

First Aid Procedures

- The school requires there to be two staff qualified to First Aid in Work standard (4 day course)
- The school has the following staff qualified for First Aid (Appendix F1)
- Every class is supplied with a ‘bum bag’ with basic first aid materials, head bump notes and log notes, as is the school office. Additional supplies of First Aid materials are also available from the Learning Lodge and Staff Room. It is the responsibility of individual members of staff to ensure that their ‘bum bag’ is kept stocked up with necessary first aid equipment.
- First aid kits are available for use on visits.
- First Aid areas should be clearly marked and a list of current first aid officers should also be clearly displayed.
- Plastic gloves are provided and should always be worn when dealing with blood and bodily fluids.
- Special bins are provided for the safe disposal of soiled dressings, gloves and anything that might have come into contact with bodily fluids.
- Staff should be aware of the potential for allegations of improperly touching a pupil. If necessary a second member of staff should be present to act as a witness.
- Where a child needs to receive ‘Intimate Care’ staff need to be familiar with the ‘Intimate Care Policy’ and ensure that the appropriate ‘Management of Care Plan’ has been completed in line with the policy.
- Staff on duty during any break times must ensure that they carry their first aid ‘bum bag’ with them so that minor incidences can be dealt and appropriately recorded by them. . Where this is not possible, a child should be escorted to the school office for treatment.
- In addition an accident book will be maintained in the main office.
- All administration of First Aid will be recorded and retained for five years. Major incidents will be recorded on official reported documentation.
- If an incident is worth reporting on (major cuts, bruises and sickness) then the class teacher will be informed. There will also be a telephone call to the parents.
- More serious injuries are to be referred to the Head Teacher or a senior member of staff who, along with the First Aider who with the best of their knowledge, can decide if the child needs hospital care.
- If a child is taken to hospital, every effort will be made to inform parents immediately.
- If there is indication of risk to the patient that requires the emergency services to be called, this is to be done without delay.

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