

1. The teacher present at the time of the incident and/or the teacher on duty:
  - must assess whether or not the pupil needs to be taken to the school infirmary or must call the Medical Service (during Pedagogical Days, the School Doctor provides some basic medical and health guidelines to bear in mind in the event of an accident);
  - immediately calls an ambulance <sup>(n.112)</sup> in the event of a clear emergency.
2. The Medical Service, if involved,
  - provides the necessary treatment and, if deemed necessary, calls an ambulance<sup>(n.112)</sup> and arranges for the pupil to be taken to A&E.
  - It will promptly inform the family of any particularly serious cases and/or situations requiring the pupil to be taken to A&E, and will advise on any necessary care or treatment. Completes the accident report within 3 days of the incident and informs the General Secretariat regarding insurance procedures.
  - Completes the Accident Report form, including: a clear description of how the accident occurred (based on direct observation or reports), how the situation was managed, the pupil's location and activity at the time of the incident, and any hazards identified that may have contributed to the accident or could lead to similar incidents in future. The General Secretariat will forward the necessary documentation to the School's insurance provider within one week of the accident (provided that any documents to be completed by the parents are supplied in good time).
3. The family is required to promptly inform the school if, following an accident at school, the pupil needs further assessment or treatment at A&E. If the family takes the pupil to A&E without first informing the school, and this results in a penalty being imposed by INAIL, the school will seek recourse from the family for any such penalty.
4. The reports referred to above are for internal use only and must be submitted solely to the Deputy Director of the cycle to which the pupil concerned belongs.
5. The Deputy Director responsible for the pupil's cycle must, within two weeks of the accident:
  - May request additional information to clarify the circumstances of the accident.
  - Provide a summary of the incident to the Director.
  - Report to the Director and administration any hazards that contributed to the accident or that could lead to similar incidents in the future.
  - If requested, provides all necessary information to the family of the pupil involved.

School Management