



GENERAL INFORMATION

STAFF

We have 6 main first aiders, who also have the Paediatric First Aid certificate.
They cover lunch time First Aid duties on a daily basis.

We have a range of other staff who have the Emergency First Aid qualification and can treat children.

A list of staff is in the staff room

ACCIDENT BOOK

The accident book must be completed whenever a person has received first aid.

It is a legal document and must be maintained in a legible and professional manner at all times. This will be checked by Ellen Greaves.

All head bumps and other noteworthy injuries must have a letter sent home. (Contact parents/carers directly if the letter is left in school).

Please use your professional discretion here. If in doubt ask a senior member of staff.

CHILDREN SENT HOME

All children who are sent home must be recorded on the sheet in the main office by the person who has sent them home.

Children sent home as a result of an accident must be reported to a senior member of staff. It is the class teacher's responsibility to do this.

If you are unsure whether or not to send a child home: a) consult a first aider and b) consult a senior member of staff.

OFF SITE VISITS

A first aider must be present on all out of school visits.

Paediatric First Aider: Children from year 2 and below must **always** be accompanied by a paediatric first aider on visits.

For visits further afield a main first aider is required.

There must be a main first aider on the premises **AT ALL TIMES**.

ALL staff on a visit are required to risk assess before the visit (EVOLVE system) and keep assessing the situation for risk throughout the visit.

See Accidents section for further information.



ACCIDENTS

All accidents occurring as a result of environmental factors/action by another child must be reported to a senior member of staff as this is a health and safety issue.

Serious accidents (ie child sent home/to hospital) to staff/pupils must be entered into the on line Accident Reporting system. If the accident occurs to a child, it is the responsibility of the member of staff who was in charge of that child at the time of the accident to complete the accident report. A member of the SMT will complete the Serious Accident Factors form as soon as the child/adult comes in for first aid.

Accidents occurring on an off- site visit should be dealt with by the first aider present. It must be recorded on a yellow incident sheet and put in the correct place in the First Aid folder when you return to school. If the accident is deemed to be an emergency - call an ambulance. This is obviously a matter of professional judgement. If you are unsure, please contact school immediately. Use the main school number and not a mobile (unless the main number is engaged). It is the responsibility of the group leader to ensure that the correct procedures are followed on a visit.