



# First Aid Policy

November 2023

## First Aid Procedures

### **During lesson**

There are first aid kits located throughout the school.

All first aid boxes are regularly replenished from the main store in the Hall.

### **Minor Injuries**

Minor injuries are dealt with in the classroom by either the Class Teacher or the adult in charge. A first aid slip is completed if necessary and sent home with the child.

### **Major Injuries**

If further treatment is necessary then a first aider would be summoned via the school Walkie talkies, paging system or a 'runner'.

In the event of a bad bump on the head the parents should be inform by telephone if possible, of the incident and give them the option of taking them home or seeking a medical opinion. If the child remains in school watch for symptoms of drowsiness or blurred vision. Inform Head Teacher/ first aider immediately if these occur.

If an emergency occurs and parents are not available or a child needs urgent medical attention an ambulance will be summoned and the Head Teacher or a member of staff will accompany the child to hospital and remain there until the parent or guardian arrives. Do not make medical judgements which you are not qualified to make and seek medical advice when in doubt.

### **Serious injuries**

The following incidents should be reported to the Head Teacher:

- i) significant accidental injury to head
- ii) unconsciousness
- iii) any suspicion of a fracture
- iv) any condition causing concern

*Any Serious injury is reported to the HSE using the Riddor and Wellworker system.*

### *Lunch time arrangements*

*Children are sent in to the first aid post and treated by the first aider, if the injury turns out to be more serious then a full first aider will deal with the injured child.*

*This is then recorded in the accident book and a head bump slip is made out to be sent home.*

*All staff are trained in basic first aid.*

### *Accident slips*


*All injuries that require treatment are recorded in the first aid book, and a slip is sent home to parents. These slips are completed by any member of staff including dinner staff.*

**Date Policy Reviewed & adopted by Governor's: November 2023**

**Next review: November 2024**

**Signed:**

**Chair of Governors, Di Morphew**



**Head Teacher, Kaye Burnett**

