

School accidents

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At Colegio San Cayetano we have a protocol for action in the event of school accidents, whose aim is to ensure appropriate care and effective communication with families.

School accidents are classified as **minor, moderate and serious**, depending on the nature of the injury and the care it requires.

1. Minor accidents

The teacher will carry out an initial assessment and provide the appropriate first aid. If in doubt, they will call the school nurse to assess the injury, and the same teacher will inform the form tutor so that the parents can be notified.

2. Moderate accidents

If the injury is moderate and requires medical attention, the nurse will be called to assess it, the parents will be contacted and the corresponding accident report will be processed, in accordance with the terms of the school insurance.

In the event of a hard blow to the head, the family will be informed immediately and the corresponding accident report will be completed.

3. Serious accidents

In the event of a serious accident, the **PAS protocol: Protect, Alert and Assist** will be applied. After protecting the pupil, 112 will be called for transfer to the clinic covered by the school insurance (**Juaneda**) and the parents will then be notified.

4. Treatment at Clínica Juaneda

When an accident requires medical attention and the **school insurance** cover applies, the healthcare centre designated for treatment is **Clínica Juaneda**.

The family will be informed of this and must go to Clínica Juaneda following the instructions provided by the School.

Please note that if the family decides to go to a healthcare centre other than Clínica Juaneda, the accident will not be covered by the school insurance or by the School. In such cases, any healthcare costs will be borne by the family.

To receive treatment at Clínica Juaneda it is essential to present the **medical referral form provided by the School**.

5. While waiting for the family

While waiting for the family to arrive, the injured pupil will remain accompanied and under the supervision of an adult.

The pupil will not be left alone or taken off the school premises, unless this is necessary for medical reasons or on the instructions of the emergency services.

6. Accidents involving dental treatment

If a pupil has an accident requiring dental treatment, the parents should contact the school to find out which dental clinics are covered by the school's accident insurance policy. They should then make an appointment and bring the accident report to the consultation.

7. First aid equipment and defibrillators

The School has first aid equipment and **automated external defibrillators (AEDs)** located in various facilities around the school to enable a rapid response in an emergency.

School staff know where the emergency equipment is located and the corresponding action procedures.

Last updated: 18 September 2026

This protocol sets out the school's general guidelines for action in the event of school accidents. In an emergency, the instructions of the health and emergency services will always be followed.