

# Elworth C of E Primary School



## First Aid Procedures

Date:	October 2023
Review Cycle:	2 Yearly
Reviewed By:	Mr N Garratt
Approved By:	Mr N Garratt
Next review date:	October 2025
Nominated Governor:	Mr B Pitt

In the event of an accident anywhere in school, the following procedures apply:

- If a child requires first aid treatment, they will be seen by a member of staff. They will determine what level of first aid is needed. If it is at playtime firstly can it be dealt with outside the school building, first aid will be administered by the staff member on duty. However, if the matter requires further attention then the child will be sent into school and **taken to one of the first aiders**.
- First aid during curriculum time should be dealt with where possible by the classroom practitioners. If this isn't possible then the teacher can ask for support from a senior member of staff or a member of staff freed from teaching duties.
- Lunchtime practice is dealt with in much the same way. A senior member of staff resumes duty as first aider; when emergency first aid cannot be given by the member of staff on duty outside a message is received in school and the child is dealt with in the first aid room.
- **Only first aiders** must administer treatment.
- All accidents **must** be reported in the accident book which are located in each classroom. Class teachers should also be informed of any injury.
- Copies of the accident slips should be sent home.
- Head bumps or potentially more serious incidents are triaged by more than one person- this allows for a second opinion and also a greater level of vigilance around the well-being of the child. If the child returns to class, the class teacher will be informed of the incident. Observation of the child can continue throughout the day. When an injury is triaged and considered to be 'more serious' a telephone call home will be made to inform the parents and give them the option to come to school and check the injury. Parents may also wish to administer medication if required.
  - In the event of a serious incident, office staff should also be informed so a PRIME form can be completed.

**To call an ambulance:**

- Dial 999.
- State condition and location of casualty.
- The school postcode is CW11 3HU, Middlewich Road is the A533 ●

School telephone number is 01270 698914.

- Advise the office of action taken