



Henry Bloom Noble Primary School

Isle of Man Department of Education, Sport & Culture
Rheynn Ynsee, Sporyt as Cultoor



Isle of Man
Government
Reiltys Eilan Vannin

Procedures for documentation following accidents - particularly Bumped Heads.

This guidance applies to staff, volunteers, Governors, sub-contractors and those on work placements.

To be read and used in conjunction with the Safeguarding Policy, the Behaviour Policy, the Anti-bullying Policy, and Health and Safety policies.

Aim

To ensure all documentation is appropriately completed and all interested parties are informed.

Procedure

- ★ We follow guidance given by DESC - see attached flow chart.
- ★ When anyone has an accident at school the accident book must be completed. This is a record of **ALL** accidents that require any sort of attention including the children of staff, staff members and visitors to school.
- ★ If the injury is a head injury every child **must** have:-
 - a completed head note for home detailing the injury.
- ★ The letters can be given to the child but you **must** make sure the member of the teaching staff who collects that class from the playground knows about the injury. They will ensure it goes into the right school bag. Parents should be phoned for any significant head bump.
- ★ Teaching staff must be informed of all significant injuries.
- ★ Grey accident forms (available from the school office) must be filled in for any head injury where there is a mark, the child complains of the usual signs of concussion or staff feel it necessary to inform parents. These grey forms are submitted to the DESC. If there is any sickness or loss of consciousness, then phone an ambulance.
- ★ If you are concerned about any injury then you must seek a second opinion. If in any doubt at all phone parents and advise them to take the child to hospital.
- ★ If a child is sent to hospital for any reason, then fill in a "grey" accident form.
- ★ If a child is absent the day after an accident, as a result of the accident, then fill in the "grey" form retrospectively.

Equal Opportunities

This complies with our whole school policy.

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Henry Bloom Noble Primary School
Westmoreland Rd, Douglas, Isle of Man, IM1 4AQ
e-mail: HBNEnquiries@sch.im

