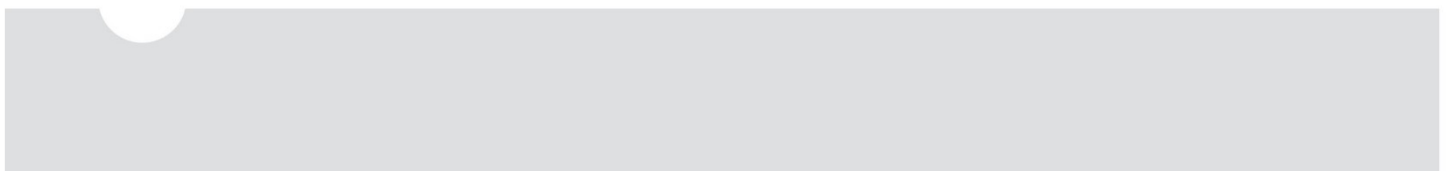




July

Making the difference

First Aid Procedure in the Case of an Accident/Emergency



Making the difference

FIRST AID PROCEDURE IN THE CASE OF AN ACCIDENT/EMERGENCY

PRIME AIMS:- To maintain life and prevent further injury. The adult or child to be reviewed by a qualified medical practitioner as quickly as possible.

The Head of Education is responsible for the overall welfare of the children but takes the advice of the School Nurse, Child's Physiotherapist or a trained First Aider and parent, if necessary, in medical matters. The Management Team has overall responsibility for the Health and Safety at work of the adult staff.

Immediate Action:

1. The members of staff responsible at the time of the accident/emergency (e.g. Teacher, Teaching Assistant, Lunchtime Assistant etc.) should quickly assess the situation and then summon help as quickly as possible, inform the School Nurse, child's Physiotherapist and a trained First Aider (certain members of the staff will be designated First Aiders and trained).
2. If safe to do so the patient should be moved to the nurse's room and treatment administered as required, parents/carers/next of kin will be informed and if appropriate, an ambulance called. If the patient is unable to be moved, the area will be made safe with considering dignity and confidentiality.
3. Parents, Guardians or next of kin should be notified and requested to join the patient at school or hospital.
4. The accompanying member of staff should take all the necessary details of the patient with them to the hospital i.e.
 - Date of birth, address, Health care plans, name of consultant, names and doses of medications, etc. (These are kept in the green class emergency file in the nurse's room).
5. An entry should be made in the Accident Book for all accidents and logged on CPOMS.
6. The "Advice for Parents of Children with Head Injury" leaflet will be sent home with all the children who have sustained a bang/bump to their head. An attempt to contact the parents during the school day will be made.

7. Names of Certified First Aiders:

(Valid from 2nd January 2024 valid until 2nd January 2027)

Adelle Gale

Simon Batstone

Lucy Wills

Marie Brown

Veronica Lye

Bekki Mills

Chloe Moore

Laura Madden

Susanna Mitchell

Chelsea Armstrong

Evelyn Gawen

Megan Hawker

Kate Moss

Helen Toms

Oliver Warren

School Nurse

