



THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL

Tel: 01494 527033 Email: office@thedownleyschool.co.uk

Website: www.downley.bucks.sch.uk

Headteacher: Ms F Taylor



Accident and Illness Procedure - The Downley School

Procedure

The safety of our children is paramount and we will take every measure we can to protect pupils from hurting themselves. However sometimes accidents do happen and we follow the following procedures when dealing with such a situation.

- We comfort the child and reassure them.
- We assess the extent of the injuries and if necessary call for medical support/ambulance.
- We carry out any first aid procedures that are necessary and that we have been trained to do.
- Minor bumps and injuries **MAY** be notified to parents and carers by means of a note sent home with the child at the end of the day.
- When a child bumps their head we will **ALWAYS** notify parents and carers. For very minor bumps this may be in the form of a standard letter sent home with the child at the end of the day.
- In serious cases the parents/carers will be contacted as soon as possible to inform them of the accident and if necessary to ask them to return to care for their child/meet us at the hospital if the situation requires it. In the vast majority of incidents however, this will not be necessary.
- After every accident, however minor we:
 - Complete a report in the accident book
 - If necessary report the incident to the local authority of HSE:



More serious accidents are reported to the Local Authority and the Health and Safety Executive under 'RIDDOR' regulations. The telephone number for reporting incidents is : 0845 300 9923.

Exclusion due to illness

The Downley School is an inclusive place of learning, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background.

There are however certain occasions when it may be necessary to ask a parent or carer to not bring their child to school for a short period of time. These reasons include:

- If a child is ill.
- If a child has a highly infectious condition such as impetigo.
- If a child has a notifiable disease.
- If a child has recently had a bout of sickness or diarrhea they must stay away for 48 hours.

If a child becomes ill whilst at school, we may request to parents and carers that the child be taken home to be suitably treated and/or to avoid infection of others.