

# Rutland Genie Tutoring Ltd.

Excellent teaching that is fun and friendly

Registered Office:  
Lammas House,  
4, Durant Farm Drive  
Barrowden,  
Rutland.  
LE15 8DU  
Tel: 07515956187

## **Accident or Injury Policy**

I am committed to ensuring students are cared for in a safe environment that reduces the chance of accidents and injury.

### **Procedure**

I hold a First Aid Certificate that is renewed every 3 years in line with guidance. A first aid box with appropriate content is accessible at all times. It is stored in the kitchen. This is regularly checked and re-stocked as necessary.

I will obtain written parental permission to seek emergency medical advice or treatment so that in an emergency, medical help can be accessed without delay.

If there is an accident or injury to a student, I will reassure them and I will assess the extent of the injury and will carry out any first aid procedures that are necessary and that I have been trained to do.

I will contact you straight away unless your child's injury requires emergency medical treatment, then I will contact the emergency services. I will then contact you as soon as possible and accompany them to the hospital.

Accident records need to be completed with details of the accident or injury and first aid treatment given and parents will be requested to sign these records on the same day or as soon as reasonably practicable. These will then be stored accordance to my confidentiality policy.

If I have an accident, I will get the nearest responsible adult to help, while parents are being contacted. I expect that parents will also contact me in the event of any accident or emergency which may befall them.

**Reviewed December 2021**