



John Wilkinson Primary School and Nursery Out of School Hours Provision

Procedure for Injuries to Children, Staff, Parents or Volunteers

Updated Spring Term 2026

STATEMENT OF INTENT

We believe the safety of all our children, staff, volunteers and parents to be of paramount importance. This policy covers the procedure to follow in the event of an injury to someone whilst in our setting.

AIM

This policy aims to clarify the procedure to follow in the event of an injury to a child/member of staff/volunteer or parent whilst walking to, entering, or in the setting.

MINOR INJURY

In the case of minor injuries where, in the opinion of the staff, the injury needs dressing or other non-urgent attention by a G.P., the child's parent (or other person specified on the registration form) will be contacted as soon as possible. A parent/carer will be informed of the incident and asked to collect the child as soon as possible from the setting. If this is not possible, staff will care for the child within the setting until the end of the session.

NON-MINOR INJURY

Where the injury is suspected to be more serious, an ambulance will be called. The child's parent (or other person specified on the registration form) will be contacted as soon as possible and informed of the incident and action taken. The child will be accompanied to hospital by their parent, or if this is not possible, by an experienced member of staff.

In all cases, a written record of injuries will be kept by the Manager of the Nursery. When joining the Nursery, all parents are requested to give permission for their child to be taken to hospital should the need arise.

INJURIES TO STAFF, STUDENT AND PARENT VOLUNTEERS

Minor Injuries.

First Aider will assess needs of injury as above.

Non-Minor Injuries.

The staff and students are asked to fill in a form asking for medical information and contact details in an emergency. This information can then be used in the relevant emergency situation.

INJURIES / EMERGENCIES DURING OUTDOOR LEARNING

All staff hold a paediatric first aid certificate or are booked onto training. A first aid kit is always taken to Welly Wanderers, along with emergency contact details and a telephone.

If an injury can be treated the first aider will do so, and then record on an accident / incident form where information can be passed on to the parent/carer. A summary record will also be completed for monitoring purposes.

In the case of a minor injury needing dressing or non-urgent treatment by a doctor, the child's parent/carer (or other person specified on their registration form) will be contacted as soon as possible and advised that their child needs to be seen by a doctor.

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Other staff will continue to supervise other children.

More serious injuries – When injuries are suspected to be more serious after initial assessment by the first aider an ambulance will be called.

In this situation-

The first aider will attend to the injured child/adult. One member of staff will phone the emergency services giving directions etc (referring to the Emergency Service Directions in the Welly Wanderers/Forest School Handbook). A member of staff will be on hand at the school gate to direct emergency services to the wood and give required information on injured child/adult. The third member of staff will be supervising the remaining children. The child's parents/carer will be contacted as soon as possible, informing them of the accident/incident and the action taken. The child will be accompanied to hospital by their parent, or if this is not possible by a member of staff (if by staff member the Head Teacher will be contacted and the leader will arrange emergency cover for the absent member of staff).

In the case of any accident / incident / injury a written report is kept. All new families are required to give written permission for their child to be taken to hospital should the need arise. Forms are also filled in giving any medical information and contact details in an emergency.