



First Aid Procedures and Guidelines

Playtimes and Lunch Times

Support Staff take out a First Aid bag during these times to deal with any minor falls, cuts, scrapes or bumps. The First Aiders in the playground will treat the child and will record what happens, on the Minor Incident Reporting Form. When the break ends the First Aider should inform the relevant member of teaching staff. **If the injury only requires a wipe, there is no need to record.**

Support staff should use their discretion to decide if an injury requires more specific treatment. If this is the case, radio Mrs Jackson will take the injured child to the Medical Room. Mrs Jackson will treat the child and record this on the Minor Incident Reporting Form.

- It is good practice to contact parents by phone call about any recorded incidents.
- If the call goes straight to answer machine please leave a message to call the school back so as not to cause the parent alarm. Note on the incident form that you have tried to call. However, inform a member of SMT as to what has happened so they are able to take the call if you are not available when the parent calls back.
- If an injury has been caused by another child please get a member of SMT to call the parent so they can explain what happened and how it was dealt with.

In cases of a head bumps First Aiders in the playground should use professional judgement and either treat them on scene or radio for Mrs Jackson. In either case a child should be observed for 10 minutes before making an appropriate decision e.g. further treatment, contacting that child's parents or sending the child back to class/play.

Where possible children should be treated in the Medical Room.

When there is a head injury or a more serious injury, the parent should be contacted immediately and advised to collect their child and to seek medical attention. This should always be followed up by a further phone call to enquire on the injured party by the school admin assistant. A corporate incident form should be completed within two days and sent to the headteacher.

Please make the admin assistant aware of any children going home.

During Class Times

Children should be observed by the Class Teacher before seeking medical advice. If the teacher feels the child is genuinely unwell or injured the child should go to the nearest SLA in their wing. If both the Class teacher and SLA feel the child should go home, the SLA should bring the child to the office, get SMT approval and then call home. In the event of a more serious injury, a responsible child should be sent to the front office to alert the school admin assistant or a member of SMT. This could also be done by walkie talkie as all SMT will be given one.

Class teachers should complete a medical form and call the parent if required if a first aid issue has arisen in class. This is because the CT knows exactly what has happened.

Remember that Support Staff have lunch from 11:45 to 12:15pm.

At all Times

If a child requires any First Aid treatment then the first aider who applied that treatment has a duty to complete the Minor Incident Reporting Form, retain a copy and send a copy home with the child.

Head or serious injuries that have required any treatment must be reported to Corporate Health and Safety by the First Aider with the support of Mrs Jarvie.

First Aiders:

Lisa Reynolds SLA

Nicole Windisch SLA

Kerry Lapsley Nursery SECE

Gayle Reid Nursery ECE (paediatric first aid)

Mei Ward is responsible for First Aid Book maintenance.

All Support Staff and nursery staff will be offered First Aid Training as and when it arises so we can build our capacity.