

Accident/Incident

Minor
Accident/Incident

Injured person
able to walk

Yes

Call Reception with location of
incident. They will contact First Aider
/ school nurse

First aider / School nurse assess and
treat injured person/s. and transfer to
Medical room

First aider/School nurse will assess
and decide if injured person needs to
go to Hospital immediately or if
Parent/Carer needs to be contacted
for pupil to go Hospital/ Home

If Parent/Carer can't get to school in
a reasonable time school a member
of staff will take pupil to Hospital if
required and Parent /Carer
contacted to meet at Hospital

Yes

Injured person
able to walk

Yes

Send pupil to Reception with
assistance if required

Reception will contact First
aider/School nurse and send to
Medical room

First aider/School nurse will assess
and decide if Parent/Carer needs to
be contacted for pupil to go
Hospital/ Home

If Parent/Carer can't get to school in
a reasonable time to school a
member of staff will take pupil to
hospital if required and Parent
/Carer contacted to meet at Hospital

No

No

Call Reception with location of
incident. They will contact First
Aider / School nurse and send to
location they will assess
Accident/Incident as to whether
to call for an Ambulance

If ambulance required First Aider
/ School nurse will contact
Reception. Site staff to assist
ambulance service

Member of staff to accompany
injured person Parent/Carer
contacted to meet at Hospital