



Staniland Academy

Accidents and Emergencies

In the event of an accident or emergency try to stay calm. Take charge of the situation and reassure those around you. Do not put yourself in danger. Stop, think and assess the situation. If possible, make the situation safe.

If a child needs to go to hospital, call an ambulance and send another teacher/ responsible adult with them.

The safety of the children is next, most important to your own safety.

Inform the Head teacher as soon as is practically possible about the situation and the possible consequences of the incident. School will inform parents, governors/ directors or anyone else they deem necessary. School will also deal with the press and any press enquiries should be referred on to school. You can say, "I am not willing to make a statement but there will be a statement available from the school. The number is 01205 365527".

In the case of an accident, the names and addresses of any witnesses should be taken.

Make a written account of the incident, at the time, if possible.

Visits – see Visit Policy for guidelines and procedures.

Staff safety – see First Aid Policy for guidelines and procedures.