

Balmerino Primary School and Nursery Class First Aid Procedure and Procedure for Notifying Parents

This is inline with Fife Council: First Aid, Illness and Injuries in school (August 2022)

All Staff working at our school should note the following:

- Any staff member can provide care and comfort to a child whether first aid trained or not. For example, any staff member can help a child to wipe and cover a graze or comfort a child and help them to apply an ice-pack. All staff have a duty of care to look after children, seeking help as needed.
 - Our school first aider is Angela Kelly – in the event of serious illness or injury to child or adult, the person should not be moved and Angela should be called to attend. If Angela is not available, Lucy Jess (Headteacher) should be called. Angela and Lucy are the nominated people to make a decision about whether an ambulance should be called. If in doubt or if there is a delay to them being able to attend, any staff member can and should make a decision to call an ambulance. Parents/emergency contacts should be called after the phone call to 999.
 - If a child is ill and needs to go home, the parent/emergency contacts should be contacted as in point 2 (below). A parent should be asked to take their child home if the child has the symptoms of a temperature, are tired or lethargic, complain of being generally unwell, have an unexplained rash or are sick.
 - If a child picks up a tick, the parent should be called to come and collect the child and remove it or take them for treatment. No staff member should treat a tick.
 - If a child is noted to have headlice, their parents should be phoned and told that staff have noticed this. It is good if the child can be collected quickly so that the lice can be treated but NHS do not advise that children need to stay off school with headlice so the child can continue at school until the parent collects them and can return the next day.
 - All injuries and first aid should be recorded. An injury which leads to a child being taken for medical attention should be logged on First Contact by the person who dealt with it.
 - Parents should always be contacted if a child is injured at school. Nursery have well established routines for recording and sharing accidents/incidents. Staff working with primary children should follow these procedures:
 1. If the injury is minor, the child should be given a 'I received first aid today' wrist band, Parent will be contacted by text saying:
<name> received first aid today for <detail of injury>. He/She is well and happy and able to continue at school.
 2. If the injury is more serious and/or needs action by the parent (yet does not need an ambulance), parents will be contacted by phone. Staff should phone all parents/emergency contacts rather than leaving a message and waiting. A message can be left, asking the parent to call back, as long as all contacts are called. An example of this might be a bumped head where the child needs to go home to be monitored but it could also be a minor injury which needs to be monitored at home e.g. a splinter which might need to be removed by the parent. If the staff member caring for the child judges that they are ok to continue until the end of the day, this can be shared with the parent but they should be given the option to come and see them sooner if they prefer. In the event of an injury which needs immediate attention e.g. a deep cut, a graze which can't be cleaned properly or a bumped head which needs to be monitored, the parent/emergency contact should be asked to come to school immediately.
 3. In the event of a bumped head, if the child has a mark or seems ill, confused or upset, the parent and emergency contacts should be contacted as in point 2 and asked to come to school immediately to check their child. The child can continue at school if the parent judges they are well enough to do so but the parent should be the one to make this decision.
 4. If a bumped head seems minor – there is no mark and the child is otherwise well, the child should give given a 'I bumped my head today' wristband and the parent will be sent a text saying:
<name> bumped his/her head today. He/she does not have a mark and is able to continue at school. We will monitor them and ask that you do the same at home.
- All staff members working with the child should be made aware that they have had a bumped head.