- Where the injury is an emergency, an ambulance will be called, following which the parent/carer will be contacted. All parents will have a given consent prior to the commencement of the course, giving permission for their child to receive treatment at a hospital in the event of an injury
- Where the injury is an emergency, and if the parents cannot be contacted, then the lead staff member may decide to accompany the pupil in the ambulance to hospital. This will only occur if there is a qualified staff member remaining to supervise the group.
- Where hospital treatment is required but is it not an emergency, then the lead staff member will contact the parents for them to take over responsibility for the child

Staff members have access to all policies and procedures via an online portal at all times, which can be accessed through the website:

www.centraleducation.co.uk

