

Early Years Foundation Stage

Accidents and Emergencies

Great Oak CE Learning Federation



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Accidents and Emergencies

Early Years Foundation Stage is a fundamental element of the children's education and therefore staff at the Great Oak CE Learning Federation have agreed the following policy for accidents and emergencies.

Aims

This policy aims to ensure:

- To have in place accident and emergency procedures to deal with any accident or emergency that takes place at school or on an educational visit.
- To ensure that there is always a pediatric first aid trained person within the class.
- To work with other schools and the Local Authority to share good practice in order to improve this policy.

Accident and emergencies Procedures Document

The accident and emergency procedures document will include:

- the names and responsibilities of staff;
- names of all first aiders;
- location of first aid equipment;
- location of medical room;
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures:
 - location of alarm systems
 - list of names of who to contact in an emergency
 - plan of assembly points
 - the names and responsibilities of staff
 - evacuation procedures
- records of accidents or dangerous occurrences:
 - date and time;

- location;
- name of injured person;
- description of accident;
- date when accident was reported to the:
- Local Authority
- Health and Safety Executive
- Police
- Reporting

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Visitors and Contractors
 - School Security
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy and
- delegated powers and responsibilities to the Curriculum Committee and to the Headteacher to oversee the development of this policy.

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide health and safety training for all school personnel;
- have in place a system to report all accidents and emergencies;
- keep records of all accidents and emergencies for a statutory time;

- provide an accident and emergency procedures document for all school personnel;
- ensure that all school personnel are aware of the above document;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff, diseases and medical conditions
 - accidents causing incapacity of more than three days
- near misses
- report to the Local Authority immediately any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Subject Leader

The Subject Leader will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of Teachers

Teachers will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;

- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school; liaise with the school council;
- take part in questionnaires and surveys

Role of Parents/carers

Parents/carers will:

- be aware of and comply with this policy;
- report any accident or emergency that takes place on the school site to a member of the school personnel;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

